**FSS/ENF/19/008**

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| **Information Gathering Questionnaire**  **for Local Authorities**  **(June 2019)** |  |

These questions are designed to assist Food Standards Scotland in carrying out its duties.

This questionnaire should be verified as accurate by a Senior Officer at the level of Head of Service at least.

When completed the questionnaire should be returned by email to [LAaudit@fss.scot](mailto:LAaudit@fss.scot) by **26 July 2019**.

**Contents**

**Please complete ALL sections and Annex.**

1. **Section A - General Details**
2. **Section B - Resource questions**
3. **Section C - Budget questions**

* **Section D - Other questions.**
* **Annex 1 - Organisation Diagram**

**Local Authorities are encouraged to discuss or raise any questions or difficulties about completing this form with Graham Forbes on 01224 285192 or graham.forbes@fss.scot**

**Thank you for your co-operation.**

**Section A – General Details**

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| --- | --- |
| **A1** Local Authority name |  |
| **A2** Name of Lead Food Officer: Food Hygiene |  |
| **A3** Name of Lead Food Officer: Food Standards |  |
| **A4** Name and position of Officer completing this return |  |
| **A5** Name and position of Senior Officer verifying the accuracy of this return |  |
| **A6** Have you attached an Organisation Diagram (Annex 1) showing the current structure (Q B9)? | Yes / No  Reasons if No: |

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**Section B – Resource Questions**

**B1** Title and timescale covered by latest approved Service Plan, and is it designed to meet all of the requirements of the current Food Law Code of Practice (Scotland).

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| **Title**  **Timescale**  **Does the Service Plan fully comply with the 2019 Food Law Code of Practice (Scotland)** Yes       No  **If No,** please provide further information. |

**B2** How many Officers are **Authorised** by your Authority to carry out the work set out in the latest approved Service Delivery Plan (or alternative)?

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| **Food Law Rating System** |  |

**B2A** How many Full Time Equivalent (FTE) Officers are **required** by your Authority to carry out the work set out in the latest approved Service Delivery Plan (or alternative)?

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| **Food Law Rating System** |  |

**B3** How many FTEs do you have in post to do this work?

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| --- | --- |
| **Food Law Rating System** |  |

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| **How, when and by whom were these figures calculated?** |  |

**B4** Are there staff from other areas of EH covering any food safety work?

If Yes please detail their FTE and how this is recorded / monitored

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| **YES / NO**  **If yes,** FTE on food work:  How is this monitored? |
| **Additional Comments on any issues this has raised:** |

**B5** Does your Authority have sufficient qualified staff to meet all of the requirements of both Regulation (EC) No 882/2004 and the Food Law Code of Practice (Scotland) 2019?

If not, please provide details.

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| **YES / NO**  **If No,** what additional Number of FTE’s are considered as required**:** |
| **Additional Comments on any staffing issues:** |

**B6** Do you currently have any Authorised Officer vacancies or have had any such vacancies in the last 12 months?

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| **YES / NO** |
| **Additional Comments if Yes on any staffing issues: e.g. length of time, specific post details etc.** |

**B7** Over the last financial year (01 April 2018 – 31 March 2019) have you either recruited or experienced any difficulties in recruiting, suitable authorised officers at any levels?

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| --- |
| **New authorised officer level staff have been recruited YES / NO:**  **Number of FTE authorised officer level staff recruited:** |
| **Difficulties experienced when recruiting at authorised officer level:**  **YES / NO** |
| **Additional Comments if Yes on any staff recruitment issues:** |

**B8** Have you tried different solutions to address any staff recruitment issues eg mobile or home working, annual hours contracts, term time only, job share, agency staff etc?

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| **YES / NO** |
| **Additional Comments if Yes:** |

**B9** Please provide a current structural diagram / organogram of your Local Authority in a similar format to that in Annex 1. This may be in the form of a link to a published document on the internet.

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| **Structure diagram attached:** Yes / No  **Link attached to structure diagram:** Yes / No  Additional comments if no to either question? |

**B10** Does your Local Authority actively train students that will be taking part in the REHIS Professional examinations?

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| **YES / NO**  **If yes, how many?**  At what stage are these posts?  Are these posts remunerated financially?  Additional comments on financing students |
| **Additional Comments on training related issues:** e.g. availability, financing, speciality subjects, frequency of events, co-operation with others, shared resources etc. |

**B11** Do you have any succession planning strategies or actions currently being implemented?

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| **YES / NO** |
| **Additional Comments on any succession planning issues:** |

**Section C – Budget Questions**

**C1** What is the total food safety budget for 2019-2020?

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| Food Safety Budget for 2019 - 2020: |
| Is there a detailed breakdown of the budget in the Food Service Plan?  **YES / NO** |
| **Any additional Comments on any budget related issues:** |

**C2** How does this compare to the total food safety budget for 2018-2019 (in amount **and** percentage terms)?

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| Amount  Percentage change |

**C3** Are there cost saving measures in place for this year (2019-2020) that may impact on delivery of the food safety service?

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| **YES / NO** |
| **Any additional Comments if Yes on cost saving issues:** |

**C4** Have any voluntary severance or early departure initiatives been implemented in the last financial year (01 April 2018 – 31 March 2019) or are planned for 2019 onwards?

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| **YES / NO** |
| **Additional Comments if Yes on any voluntary severance related issues:** |

**Section D – Other Questions**

**D1** What period does the latest approved Service Delivery Plan cover and when was it approved?

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| **Service Delivery Plan start date:**  **Service Delivery Plan end date:**  **Service Delivery Plan approval date:**  **Date of Last Review:** |

**D2** Do the food intervention programmes (food hygiene and food standards or FLRS) mentioned within the Service Delivery Plan include all food premises within the Local Authority area?

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| **Yes / No:**  If No, how many of the food premises that the Local Authority has responsibility for are unrated:  In which risk category/categories do they belong? |

**D3** Does your LA routinely combine Food Hygiene and Food Standards interventions (either as part of the annex 5 work / FLRS or not.)

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| **We already combine food hygiene and food standards interventions** :  Yes / No |
| **Any additional comments on the combining of hygiene and standards interventions – either now or in the future?** |

**D4** How do you monitor the food intervention programme?

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| **Please provide details:** |

**D5** Does your Service Delivery Plan include the actions the Local Authority is taking to reduce the totals of any premises overdue an intervention?

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| **Yes / No:**  **If yes,** What are these actions?  What is the planned completion date for these actions? |

**D6** For all types of approved establishments within your Local Authority area, are staff provided with the specialist qualifications/training/knowledge including traceability and consumer information commensurate with these approved establishments and any complex manufacturing processes?

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| **Yes / No:**  **If no,** provide details of the perceived shortages and how do you plan to address this? |

**D7** How many Officers currently have Level 4 HACCP qualifications?

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| **Number of Officers:**  **Any additional comments on this level of training?** |

**Annex 1 : 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.

**Authority Management Structure - Action 37**