30th November 2016

Lead Food Officers

FSS/ENF/16/018

Dear Colleagues,

Food Hygiene Information Scheme Week 2016

Why Food Hygiene Information Scheme (FHIS) Week is needed?
The FHIS Scheme attracts attention of consumers, the media, insurance companies and other data users. It is important that the data is correct in order to mitigate the negative impact of incorrect data, and protect the FHIS brand. As part of the on-going FSS review of FHIS, data checks have been carried out which identified some short fallings in the current FHIS open data. Examples of issues include Pass establishments being listed with last inspection dates in 1998, inclusion of Childminders on lists and establishments with Improvement Required ratings since 2009. We are grateful for the considerable time and effort you have all invested in the Scheme and would ask for your assistance during this week to ensure that FHIS data users are provided with the most up to date scores and able to use the scheme with confidence.
When 12th – 16th December 2016

Aim Identify and rectify data issues to help ensure data displayed on the FHIS consumer facing website, and where applicable the LA's own website, is correct.

Ask Food Safety Teams to allocate time during this period to participate. Please note: the exercise is not overly onerous, approximately 4 hours. The tasks can be carried out in 1 day or over the period of 5 days, the choice is yours, but what we ask is that they are carried out within the specified week where possible.

Objectives To provide a mechanism for local authorities to assess data published on the Food Hygiene Information Scheme (FHIS) consumer facing website, and where applicable the LA's own website, via self-monitoring.. A checklist of data cleansing tasks will be set out in a document for local authorities to follow over a one week period nominated as the 12th to 16th December.

Steps to take for cleansing FHIS data

1. Download open data and open in Excel, see annex 1.
2. Review with regard to the 5 areas highlighted in "FHIS Week Topics for Action" section, see annex 2 & 3 for support.
3. Identify the updates required to bring your FHIS open data up to date.
4. Update data on your LA database, upload onto the FHIS Portal and update on your LA website, where required.
5. Inform FSS once complete, by sending an email to enforcement@FSS.scot with the following subject line; Your Local Authority Name- FHIS WEEK 2016- Completed.

FHIS Week Topics for Action

1. Rating date (Date of last Inspection)

Establishments have been identified with rating dates older than 20 years, business closures, or change in business name may be one of various reasons for these out dated ratings. Given the impact of the cross contamination guidance it is requested that ratings older than 2012 should be identified and appropriate action taken to correct this information.

How to check this data: in the open data file for column **'RatingDate'** select the dropdown and sort 'Oldest to Newest' (as described in Annex b2). Any establishments with a rating date older than 2012 can then be identified and the corrective action taken.

2. Business Address

Where Addressline1 is published as business name, this causes 2 issues. If the user searches the business name on the consumer facing website using the business name search box this establishment will not be presented to the user. Where the user searches for the first part of the address for this establishment in the street town or postcode search box, this establishment will not be presented to the user. (Please note: if the establishment has a status of 'Included and Private', 'Exempt and Private or 'Awaiting Inspection and Private' the first part of the address will be published which should be suppressed on the consumer facing website.)

How to check this data: in the open data file the column for **'Businessname'** select the drop down arrow and select sort A-Z. If addressline1 is showing as the business name this will generally be at the top of the list, to rectify this issue enter a trading name into your database. This is especially important where establishments have a status of 'included and private', 'Exempt and Private' or 'Awaiting Inspection and Private'.

3. Postcodes

The establishment postcode is used to geocode the location and used for the current location facility on the FHIS consumer facing website, therefore it is very important that a postcode is provided. Establishments were postcodes are not provided should be identified and data amended on the local authority database. Please note that some establishments may not have postcodes due to the nature and location of the business, such as certain mobile traders. Where this occurs please use the LA's postcode.

How to check this data: in the open data file for column '**PostCode**' select the dropdown to filter the result of the column. You will see a list containing the postcodes. At the top of the list click select all, this will deselect all of the postcodes (remove the tick). Scroll to the bottom of the list and select blanks and click ok. Establishments without a postcode will be filtered, view the establishments and enter a valid postcode on the local authority data base where applicable.

