

To: All Heads of Service

Cc: Lead Food Officers, REHIS, SFELC, SoCoEH

30 November 2017

Ref: FSS/ENF/17/022

Dear Colleague

### **FSS Capacity and Capability Supplementary Questionnaire 2017**

Following the completion of 8 Capacity and Capability Audits we have recognised that we need to gather further information to assist us in other audits in this programme. To do this consistently I attach a questionnaire for completion. The questionnaire is similar in format to the annual Information Gathering one.

Where you have documents to support your answer please either attach them, or include a working hyperlink that will allow a download. Your co-operation in returning the completed questionnaire by **22 December 2017** is greatly appreciated.

This letter and the questionnaire template will be published on our website. Should you have any queries or concerns about the completion of this questionnaire please contact Graham Forbes on 01224 285192 or [graham.forbes@fss.scot](mailto:graham.forbes@fss.scot) or email to [LAudit@fss.scot](mailto:LAudit@fss.scot)

Yours sincerely

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