



Resources
Information-Gathering
Questionnaire
(April 2015)
(for completion by Local Authorities)

For FSS Use Only

Date Received

Contents

Please complete ALL sections and Annexes

- Section A - General Details
- Section B - Specific Questions
- Annex 1 - Organisation Diagram

ONLY if different from April 2014 version

This questionnaire should be completed by the nominated Lead Officer(s) for food law enforcement or a more senior Officer.

When completed the questionnaire should be returned by email to:

Graham.Forbes@fss.scot

by: Monday 18 May 2015

Local Authorities are encouraged to discuss any questions or difficulties about completing this form with Graham Forbes on 01224 285192.

Thank you for your co-operation.

Section A – General Details

A1 Local Authority name

A2 Name of Lead Food Officer:
Food Hygiene

A3 Name of Lead Food Officer:
Food Standards

A4 Name of Officer completing this return

A5 Is the attached Organisation Diagram
from 2014 still current?

Yes / No

If not, please provide an updated and current
version.

Section B – Specific Questions

B1 How many full time equivalent Officers (FTEs) are required by your Authority to carry out the work set out in the latest approved Service Delivery Plan (SDP)? If Officers do both please use the “Combined” box

Food Hygiene only

Food Standards only

Combined work

B2 How many FTEs do you have in post? If Officers do both please use the “Combined” box

Food Hygiene only

Food Standards only

Combined work

B3 Does your Authority have sufficient qualified staff to meet all of the requirements of the 2014 Food Law Code of Practice (Scotland)? If not, please provide details.

YES / NO (delete as appropriate)

If No, additional Number considered as required:

Additional Comments on any staffing issues:

B4 What was the total expenditure on food hygiene and food standards staffing in 2014-15

- B5** In [Protecting Consumers, Audit Scotland 2013](#) at Part 2 (Resources) the key messages are about profile and staff resources, relative risks to consumers and collaborative working. Has this report been brought to the attention of the relevant committees, Portfolio Holders or Senior Management Team?

YES

If so, please provide brief details of the outcomes:

NO

Please indicate the reasons why not

- B6** What period does your current Service Delivery Plan cover and when was it last approved?

Service Plan Start Date:

Service Plan End Date:

Service Plan Approval Date:

- B7** Is the approved Service Delivery Plan designed to meet :
- all of the requirements of the 2014 Food Law Code of Practice and
 - the [Scottish Regulators' Strategic Code of Practice](#)

If not, please provide details including when it will refer to these documents

a) **YES/NO**

b) **YES/NO**

Additional Comments:

- B8** Please provide details of any current and known or foreseeable issues, which may affect the delivery of the approved Service Plan, e.g. budget cuts, staff cuts, frozen posts, Local Authority shared services, training requirements, qualified staff shortages etc.

Additional Comments:

- B9** Has your Authority fully adopted the 2014 Food Law Code of Practice (Scotland)?
- If Yes, please provide brief details of how the update from the previous Code of Practice was completed.
 - If No, an indication of the latest date of full adoption is requested

YES

Please provide brief details of how the update was achieved:

NO

Please indicate that the latest date of full adoption is expected to be

B10 Please state which software provider, products and version your Authority currently uses to record the food establishment information uploaded to LAEMS.

| |
|---|
| Software Provider: Name of Product/System: Current version used: |
| Is your Authority considering any changes to its current system? Yes / No If yes, please provide details of the contact person who would be able to provide further information. |

B11 Has your Authority completed the Scottish Food Enforcement Liaison Committee implementation strategy for the FSA cross-contamination guidance? If yes, please provide these brief details:

- dates started and completed.
- Your strategy to recover any missed, delayed or pending Category C inspections accumulated during the period of the strategy implementation

| |
|--|
| YES/NO Date started Date completed If No, then the expected date for completion |
| a) Any Additional Comments: b) Additional Comments: |

B12 If the structure of your authority has changed from the organisation diagram submitted in 2014 please attach an updated version.

| |
|--|
| Revised structure in place and diagram attached |
| NO changes to structure from 2014 diagram |

Annex 1: Only if different from 2014 return.

Food Enforcement Officers – Organisation Diagram

Please provide an organisation chart of your Authority as per the example below. Please clearly indicate the level of each post and clearly highlight the following: post holders responsible for the food budget, Service Delivery Plan approval, most senior EHO, Lead Officer for Food Hygiene, Lead Officer for Food Standards.