(Please note establishments which have a status for private addresses, the postcodes and address will be hidden in the open data. Therefore one of the address lines can also be filtered to remove establishments with blank addresses. This will leave establishments which display address data but do not have a postcode)

4. Multiple businesses at one address.

Searching for businesses by their address is one of the functions on the FHIS consumer facing website, therefore it is important that the business address correlates to the correct business name. Where there are two businesses listed at the same address it should be ensured that they are both currently operational.

How to check this data: in the open data file for column '**Addressline 1**' select the drop down arrow and select sort A-Z. Review the list for duplicate addresses and address accordingly.

5. Childminders

Information for childminders should not be published on the FHIS consumer facing page. Childminders should have a status of 'Sensitive' or 'Excluded', to ensure that their information is not published.

How to check this data: using the open data, use the filter facility in Excel for **'BusinessName'**, type 'child' and press OK (as described in Annex b 3). This will identify all published establishments with 'child' in the name, scan down the list, if any of these establishments are childminders the status should be changed so they do not appear on the consumer facing website.

If you have any questions please contact either Grainne Gilson, details below, or Doreen Tawse (Doreen.tawse@fss.scot) on 01224 285187.

Yours sincerely

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Annex 1
Downloading data

1. Go to http://ratings.food.gov.uk/open-data/en-GB, scroll down the page and find Scotland, then your local authority name. To the right hand side click the text English Language the local authority.

Local authority	Last update	Number of businesses	Download
Aberdeen City	12/10/2016 at 12:00	1,762	English language
Aberdeenshire	21/10/2016 at 09:15	1,931	English language
Angus	18/10/2016 at 08:40	880	English language
Argyll and Bute	12/10/2016 at 09:35	871	English language
Clackmannanshire	21/10/2016 at 05:01	435	English language
Comhairle nan Eilean Siar (Western Isles)	28/09/2016 at 12:00	460	English language
Dumfries and Galloway	22/10/2016 at 12:00	1,128	English language
Dundee City	24/10/2016 at 11:20	1,327	English language

2. Your screen will now show all the data displayed in an xml format.

   You will now need to save this file (File>Save as…):
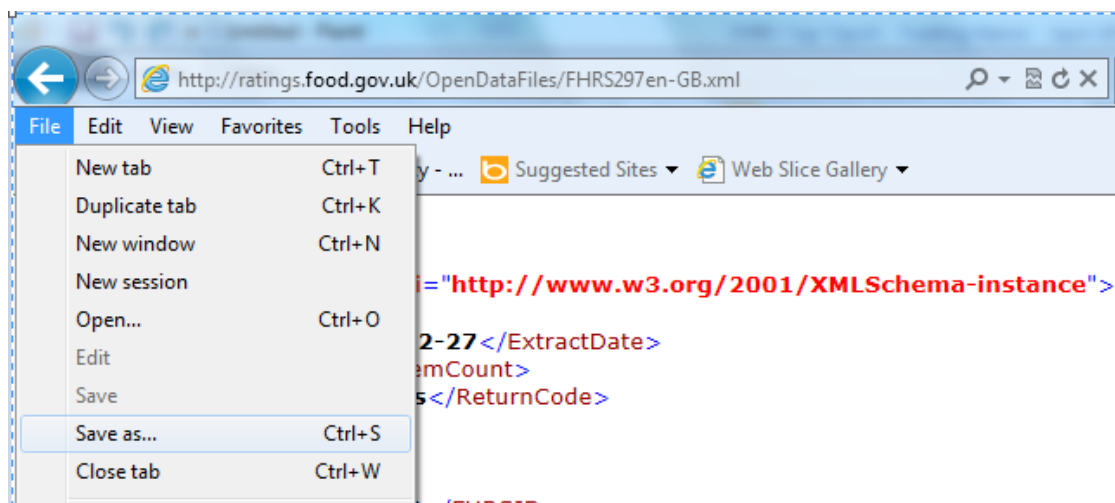
3. Select the location and enter a name the file.

4. Open Excel, within Excel click open (File>Open). Browse for your saved file, and click Open. You will be presented with 2 onscreen messages. Click **OK** to both.

5. The file is now displayed in a readable format and you can use all features within Excel to analyse the data.

Sort and Filtering data in Excel

Once you have exported the data into Microsoft Excel you can then use features within Excel to look at the data.

