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To: Heads of Service,
Lead Food Officers

20 July 2023

FSS/ENF/23/002 – Update 1

Dear Colleague,

**Local Authority Performance Monitoring and Audit Programme 2023/2024
Service Plans – Update 1**

Thank you to those Local Authorities that have submitted their Service Plans for 2023/2024. We have received assurances from all 32 Local Authorities (LAs) that these will be submitted within the next few days. To date, four remain outstanding.

As part of this year's Audit Programme, we have been carrying out a desktop review of Service Plans received.

We appreciate that plans may not have reached a fully approved stage within your Authority and we ask that approved versions be submitted when these have been endorsed, depending on Committee cycles, etc.

As stated previously, the intention is to use these, as well as other sources of intelligence, to provide a realistic view of the delivery landscape across Scotland at the current time both as an aide to performance monitoring and to inform the Scottish Authority Food Enforcement Rebuild (SAFER) project.

It is not intended to provide individual feedback to any LA about the content or suitability of the plan, particularly since many of them are draft versions and may be subject to further updates and amendments.

We can, however, provide some general comments that may assist you for future plans, as follows:

- Plans should contain information about the LA profile.
- Plans should include a statement in relation to the Food Authority's approach to Interventions, Enforcement, and Service Delivery.
- Plans should make reference to Enforcement Policies and it would be helpful to include the date when these were last reviewed. (Where this was more than eight to ten years ago, it is anticipated that review and approval will be carried out).
- Plans should include the Food Business Establishment profile, the number of interventions achieved in the previous year, the number of interventions programmed for the coming year, an estimation of the number of revisits that will be made and an estimation of the resources required.
- In terms of resources, Code of Practice Requirement, establishment positions and positions filled should correspond with the Full Time Equivalent (FTE) data inputted on the Scottish National Database (SND).
- Plans should contain details on how new Food Business Establishments are to be included in the Authority's Planned Intervention Programme.
- Plans should provide assurance that Approved Establishments are being consistently and effectively inspected and that effective implementation of FLRS is in place for all other Food Business Establishments.
- Since FSS has designated SND as the prescribed mechanism for Food Authorities to provide information on all Official Control activity, it is anticipated that suitable and effective validation and verification of data in Service Plans is carried out to ensure that data quoted accurately correlates with data detailed in SND.

With regards to the bullet point on the FTE data given in service plans, we have also noted that in many cases, FTE data has not been inputted or differs to data inputted to SND. Given the concerns on resourcing across all LAs we would strongly suggest that, as required by [FSS/ENF/22/02](#):

...LA's will be required to regularly review and update their FTE figures (directly into SND). Quarterly updates are required as a minimum, even if there are no changes to the FTE figures.

....where FTE numbers change via either an increase or decrease, the expectation would be that FTE data within SND would be updated within 14 days to ensure it is reflective of the current FTE at the Local Authority.

Audit Assurance will review the information gathered this year and use it to better inform our audit planning, preparation and future on-site visits.

Yours sincerely



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