



Intelligence
Gathering Questionnaire
(June 2016)
(for completion by Local Authorities)

For FSS Use Only

Date Received

These questions are designed to assist Food Standards Scotland in carrying out its duties.

This questionnaire should be signed off by a Senior Officer at the level of Head of Service at least.

Contents

Please complete ALL sections and Annex.

- Section A - General Details
- Section B - Resource questions
- Section C - Budget questions
- Section D - Other questions. Please provide an excel spreadsheet for the data request in D4.
- Annex 1 - Organisation Diagram

Local Authorities are encouraged to discuss any questions or difficulties about completing this form with Graham Forbes on 01224 285192.

Thank you for your co-operation.

When completed the questionnaire should be returned by email to:

LAudit@fss.scot

by: Monday 04 July 2016

Section A – General Details

A1 Local Authority name

A2 Name of Lead Food Officer: Food Hygiene

A3 Name of Lead Food Officer: Food Standards

A4 Name and position of Officer completing this return

A5 Name and position of Senior Officer signing off this return

A6 Have you attached an Organisation Diagram (annex 1) showing the current structure?

A7 Have you attached the data request (Question D4) with your return?

Yes / No Reasons if No:
Yes / No Reasons if No:

Section B – Resource Questions

B1 Is your current Service Delivery Plan designed to meet all of the requirements of the current Food Law Code of Practice (Scotland).

YES / NO

If No, please provide further information.

B2 How many full time equivalent Officers (FTEs) are required by your Authority to carry out the work set out in the latest approved Service Delivery Plan?

Food Hygiene

Food Standards

B3 How many FTEs do you have in post?

Food Hygiene

Food Standards

- B4** Does your Authority have sufficient qualified staff to meet all of the requirements of both Regulation (EC) 882/2004 and the 2015 Food Law Code of Practice (Scotland)? If not, please provide details.

YES / NO
If No, additional Number considered as required:
Additional Comments on any staffing issues:

- B5** Do you currently have any Authorised Officer vacancies?

YES / NO
Additional Comments if Yes on any staffing issues: eg length of time, specific post details etc

- B6** Over the last 3 years since 1st April 2013 have you recruited new staff or experienced any difficulties in recruiting suitable authorised officers at any levels?

New authorised officer level staff have been recruited YES / NO
Difficulties experienced when recruiting at authorised officer level YES / NO
Additional Comments if Yes on any staff recruitment issues:

- B7** Have you tried different solutions to address any staff recruitment issues eg mobile or home working?

YES / NO
Additional Comments if Yes:

- B8** Please provide a structural diagram / organogram of your LA in a similar format to that in Annex 1. This may be in the form of a link to a published document on the internet.

Structure diagram attached: Yes / No
Link attached to structure diagram: Yes / No

Additional comments if no to either question?

- B9** Does your Local Authority actively train either your own or any other staff that will be taking part in the REHIS Professional examinations?

YES / NO

If yes, how many

Additional Comments on training related issues: eg speciality subjects, frequency of events, co-operation with others, shared resources etc

- B10** Do you have any succession planning strategies or actions currently being implemented?

YES / NO

Additional Comments on any succession planning issues:

Section C – Budget Questions

- C1** What is the total food safety budget for 2016-17?

- C2** How does this compare to the total food safety budget for 2015-2016 (in amount or percentage terms)?

- C3** Are there cost saving measures in place for 2016-17 that may impact on delivery of the food safety service?

YES / NO

Any additional Comments if Yes on cost saving issues:

- C4** Have any voluntary severance or early departure initiatives been implemented in the last 3 years (since 1st April 2013) or are planned for 2016 onwards?

YES / NO

Additional Comments if Yes on any voluntary severance related issues:

Section D – Other Questions

- D1** What period does the latest approved Service Delivery Plan cover and when was it approved?

Service Delivery Plan start date:
Service Delivery Plan end date:
Service Delivery Plan approval date:
Date of Last Review:

- D2** Do the food intervention programmes (food hygiene/food standards) mentioned within the Service Delivery Plan include all food premises within the Local Authority area?

Yes / No:

If No, how many of the food premises that the Local Authority has responsibility for are outwith the inspection programme and in which risk category do they belong?

- D3** Please provide the following information on your database.

Software provider:
Name of product / system:
Current version detail:

D4 Please provide the following information (for both food hygiene and food standards) in an excel spreadsheet for all premises within your database:

- Premises ID
- Category/type of premises
- Date of last intervention
- Date of next intervention
- Risk Rating
- Break down of risk rating scores

D5 How is the food intervention programme monitored?

Please provide details:

D6 Do any of your food premises remain outwith the intervention programme because your Local Authority followed the Scottish Food Enforcement Liaison Committee's Cross Contamination Implementation Strategy for the period 2012-2015?

Yes / No:
If yes, how many were outstanding (by risk rating) on the 31st March 2015?
How many were outstanding (by risk rating) on the 31st March 2016?

D7 Does your Service Delivery Plan include the actions the Local Authority is taking to reduce the number of premises outside the intervention programme?

Yes / No:
If yes, What are these actions?
What is the planned completion date for these actions?

D8 For all types of approved establishments within your Local Authority area, are your staff provided with the specialist qualifications/training/knowledge commensurate with these approved establishments and any complex manufacturing processes?

Yes / No:
If no, provide details of the perceived shortages:

D9 Does your Local Authority rigidly adhere to the Food Hygiene Information Scheme guidance document?

Yes / No:
If no, in what areas does your Local Authority deviate from the guidance?
In these areas, what is done that differs from the guidance?

Annex 1 : Food Enforcement Officers – Organisation Diagram

Please provide an organisation chart of your Authority as per the example below. Please clearly indicate the level of each post and clearly highlight the following: post holders responsible for the food budget, Service Delivery Plan approval, most senior EHO, Lead Officer for Food Hygiene, Lead Officer for Food Standards.