1. The triangle symbol at the bottom right hand corner of the heading can be used to sort and filter the data.

2. When you click on the sort button you can use it to sort the relevant column a to z.
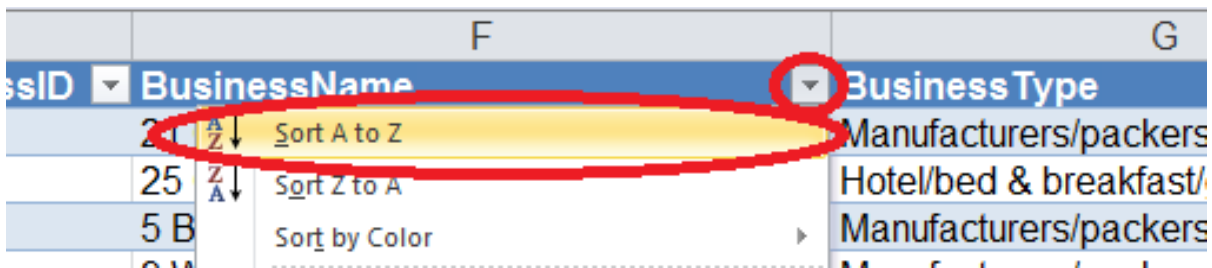
3. The user is also able to filter the column by entering text and clicking Ok
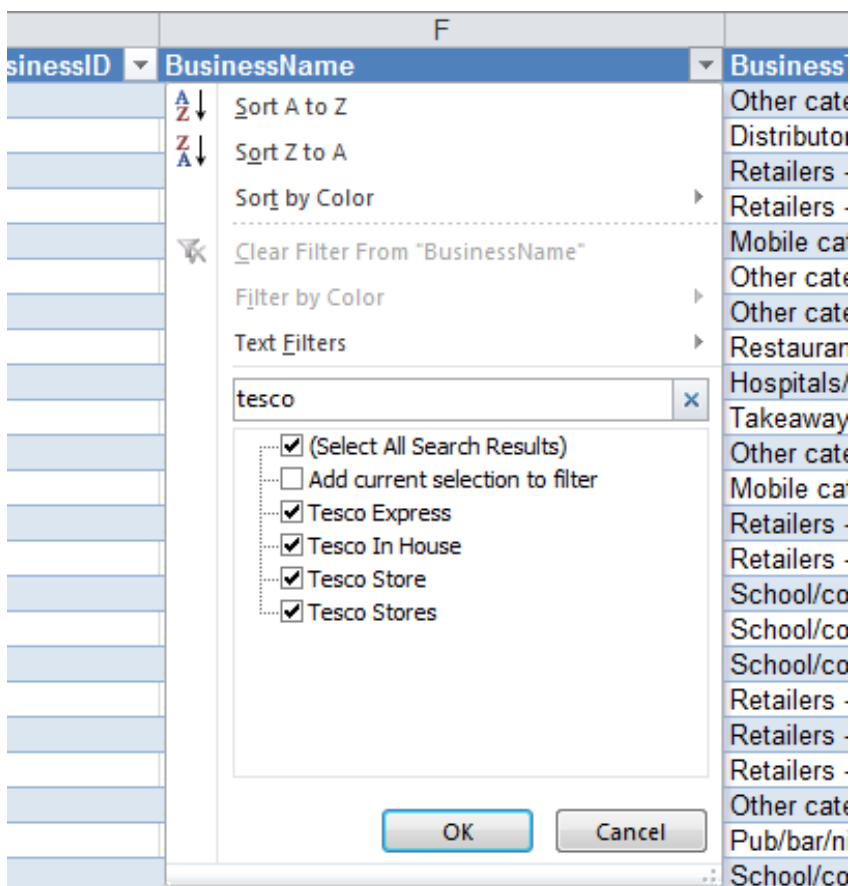
4. Users can also fillet the column using tick boxes in the drop down list, in the example below only supermarkets/hypermarkets have been selected and when clicking ok these establishments will be the only ones displayed.
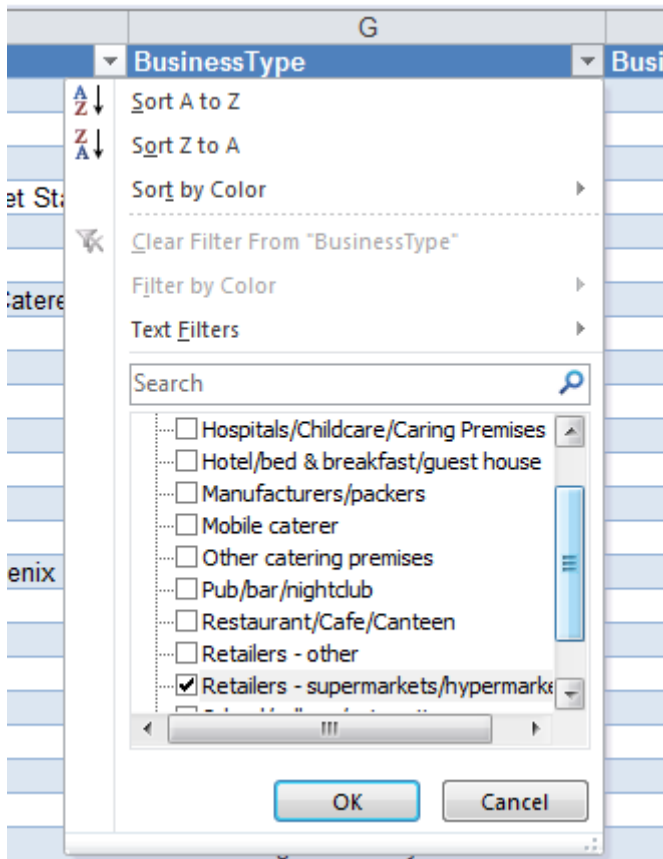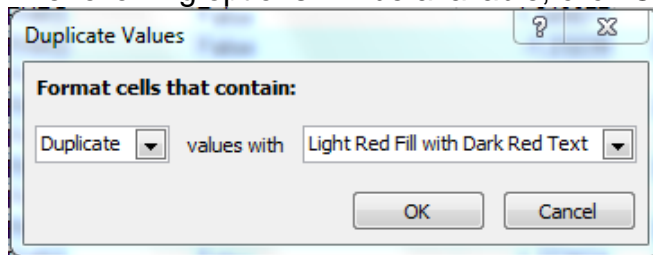
Annex 3
Identify duplicate data in Excel

