



Information Gathering Questionnaire for Local Authorities (July 2018)

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

This questionnaire should be verified as accurate by a Senior Officer at the level of Head of Service at least.

When completed the questionnaire should be returned by email to LAudit@fss.scot by **17 August 2018**.

Contents

Please complete ALL sections and Annex.

- **Section A - General Details**
- **Section B - Resource questions**
- **Section C - Budget questions**
- **Section D - Other questions.**
- **Annex 1 - Organisation Diagram**

Local Authorities are encouraged to discuss or raise any questions or difficulties about completing this form with Graham Forbes on 01224 285192 or graham.forbes@fss.scot

Thank you for your co-operation.

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 verifying the accuracy of this return
- A6** Have you attached an Organisation Diagram (Annex 1) showing the current structure (Q B9)?

Yes / No Reasons if No:

Section B – Resource Questions

- B1** Title and timescale covered by latest approved Service Plan, and is it designed to meet all of the requirements of the current Food Law Code of Practice (Scotland).

Title
Timescale
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 (or alternative)?

Food Hygiene

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Food Standards

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- B3** How many FTEs do you have in post to do this work?

Food Hygiene

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Food Standards

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How, when and by whom were these figures calculated?

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B4 Are there staff from other areas of EH covering any food safety work?

If Yes please detail their FTE and how this is recorded / monitored

YES / NO

If yes, FTE on food work:

How is this monitored?

Additional Comments on any issues this has raised:

B5 Does your Authority have sufficient qualified staff to meet all of the requirements of both Regulation (EC) No 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:

B6 Do you currently have any Authorised Officer vacancies or have had any such vacancies in the last 12 months?

YES / NO

Additional Comments if Yes on any staffing issues: e.g. length of time, specific post details etc.

B7 Over the last financial year since 1 April 2017 have you either recruited or experienced any difficulties in recruiting, suitable authorised officers at any levels?

New authorised officer level staff have been recruited YES / NO:

Number of FTE authorised officer level staff recruited:

Difficulties experienced when recruiting at authorised officer level:

YES / NO

Additional Comments if Yes on any staff recruitment issues:

B8 Have you tried different solutions to address any staff recruitment issues eg mobile or home working, annual hours contracts, term time only, job share, agency staff etc?

YES / NO

Additional Comments if Yes:

B9 Please provide a current structural diagram / organogram of your Local Authority 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?

B10 Does your Local Authority actively train students that will be taking part in the REHIS Professional examinations?

YES / NO

If yes, how many?

At what stage are these posts?

Are these posts remunerated financially?

Additional comments on financing

Additional Comments on training related issues: e.g. availability, financing, speciality subjects, frequency of events, co-operation with others, shared resources etc.

B11 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 2018-19?

Food Safety Budget for 2018/2019:

Is there a detailed breakdown of the budget in the Food Service Plan?

YES / NO

Any additional Comments on any budget related issues:
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C2 How does this compare to the total food safety budget for 2017-2018 (in amount **and** percentage terms)?

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C3 Are there cost saving measures in place for this year (2018-19) that may impact on delivery of the food safety service?

YES / NO

Any additional Comments if Yes on cost saving issues:
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C4 Have any voluntary severance or early departure initiatives been implemented in the last financial year (01 April 2017 – 31 March 2018) or are planned for 2018 onwards?

YES / NO

Additional Comments if Yes on any voluntary severance related issues:
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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 unrated:

In which risk category/categories do they belong?

- D3** Does your LA routinely combine FH/FS interventions (either as part of the annex 5 work or not.)

Already combining food hygiene and food standards interventions :Yes / No

Any additional comments on the combining of hygiene and standards interventions?

- D4** How is the food intervention programme monitored?

Please provide details:

- D5** Are any of your food premises overdue an intervention 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 ratings) on the 31st March 2017?

How many were outstanding (by risk ratings) on the 31st March 2018?

- D6** Does your Service Delivery Plan include the actions the Local Authority is taking to reduce any premises overdue an intervention?

Yes / No:

If yes, What are these actions?

What is the planned completion date for these actions?

- D7** For all types of approved establishments within your Local Authority area, are staff provided with the specialist qualifications/training/knowledge including traceability and consumer information commensurate with these approved establishments and any complex manufacturing processes?

Yes / No:

If no, provide details of the perceived shortages and how do you plan to address this?

- D8** How many Officers have Level 4 HACCP qualifications?

Number of Officers:

Any additional comments on this level of training?

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.

