

Action Plan for Blaenau Gwent County Borough Council (Excluding Feed Service*)

Annex 2

Audit Date: 18 - 22 August 2014

Follow-Up Visit Date: 27th- 28th September 2023

Remote follow up: March 2025

(*) Actions arising from the audit in relation to animal feedingstuffs have not been included.
A new regional feed delivery model was introduced in Wales from April 2015.

Status Key

Blue	Completed
Green	Good Progress
Amber	Limited Progress
Red	No Progress

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
3.18 (i) Ensure that future Food Law Enforcement Service Plans are developed in accordance with the Service Planning Guidance in the Framework Agreement. In particular, an estimate of the full range of service demands should be provided together with an analysis of the resources required against those available. Plans to address any shortfalls identified and detailed costs should be included. [The Standard – 3.1]	Blue	Completed	Completed	Completed
Any variance in meeting the Service Plan should be addressed by the authority in its subsequent Service Plan. [The Standard - 3.3]	Blue	Completed	Completed	Completed
4.7 (i) Ensure all documented policies and procedures are reviewed at regular intervals and whenever there are changes to legislation or centrally issued guidance. [The Standard – 4.1]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
5.12 (i) Review, amend and implement its scheme of delegation and authorisation procedures to ensure that officers are appropriately authorised under all the relevant statutes in accordance with the scheme, and that authorisations are based on an assessment of competence in accordance with the relevant Codes of Practice and centrally issued guidance. [The Standard – 5.1]	Blue	Completed	Completed	Completed
5.12 (iii) Review and where necessary amend officer authorisations to ensure the level of authorisation is specified and consistent with their qualifications, training, experience and the relevant Code of Practice. [The Standard – 5.3]	Blue	Completed	Completed	Completed
7.20 (i) Carry out interventions/inspections in accordance with the Food Law Code of Practice and centrally issued guidance, and the authority's policies and procedures. [The Standard – 7.2]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
7.20 (ii) Assess the compliance of establishments in its area to the legally prescribed standards and take appropriate action on any non-compliance found, in accordance with the authority's Enforcement Policy. [The Standard -7.3]	Blue	Completed	Completed	Completed
7.20 (iii) Amend its documented procedures to set-out its approach to partial inspections and further develop the arrangements for red-flagging. [The Standard – 7.4]	Blue	Completed	Completed	Completed
Food Hygiene Rating Scheme audit actions relating to procedures	Blue	Completed	Completed	Completed
7.20 (iv) Ensure that observations made in the course of an inspection are recorded in a timely manner to prevent loss of relevant information. [The Standard – 7.5]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
7.35 (i) Carry out food standards inspections of new businesses in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard -7.2]	Blue	Completed	Completed	Completed
7.35 (ii) Assess the compliance of establishments in its area to legally prescribed standards; and take appropriate action on any non-compliance found, in accordance with the authority's Enforcement Policy. [The Standard -7.3]	Blue	Completed	Completed	Completed
7.35 (iii) Ensure observations made in the course of an inspection are recorded in a timely manner to prevent loss of relevant information. [The Standard - 7.5]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
8.9 (i) Ensure the target response times specified in complaint procedures are met and that the outcome of food standards complaint investigations is communicated to complainants. [The Standard – 8.2]	Blue	Completed	Completed	Completed
12.10 (i) Amend its sampling policy to include details of its approach to formal sampling of food and set-up food standards sampling programmes that accord with the appropriate Codes of Practice and relevant guidance. [The Standard – 12.4]	Blue	Completed	Completed	Completed
12.10 (ii) Review, amend and fully implement its Food Sampling procedures in accordance the Codes of Practice and centrally issued guidance. [The Standard – 12.5]	Blue	Completed	Completed	Completed
13.9 (i) Ensure that its procedure for the investigation of food related infectious disease notifications is fully implemented in all cases. [The Standard -13.2]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
<p>15.10 (i) Set-up, maintain and implement a documented Enforcement Policy, in accordance with the relevant Codes of Practice and other official guidance, and ensure that the policy is appropriately approved. The Enforcement Policy or an accurate summary should be readily available to the public and food businesses in its area. [The Standard – 15.1]</p>	<p>Blue</p>	<p>A documented enforcement policy was in place for Environmental Health (including food hygiene) and had been appropriately approved by Executive, a point which was demonstrated at the time of the audit. Whilst there was an enforcement policy in place for Trading Standards (including Food Standards) which had been formally adopted it had been recognised that it had been sometime since this policy had been reviewed and during September 2013 when the two services came together under Public Protection it was agreed that food standards would informally adopt the Environmental Health policy. As a result of the collaboration with Torfaen County Borough Council the enforcement policy has been reviewed with a view to bringing in a single enforcement policy, the draft of which has been submitted through the Corporate Management Team and is now going through the process of formal approval. The new enforcement policy will include criteria for the use of all enforcement options and the arrangements for ensuring compliance</p>	<p>Policy amended to include criteria for the use of formal notices.</p>	<p>Completed</p>

		in establishments where the authority is the food business operator.		
To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
15.10 (ii) Set-up, maintain and implement documented procedures for all available enforcement actions in accordance with the relevant Codes of Practice and centrally issued guidance. [The Standard – 15.2]	Blue	Completed	Completed	Completed
15.10 (iii) Ensure that it is able to demonstrate that Simple Cautions relating to food standards offences are administered in accordance with the Food Law Code of Practice and official guidance. [The Standard – 15.3]	Blue	Completed	Completed	Completed
15.10 (iv) Ensure that it is able to demonstrate that decisions on enforcement actions in respect of food standards offences are made following consideration of its Enforcement Policy. [The Standard – 15.4]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
Food Hygiene Rating Scheme audit actions relating to report letters & safeguards	Blue	Completed	Completed	Completed.
16.9 (i) Ensure that Food Standards Inspection Report forms provided to businesses following interventions / inspections contain all of the information required by the Food Law Code of Practice. [The Standard -16.1]	Blue	Completed	Completed	Completed
19.11 (i) Fully implement its documented internal monitoring procedure for food hygiene. [The Standard – 19.1]	Blue	Completed	Completed	Completed
19.11 (ii) Further develop, maintain and implement its documented internal monitoring procedure for food standards so as to enable it to verify its conformance with the Standard, relevant legislation, Codes of Practice, centrally issued guidance and its own documented policies and procedures. [The Standard – 19.1 and 19.2]	Blue	Completed	Completed	Completed

To address (Recommendation including standard paragraph)	Status	Planned improvements	Progress to date	Outstanding
19.11 (iii) Ensure internal monitoring records are kept for at least 2 years.	Blue	Completed	Completed	Completed

Summary

Total recommendations	26
Completed	26
Good progress	0
Limited progress	0
No action	0
Total outstanding	0