1. In Excel highlight a column, click 'conditional formatting' then Highlight Cell Rules and select Duplicate Values
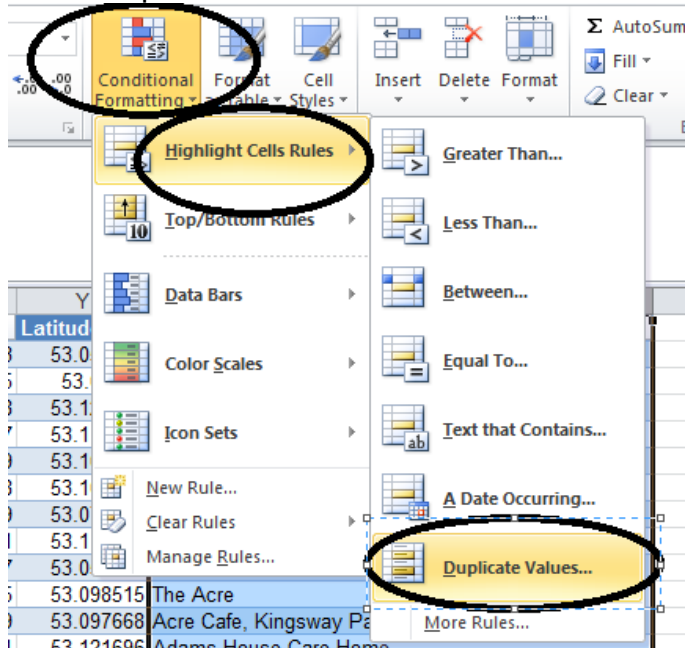
2. The following options will be available, click Ok

3. Click the dropdown for the column heading, then filter by colour and select the colour. This will display duplications. The column can be sorted A to Z and the data assessed for duplicate establishments.