

To: Lead Feed Officers  
cc: SFELC, SCOTSS

22 March 2019

FSS/ENF/19/001

Dear Colleague

**Feed Delivery Model - Scotland**

I am writing to update you on the new delivery model for feed in Scotland, funding and to request feed official control and premises data.

For those local authorities that have expressed an interest in working with us, I can confirm that work is still ongoing to draft an options paper for a costing model which will be presented to the Regulatory Strategy Programme Board in April and I am still following up further information on the terms of the arrangement with Scottish Government lawyers.

We have previously advised of an implementation date of 1 April 2019 for the new delivery model for feed, however, it is clear that implementation on this date is not possible and currently, we are looking at an implementation date of the end of June ***at the earliest***. If there is an update on that timescale, I will let you know as soon as possible. Until the implementation date, local authorities will retain competence for feed. The National Enforcement Priorities for Feed, which will be adapted from those being developed by FSA, will follow in a few days.

We have been made aware that Scottish Government has removed the £325,000 funding allocated for feed from the block grant for 2019/20. Because the start date has been pushed back to a point part way through the year, we intend to provide this funding to local authorities pro-rata. Initially, 25% of this funding shall be provided to local authorities for the first 3 months of 2019/20. Thereafter, we shall review and provide additional pro-rata funding if the implementation date is moved back further. I have consulted with FSS Finance and they have confirmed that this transfer

will take place w/c 8 April. I would be grateful if you could confirm if you are intending to carry out feed work in 2019/20 by Wednesday 3 April so that the transfer can be arranged.

### Premises Update – Request for Information

FSS is grateful for the responses received to the request for updated premises information issued in letter [FSS/ENFTS/18/004](#). An update to this information is also requested to include those premises and inspection visits that have changed since that request, i.e. covering the period 1st April 2018 – 31st March 2019. The information requested is as follows:

- An update of the registered feed premises in your authority area during 2018-19. An exception report is requested only if possible – new or removed premises, or any other changes to the premises information provided in March 2018. Please include telephone number/email contact details with any new premises information if available.
- Summary details of inspection visits carried out during 2018-19 – inspection date, confirmation of premises type and compliance score, identifiable to each premises, similar to the information provided in March 2018.

Please provide any lists of premises etc. in Excel format, and not Word, and email them to [feed@fss.scot](mailto:feed@fss.scot) by Friday 31<sup>st</sup> May 2019.

### Feed Law Enforcement Returns for 2018-19 (Enforcement and Sampling Activity)

FSS is also requesting the annual feed law enforcement return from your local authority for the 2018-19 financial year. Data for the 2018-19 financial year will form the basis of the UK annual report to the European Commission.

Annex 1 provides guidance on completing the Feed Enforcement Returns. Annex 2 is the format of spreadsheet to be used for providing details of enforcement and sampling activities undertaken in 2018-19, which is the same as that used last year. If your sampling activity and analysis results for 2018-19 are on UKFSS, there is no need to complete the sampling sections of the spreadsheet at Annex 2. Please indicate, when making your return, that sampling data can be obtained from UKFSS. Please note that if you have provided enforcement return information on a monthly basis throughout the year, there will be no need for the annual return to be completed. Once completed, please email your enforcement returns to [feed@fss.scot](mailto:feed@fss.scot) by Friday 31st May 2019.

## Inspection Records – Historical

For those LAs who have not expressed an interest in working with FSS, there will be some transfer of inspection information required so that FSS can ensure continuity of inspection in those areas. FSS therefore requests a copy of completed inspection reports, any other official control activity and enforcement activity for feed premises since 1<sup>st</sup> April 2013 until 1 April 2019; these will preferably be in electronic format, but it is appreciated that only paper copies may be available. Please email electronic copies to [feed@fss.scot](mailto:feed@fss.scot) or send paper copies to Angeline Michael, Food Standards Scotland, Pilgrim House, Old Ford Road, Aberdeen AB11 5RL by Friday 31<sup>st</sup> May 2019 and thereafter on a regular basis until the implementation date of the new delivery model. If you anticipate any issues including postage/courier costs, please let us know.

## Inspection Records – ongoing

In anticipation of assuming the status of Competent Authority for feed, FSS wishes to begin the process of gathering more detailed inspection information from 1<sup>st</sup> April 2019. Once FSS is Competent Authority, officers will be issued with tablets loaded with GIS based software which will enable inspection information to be gathered using electronic forms on site, and which will be uploaded to the FSS database from which inspection information will be reportable. Between 1<sup>st</sup> April and the date of transfer of competence, FSS requests that copies of feed inspection reports are sent to [feed@fss.scot](mailto:feed@fss.scot) on a weekly basis, so that they can be entered on to the FSS system in advance. This information will be used as evidence of official controls undertaken using the funding allocated by FSS this year (as described above).

If you have any questions about the new delivery model and funding, please do not hesitate to contact me at [Jacqueline.angus@fss.scot](mailto:Jacqueline.angus@fss.scot) or phone on 07876 131648. If you have any questions about the information requests, please contact Phil Hindell at [phil.hindell@fss.scot](mailto:phil.hindell@fss.scot) or phone on 07467 447376.

Yours sincerely



Jacqui Angus

Food Standards Scotland