****

Audit Assurance Information Gathering Exercise

Covid-19

Contingency Measures for Delivery of Official Controls

2020-21

It is acknowledged that this has been a very difficult time for Local Authority Environmental Health Services and your help to provide answers that are as accurate as possible would be appreciated.

**The responses to all questions should only cover Food Law work completed by authorised and competent officers**

**When completed the questionnaire should be returned by email to** [**LAaudit@fss.scot**](mailto:LAaudit@fss.scot) **by 30 April 2021.**

These questions are designed to assist Food Standards Scotland in carrying out its Audit Assurance role as required by legislation and also to provide a better understanding of the functions that have been delivered by LAs during the Covid-19 pandemic.

a) The provisions for conducting audits are provided for in Article 6 of retained Regulation (EU) 2017/625 (as amended).

b) Under that Regulation, competent authorities shall carry out internal audits or have audits carried out on themselves and shall take appropriate measures in the light of the results of those audits.

c) The audits are a systematic and independent examination of the delivery of food law and are to be subject to independent scrutiny and carried out in a transparent manner.

d) The information gathered will help provide assurance that FSS is fulfillingits statutory obligations as above, and allows FSS to prepare for the future.

**LA Details:**

|  |  |  |
| --- | --- | --- |
| **1.** | Local Authority name |  |
| **2.** | Name of Lead Food Officer:  Contact details for Lead Food Officer |  |
| **3.** | Name and title of Officer completing this return |  |
| **4.** | Name and title of Senior Officer verifying the accuracy of this return |  |

In order to establish the extent of food law official controls carried out by Local Authorities during the pandemic and since the deviations commenced on 31st March 2020, please provide answers to the following questions.

**If the information being requested is already on SND or with FSS please indicate this in the relevant answer box.**

|  |  |  |
| --- | --- | --- |
| **Section A**  **Planned interventions**  **1st April 2020 to 31 March 2021** | | |
| **A1** | The number of Interventions carried out in all Group 1 businesses within the Food Law Rating System (FLRS).   * On or before time in relation to due date * Visited but overdue / late * Missed completely (i.e. still waiting) |  |
| **A2** | The overall number of Interventions carried out in businesses within :   * FLRS performance Band D * FLRS performance Band E * Annex 5 Category A |  |
| **A3** | Details of other interventions that were Official Controls or recorded as FLRS interventions |  |
| **A4** | The number of FLRS Interventions identified in questions A1 and A2, carried out physically and the number carried out remotely (e.g. document checks).   * Group 1 Documentary * Group 1 Physically * Band D Documentary * Band D Physically * Band E Documentary * Band E Physically |  |
| **A5** | For Approved Establishments (Annex 5), the number of interventions:   * Total Interventions carried out. * Done on or before time in relation to due date * Visited but overdue / late * Missed completely (i.e. still waiting) * Documentary only checks completed * Physically visited |  |
| **A6** | The number of intelligence driven interventions carried out.   * Number of interventions * Where possible, the No. of FBOs involved |  |
| **Section B** | | |
| **B1a**  **B1b**  **B2b** | The number of interventions for food law which were driven by COVID – 19 and the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020  Or where public health was the main element for the work.  The number of proactive contacts and follow-ups with businesses regarding food law controls which formed a significant element of the work,   * The number of Proactive contacts made ie possibly recorded as service requests related to food premises * The number of Follow ups * Number of FBOs visited for the above * Number of FBOs where Covid-19 service request required further food law control interventions |  |
| **C1** | **Export Health Certificates:**   * Number of premises requiring provision of certificates * Number of certificates issued * FTE requirement in place for certification (e.g. Certifying Officers, Administrative support, additional support) |  |
| **C2** | Any further information that could assist FSS understand the LA environment since 1st April 2020 e.g.   * Committee reports * Covid 19 action plans * Service Delivery Plans * links to publications * links to sources of information * websites updated by LAs * central sources of data etc * Internal reports * Internal presentations * Staff updates |  |

Thank you for providing the requested information. Feel free to make any further comments by email when replying with the questionnaire to LAaudit@fss.scot

Marion McArthur

Tony Sykes

Graham Forbes

Jacqui Angus

Neil Douglas