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A Guide for Food Business Operators on  
Charging for Meat Hygiene Official Controls in  
Northern Ireland

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May 2018

**For all queries about this guidance — including if you require the information in an alternative format such as audio, large print or Braille — please use the number below.**

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## Summary

<b>Intended audience:</b>	Food Business Operators of approved meat establishments
<b>Which UK nations does this cover?</b>	Northern Ireland
<b>Purpose:</b>	This guidance informs readers how the FSA in NI charges for the delivery of official controls in approved meat establishments.
<b>Legal status:</b>	This guidance does not place any legal requirements on food business operators. It explains the legal requirements that the FSA must comply with in charging for official controls in meat premises, and how charges are calculated.
<b>Key words</b>	<ul style="list-style-type: none"><li>• Charges Guide</li><li>• Approved meat establishments</li><li>• Meat Official Controls</li><li>• Food Business Operator</li></ul>
<b>Review date</b>	September 2018
<b>Sunset date</b>	N/A

## REVISION HISTORY

This guidance follows the Government [Code of Practice on Guidance](#). If you believe this guidance breaches the Code for any reason, please let us know by emailing the contact on the previous page. If you have any comments on the guidance itself, please call us using the contact details on page 2

Revision No.	Revision date	Purpose of revision and paragraph number	Revised by
1	December 2014	<ul style="list-style-type: none"> <li>▪ Replaced references to Business Agreements with Statement of Resources</li> <li>▪ Updated annexe A – hourly rates</li> <li>▪ Updated Annexes B,C and D – calculations and worked examples</li> <li>▪ Updated Annexe F – examples of backing invoices</li> <li>▪ Updated Annexe G – delivery support costs</li> </ul>	Billy Armstrong
2	June 2016	<ul style="list-style-type: none"> <li>▪ DARD references to DAERA</li> <li>▪ New discount system explained</li> <li>▪ EU minima calculations updated</li> <li>▪ Changes to PIA arrangements explained</li> <li>▪ Updated Annex A</li> <li>▪ New Annexes B, D, E, F, G, H, I and J</li> </ul>	Billy Armstrong
3	November 2016	<ul style="list-style-type: none"> <li>▪ Updated Annex A</li> <li>▪ Updated Annex H regarding re-definition of global costs</li> </ul>	Billy Armstrong
4	April 2017	<ul style="list-style-type: none"> <li>▪ Removal of references to EU minimum including the relevant Annexes C &amp; F</li> <li>▪ Updated monthly timetable – Annex B</li> <li>▪ Updated discount bandings – new Annex C</li> <li>▪ Updated glossary of terms – new Annex D</li> </ul>	Billy Armstrong
5	September 2017	<ul style="list-style-type: none"> <li>▪ Updated Annex A</li> </ul>	Billy Armstrong
6	April 2018	<ul style="list-style-type: none"> <li>▪ Updated monthly timetable – Annex B</li> <li>▪ Updated discount bandings – Annex C</li> </ul>	Billy Armstrong
7	May 2018	<ul style="list-style-type: none"> <li>▪ Added Privacy notice – new Annex H</li> </ul>	Billy Armstrong

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## **INTRODUCTION**

1. This Food Standards Agency (the Agency) is a non-Ministerial Government Department. The Agency is the central competent authority for Meat Hygiene Official Controls in approved meat establishments across the UK. DAERA Veterinary Service, Veterinary Public Health & Trade Programme (DAERA VPHTP) carry out Meat Hygiene Official controls in approved slaughterhouses, game handling establishments and cutting plants in Northern Ireland on behalf of the Agency.
2. DAERA VPHTP currently provides a range of services in approved meat establishments in Northern Ireland. Some of these services are paid for by other Government Departments, for example, national surveillance for residues, other services are charged to you, the Food Business Operator (FBO). This Charges Guide provides an explanation of the charging process for Meat Hygiene Official Controls only.

