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To: Heads of Service,  
Lead Food Officers

21 April 2023

FSS/ENF/23/001

Dear Colleague,

**Local Authority Performance Monitoring and Audit Programme 2023/2024  
and Multi - Annual National Control Plan (MANCP) Requirements**

**Local Authority Performance Monitoring and Audit Programme 2023/2024**

Please find attached details of the Local Authority Performance Monitoring and Audit Programme for 2023/2024 (Annex 1). As the food law delivery landscape is due to undergo a significant period of change as part of the Scottish Authority Food Enforcement Rebuild (SAFER) project, the main focus of performance monitoring and audit for this year will be to verify and validate implementation of any specific direction given by FSS. The outcome of this may mean that guidance is provided as to the action considered necessary to enable Local Authorities to meet any standards determined by FSS or which would help to improve the performance of the authority more generally.

## Service Planning

Service planning is key to performance monitoring and we would ask that all Local Authorities focus on drafting Annual Service Plans for the coming year. As required by the Food Law Code of Practice, these should set out planned intervention programmes and service delivery arrangements.

## Multi - Annual National Control Plan (MANCP) Requirements

Domestic legislation on official controls requires that the UK has in place a Multi-Annual National Control Plan (MANCP) demonstrating that it has effective official control systems in place for monitoring compliance with, and enforcement of, feed & food law, animal health & welfare rules, and plant health law. FSS will be required to input into this plan shortly and would ask for your assistance in ensuring that your Management Information System and therefore the Scottish National Database (SND) is up to date and verified as accurate. The following information in particular is required:

- Number of FTE Officers (posts allocated and number of officers currently in post) – direct entry to SND
- Number of interventions achieved during the reporting year
- Number of enforcement actions (broken down into types of actions, notices)
- Number of contraventions letters

As detailed in the Food Law Code of Practice, FSS have designated the Scottish National Database (SND) as the prescribed mechanism for Food Authorities to provide information to FSS on all Official Control activity that is undertaken. Your cooperation is greatly appreciated.

Yours sincerely

*M McArthur*

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**Local Authority Performance Monitoring and Audit Programme 2023/2024**

Programme	Brief Outline	Timescale
<b>Performance Monitoring</b> <ul style="list-style-type: none"> <li>• Scottish National Database</li> <li>• Bespoke Surveys</li> </ul>	Guidance may be provided as to the action considered necessary to enable the LA to meet any standards determined by FSS or which would help to improve the performance of the Authority more generally.	At regular intervals throughout the reporting year.
<b>Desktop Review</b>  Annual Service Plan	Each Food Authority should complete an annual Service Plan. The overall plan should be subject to approval timeously at the appropriate governance level within the Authority. Service Plans are intended to be forward looking and provide details for the coming year.	Request to be made for a copy of the Service Plan from all 32 LAs.  May 2023.
<b>Focussed Audit</b>  Planning and Prioritisation	<p>LAs have responsibility for delivering a range of specific official controls. It is essential that LAs have effective planning in place to deliver these controls.</p> <p>This focussed audit will be informed by the Service Plan desktop review and LAs selected accordingly.</p>	<p>Audits to be planned throughout the year.</p> <p>A summary report will be produced at the end of the programme in addition to individual LA reports.</p> <p>This will feed into the wider SAFER project.</p>
<b>Capacity and Capability</b>	To assess the fitness for purpose of LAs to deliver the Food Service	Intelligence led audits, planned as required throughout the year. These more in-depth audits may be carried out if appropriate.