

To: Lead Feed Officers  
cc: SFELC, SCOTSS

2 September 2019

FSS/ENFTS/19/006

Dear Colleague

**Feed Delivery Model – Update 2 September 2019**

I am writing to provide you with an update to the feed project.

An options paper is currently being drafted which is to be discussed at the Regulatory Strategy Programme Board on Tuesday 1 October. This paper has been written with the full recognition of the financial, legal and political complexities and lessons that have been learned over the last 4 years. The paper details a number of options with full risk/benefit analysis for consideration by the Board. Once the Board has made a decision, FSS intends then to conduct stakeholder engagement before developing the next stages of the work.

In the meantime, local authorities remain the competent authorities and it is anticipated that this will be the case during the remainder of 2019/20 and into the early part of 2020/21 at the earliest. As you will be aware from the previous update, we are looking to roll out the following range of support measures during the current phase:-

**1. Training**

- Two courses each for HACCP level 3 and Feed Labelling and Composition are being delivered from end of August to early October in Edinburgh and Aberdeen. Uptake has been very positive, but there is a small number of spaces available on the Feed Labelling and Composition Course in Aberdeen (30 September to 2 October). If officers are still

interested, please contact Angeline Michael on 01224 285177 or [Angeline.michael@fss.scot](mailto:Angeline.michael@fss.scot)

- FSS is working together with FSA to develop online courses, suitable for all parts of the UK. These courses are due for internal review in the next few weeks and we aim to roll them out mid-November. The courses are imported feed, feed sampling and primary production.

## 2. Sampling grants

We are currently in discussion with the four Agricultural Analysts to develop a sampling plan and funding arrangements. In order to develop the sampling programme for Scotland, we ask that you complete the form attached to this letter and return it to [feed@fss.scot](mailto:feed@fss.scot) by 5pm on Monday 23 September. We ask that LAs apply for **no more than 15 samples** across the four priority areas. It is not necessary for samples to be taken from all four areas, as this will depend on businesses in your area.

LAs will be required to input the samples on to the Scottish Food Sampling Database (SFSD), formerly known as UKFSS. In order to assess training requirements, please indicate on the form whether you currently use SFSD.

## 3. Feed Management Information System (MIS)

We have developed a MIS for use for feed business establishments inspections. The system uses a map based version of the feed business establishment register, linked to an electronic inspection form and reporting dashboards. Some key features of the system are:

- Each LA will only have access to information on businesses their own area, or groups of areas they may have responsibility for
- The inspection form is based on the National Agriculture Panel model form, and is designed so that appropriate sections of the form are visible depending on the type of business being inspected.
- The system is primarily designed to work on iPads, which will be provided, but can work on other devices also, although some local storage on a specific device is utilised if inspection forms are saved as draft before uploading
- The iPads come with 4G allowance, and in the absence of signal, inspection information is stored and will be uploaded when signal is re-acquired
- Photographs, documents and signatures can be captured during inspection, and free text comments can be entered through typing or dictation

- The inspection form is fully editable by FSS, should alterations be required
- LAs will be able to configure reporting tools, which FSS can assist with
- The system links to a Sharepoint site which LAs will have access to, and which can be used for the storage of documents relating to an individual premises

This should improve consistency and will remove the need for separate enforcement returns at the end of the year, as FSS will have access to the system centrally. During the current phase, where LAs remain the competent authority, it is planned that the Feed MIS will be used for reporting purposes only.

The system is due to go through a pilot with a small number of LAs in September. Phil Hindell or John Scott will be available at the above mentioned training courses where the system can be demonstrated. Thereafter training will be rolled out in readiness for roll out in early November.

The data within the system must be subject to a refreshed Data Sharing Agreement, which takes account of General Data Protection Regulations. This is currently in development and we will provide a further update on this work shortly.

#### **4. Code of Practice**

The Feed Law Code of Practice will also be subject to a review over the next few weeks.

If you have any questions, please do not hesitate to contact us at:

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Yours sincerely



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