

- Food and Feed Primary Production Enforcement -

Application for Food Standards Scotland (FSS) Funding for the implementation of food and feed primary production enforcement in Scotland 2019/2020.

**Local Authority: LA name – to be completed by LA**

Subject to acceptance by Food Standards Scotland of this funding application made by the local authority for the sum of £.................. for 2019/2020 for the implementation of food and feed primary production enforcement in Scotland.

Section 1 – The Agreement

This application will form the agreement which confirms that the local authority agrees to be bound to the following conditions which comprise of:

* **Section 1** - The Agreement
* **Section 2** - Outline of requirements
* **Section 3** - Administration Instructions

**Section 2 – Outline of Requirements**

1. Please provide details of how the local authority proposes to undertake this Official Control function during 2019/2020, including staff resources

**To be completed by LA.**

1. Please provide the cost and number of inspections to be carried out during the 2019-2020 inspection year, along with an estimated monthly breakdown of when inspections will take place. We understand local inspections programmes may vary month to month throughout the year but we are keen to ensure our financial forecasts are as informed as possible and based on local inspection programmes.

Should you be successful in your application for funding, please note that you will be required to complete ALL inspections by Friday 20 March 2020.

**Table to be completed by LA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Per Inspection ( £ ):** | | | | | |  |  |  |  |  |  |  |  |
|  | Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | | Annual Total |
|  | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March |
| No. of Inspections |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cost |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Local Authorities are required to provide us with the following information by email in the spreadsheet provided by FSS:

* Name, address and CPH number of holdings which ***have been inspected*** from 1st of the month up until the 4th last working day of the month.
* Name, address and CPH number of holdings ***expected to be*** carried out in the remaining 4 days of the month.
* Each month, Local Authorities should review the inspections which were expected to take place in the remaining 4 days of the month and amend the information to reflect the actual inspections which took place in the calendar month.

**OR**

1. As an alternative to using the spreadsheet referred to in Paragraph 3 above, Local Authorities can run a report on the **final** working day of the month detailing the name/ address/CPH number of holdings which were inspected in that given month. This report **MUST** be provided to FSS by close of play the **next** working day. If Local Authorities cannot guarantee that this information can be provided on time, they must submit the spreadsheet, as described above, by the 4th last working day of the month. Please note that reports run from LA databases should be restricted to Name, address and CPH number.

Section 3 – Administration Instructions

###### Duration of Agreement

The working period of this Agreement is the 2019-2020 financial year (01 April 2019 and 20 March 2020).

#### Authorisation

The following person is authorised to act as the Food Standards Scotland representative on all matters relating to the Agreement:

**Lorna Murray**

The Authority’s Representative may authorise in writing other Officers to exercise on her behalf such powers as are contained in this Agreement that she defines.

**Contact details**

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| Day to day contact at FSS:  Doreen Tawse  Food Standards Scotland  Pilgrim House  Old Ford Road  Aberdeen AB11 5RL  Telephone: 01224 285187  Email: doreen.tawse@fss.scot | Day to day contact at LA:  **To be completed by LA.** |