

To: Heads of Food Service.
Lead Food Officers

20 October 2022

FSS/ENF/22/014

Dear Colleague

FOOD LAW ENFORCEMENT RESOURCE CALCULATION

TIME RECORDING EXERCISE

Background

I refer to ENF/22/013 dated 11th August 2022. Within said ENF there were details on the revised FSS guidance. In addition there were details on the next steps for the resource calculation which includes a time recording exercise (TME).

Within the associated guidance: *Revised Guidance on Local Authority Food Law Enforcement Resource Calculation*, Local Authorities were split into 'benchmarking groups'.

Small Urban	Small Rural	Medium Urban	City	Large Rural	Islands
Inverclyde	E. Lothian	Renfrewshire	Edinburgh	Argyll & Bute	Na h-Eileanan Siar
W.Dunbartonshire	Clackmannanshire	N. Lanarkshire	Glasgow	Highland	Orkney
E. Dunbartonshire	Angus	S. Lanarkshire	Dundee	Aberdeenshire	Shetland
E. Renfrewshire	N.Ayrshire	Stirling	Aberdeen	Moray	
W. Lothian	E. Ayrshire	Fife		Dumfries & Galloway	
Midlothian	S. Ayrshire			Scottish Borders	
Falkirk				Perth & Kinross	

The revised Guidance proposes that a **minimum of two Authorities** within each category take part.

- Each participating LA will conduct the TME for a representative period of eight weeks

- Please be advised that the representative period should be a collated eight week period from the current financial year to 31st March 2023.
- The LA will then determine the average time taken by officers to undertake each activity

Please confirm with Chris Seyfried:- Christopher.seyfried@fss.scot whether or not your LA will be able to participate

TME Template

A template (accompanying this current ENF) has been created that may be used by participating LA's for the TME. The template provides for time recording of different food activities including administrative and system updates following interventions. The template contains guidance on what type of things would be included in the recording of activity types. The aim is to get an indication of the time taken to conduct the variety of food related actions, including those within an intervention cycle.

The proposal would be that each officer within participating LAs would record the time taken to undertake food activities.

At the conclusion of the TME the LA may collate all into one spreadsheet or appropriate format and send to FSS. The potential also exists that this collation could be done by FSS. Please indicate your preference within your confirmation email.

Once collation is complete the average time for activities will be determined using data from participating LA's within the benchmarking groups

In order to aid consistency, LA's should, where appropriate, consider the normal working day to be 7 hours.

The spreadsheet accompanying this ENF may be used. However it is understood that some LA MIS may be able to record the desired data without the use of the attached spreadsheet. Where it is possible to use the MIS time recording tool, please ensure that the data capture within the MIS and accompanying download spreadsheet is the **minimum** data set required. As stated previously, The aim is to get an indication of the time taken to conduct the variety of food related actions.

Should you wish to discuss the TME, please contact Chris Seyfried - Christopher.seyfried@fss.scot

Yours sincerely

Chris Seyfried

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