

**Annex A**

**ACTION PLAN FOR: RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**Audit Date: 08 – 10 December 2009**

<b>IMPROVEMENTS PLANNED</b>	<b>BY DATE</b>	<b>TO ADDRESS (RECOMMENDATIONS INCLUDING STANDARD PARAGRAPH)</b>	<b>COMMENTS</b>
<p>(i) Inspections and approval of relevant premises are undertaken in accordance with relevant policies.</p> <p>(ii) Compliance of premises and systems is assessed to the prescribed standards</p> <p>(iii) Appropriate action is taken on any non-compliance in accordance with the Council's Enforcement Policy</p>	<p>Completed</p>	<p>3.5.10 Recommendations</p> <p>The Authority shall:</p> <p>(i) inspect and approve the relevant premises in accordance with the relevant legislation, Food Law Code of Practice (Wales), centrally issued guidance and the Authority's policies and procedures. [The Standard – 7.2]</p> <p>(ii) assess the compliance of premises and systems in their area to the legally prescribed standard.</p>	<p>We plan and aim to do so.</p> <p>An inspection programme is in place and is delivered on time.</p> <p>Only appropriately qualified and authorised officers carry out inspections and they do so in accordance with the legislation and statutory guidance.</p> <p>Officers have been trained on and have access to the Council's Enforcement Policy.</p> <p>All infringements are reported to SEHO and 10% checks are made on files to test whether infringements are being reported when they should be.</p>

		(iii) take consistent action on any non-compliance found in accordance with the Authority's enforcement policy. [The Standard – 7.3]	Prosecution files are checked by SEHO. PEHO and Head of Community Protection and referred to Legal prior to information being laid.
(i) Hygiene Improvement Notices are written in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance  (ii) enforcement action is undertaken in line with the Council's Enforcement Policy	Completed	3.8.6 Recommendation  The Authority shall:  (i) ensure that Hygiene Improvement Notices are written in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance [The Standard – 15.3]  (ii) undertake enforcement action in line with its own enforcement policy [The Standard – 15.4]	We plan and aim to do so.  Officers are properly trained and authorised to draft Food Hygiene Notices and they refer to Statutory Guidance.  All Food Hygiene Notices are checked by a SEHO before they are dispatched.  Officers have been trained on and have access to the Council's Enforcement Policy.  All infringements are reported to SEHO and 10% checks are made on files to test whether infringements are being reported when they should be.

			Prosecution files are checked by SEHO. PEHO and Head of Community Protection and referred to Legal prior to information being laid.
A sampling programme will be introduced for relevant Approved Premises.	Completed	<p>3.9.4 Recommendation</p> <p>The Authority shall:</p> <p>carry out sampling in its approved establishments in accordance with its documented sampling procedure. [The Standard – 12.6]</p>	<p>We are satisfied that the in house sampling undertaken by 9 of the 10 approved premises in the Borough is adequate and that there is no need for us to duplicate sampling.</p> <p>There is a need to intervene in one premises. We shall carryout a sampling programme for these premises</p>

