

To: Heads of Food Service, Lead Food Officers
cc: REHIS, SFELC

19th July 2021

FSS/ENF/21/004

Dear Colleague

Introduction of Compliance Notices for Food Information and Composition Standards

As part of the work stream to introduce Compliance Notices for dealing with contraventions in Food Information and Composition Standards, we need to determine whether development work will be required for each of the 3 Management Information Software ('MIS') systems used by Local Authorities.

We are looking into what data you envisage to capture when you are serving a Notice for Food Information and Composition Standards. After provisional discussions with a few colleagues using the different MIS systems, the best approach is to liaise with each Local Authority to ask for your input into what data needs to be captured. This will help us determine whether developments are needed in your MIS systems in order to record the new compliance notices. We can also determine whether additional data needs to be submitted from MIS systems to SND for the new notices.

I have attached a draft of the Compliance Notice for Food Information and Composition Standards for your information.

Please could you consider:

1. Is there anything that needs to be added to that notice for your use?
2. Are you able to configure your MIS system satisfactorily to add the new compliance notice without requiring development work by Civica, Idox, Northgate? Or;
3. Will Civica, Idox, Northgate need to develop functionality within your MIS to allow the new compliance notices to be recorded?

For information, the following data is captured in SND for existing compliance notices served by Local Authorities:

- Local Authority
- Food Establishment ID
- Enforcement Action Date
- Enforcement Action Type.

Please could you reply with your thoughts and comments by the 16th August on what your own MIS will require to Jacquie.Sutton@fss.scot. If you have any questions please don't hesitate to contact me Raymond.pang@fss.scot.

Yours sincerely

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