

Audit Assurance Division
Food Standards Scotland
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To: Heads of Service,
Lead Food Officers

22 May 2023

FSS/ENF/23/002

Dear Colleague,

**Local Authority Performance Monitoring and Audit Programme 2023/2024
Service Plans**

Previously we wrote indicating that as part of this year’s Audit Programme, we would be carrying out a desktop review of Food Authority Service plans for 2023/2024.

Programme	Brief Outline	Timescale
Desktop Review Annual Service Plan	Each Food Authority should complete an annual Service Plan. The overall plan should be subject to approval timeously at the appropriate governance level within the Authority. Service Plans are intended to be forward looking and provide details for the coming year.	Request to be made for a copy of the Service Plan from all 32 LAs. May 2023.

Service planning is key to performance monitoring and, as required by the Food Law Code of Practice, these annual plans for the coming year should set out planned intervention programmes and service delivery arrangements.

We indicated that a request for a copy from all 32 Local Authorities would be made in May.

Please take this letter as a formal request for that submission.

If you have submitted a plan to us previously as part of an audit response, no action is required unless significant change to planning has taken place.

Whilst we appreciate that plans may not have reached a fully approved stage within your Authority we would ask that draft versions be submitted with an understanding that later amendment and adjustment may occur.

The intention is to use these to provide a baseline view of the delivery landscape across Scotland at the current time both as an aide to performance monitoring and to inform the Scottish Authority Food Enforcement Rebuild (SAFER) project.

Please could these be submitted to us at: LAudit@fss.scot by 21st June 2023

Yours sincerely



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