

To: Lead Food Officers
Heads of Service.

Cc: REHIS, SFELC, SOCEHOS

18th April 2018.

Ref: FSS/ENF/18/005

Dear Colleague

Scottish Food Enforcement Annual Return (SFEAR) 2017-2018

I am writing to inform you of the timetable and your responsibility for submitting data returns on your 2017/2018 Food Law enforcement activity.

- **Draft Scottish National Database (SND) data shall be extracted on or before 08/05/2018.**
- **Draft SFEAR report will be issued for FSS internal review on or about 25/05/2018.**
- **Final SND data shall be extracted on or about 29/06/2018**
- **UKFSS data will be extracted on or about 29/06/2018**
- **Final SFEAR will be issued in July 2018.**

The aim will be to use data from the SND and UKFSS for the return process. Since this data is updated weekly there should be little requirement for revisions; however where an individual local authority has data missing or additional detail is required then they will be informed accordingly to ensure their data return is complete.

The SFEAR data is very important in providing assurance on how the regulation of food controls is working throughout Scotland.

It should be noted that the accuracy of the data is the responsibility of Local Authorities.

It is each local authority's responsibility to:

- check the accuracy of the data in the summary tables on SND and those issued by FSS.
- ensure a representative with senior management responsibility for Food Law enforcement verifies the accuracy of the data
- ensure that the data contained on SND is accurate to the best of the local authority's knowledge, by the above deadlines so that the data can be included in the published dataset and in the national report required as part of the annual report on the implementation of the UK's National Control Plan under Regulation (EC) No. 882/2004.

If you should have any queries please do not hesitate to get in contact with me.

Yours sincerely

Robin White
Delivery Assurance Project Manager,
Enforcement Delivery.