## **WHY ARE CHARGES NECESSARY**

3. The need for charging arises from two sources. These are:
  - Legislative requirements under European law, and consequently also national legislation and;
  - A requirement by HM Treasury to charge the appropriate customer for the services provided.  
(<https://www.gov.uk/government/publications/managing-public-money>)

## **CHARGES REGULATIONS**

4. Meat Hygiene Official Controls charges are required by the finance provisions set out in Articles 26 and 27 of Regulation (EC) No 882/2004 (the EC Regulation). These provisions came into operation in Northern Ireland on 27<sup>th</sup> September 2009 under The Meat (Official Controls Charges) Regulations (Northern Ireland) 2009 No. 247
5. This means that we must charge you for the meat hygiene official controls that are carried out by DAERA VPHTP and must calculate charges in line with the requirements of those regulations.
6. A copy of the national regulations can be found at the web address below  
[http://opsi.gov.uk/sr/sr2009/pdf/nisr\\_20090247\\_en.pdf](http://opsi.gov.uk/sr/sr2009/pdf/nisr_20090247_en.pdf)

Within this document, these regulations are referred to as ‘the Charges Regulations’.

A copy of the European Regulation (EC) No. 882/2004 (referred to in this document as ‘the EU Regulation’ can be found at the web address below;

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02004R0882-20140630&rid=1>

## **WHO IS CHARGED AND WHAT ARE THEY CHARGED FOR**

7. Meat Hygiene controls charges are applicable to all operators of approved slaughterhouses, cutting plants and game handling establishments. Meat Hygiene Official Controls are carried out by DAERA VPHTP in accordance with Regulation (EC) No. 854/2004. These include duties relating to;

- Food chain information
- Ante mortem inspection
- Animal welfare
- Post mortem inspection
- Health marking
- Specified Risk Material\* (SRM) and other animal by-products
- Verification and audit of food business operators “own checks”

(\* you are currently not charged for any meat hygiene official controls relating to SRM)

## **FSA COSTS THAT YOU ARE NOT CURRENTLY CHARGED FOR**

8. DAERA VPHTP also carries out duties for other government departments in approved red and poultry meat slaughterhouses and cutting establishments eg residue sampling for DAERA and verification checks on brainstem sampling for Defra. Charges associated with these duties will not be included on your FSA invoice.

## **OVERVIEW**

9. Charges are based on information provided by you, as agreed on your Statement of Resources with DAERA VPHTP, and by DAERA VPHTP through



the completion of an electronic HOMIF timesheet on a weekly basis. As laid out in regulation 5 of the Charges Regulations, operators are required to supply DAERA VPHTP (acting on behalf of FSA in NI) with any information that may be reasonably required for the purpose of calculating charges. Examples of information that may be required from you are:

- Operating hours
  - Throughput data from slaughterhouses and game handling establishments
- NB: as cutting plants will no longer receive a discount, throughput information is not required
- Information relating to Plant Inspection Assistants (PIAs) where applicable
  - Information relating to the trading and legal status of your business

Charges are calculated at the end of each charging period and may on occasion, include adjustments from earlier periods. The discount is deducted from the full cost and the net amount is invoiced to the food business.

For those establishments operating with PIAs, any additional discount will be deducted from the charge. If the remaining balance is less than zero, the charge will be zero.

## **Elements of charging**

10. Three main elements are used to determine FBO charges
  - (a) Time based charges – detailed from paragraph 13 to paragraph 18
  - (b) A discount to reduce that time based charge – detailed from paragraph 27 to paragraph 37
  - (c) A discount for those slaughterhouses which operate with Plant Inspection Assistants (PIAs) – detailed from paragraph 64 to paragraph 87
11. Charges are based on the actual time cost of carrying out meat hygiene official controls. There are two main stages involved in calculating your charge.
12. The full time cost is calculated by multiplying the time (expressed in hours and fractions of an hour) spent by each DAERA officer exercising controls at those premises, by the hourly chargeout rate applicable to that grade of officer. Current hourly chargeout rates are detailed at Annex A.

## **Time based charges**

13. The FSA will charge food businesses for all the hours agreed on the Statement of Resources with the following exceptions
  - Where DAERA officials are not required at your establishment, and sufficient notice has been received so that they can be redeployed elsewhere;
  - Where 'force majeure' applies, for example, where you are unable to operate due to a utility failure that resulted from activities beyond your control; and
  - For up to two hours on any two occasions in any 4 or 5 week charging period, where downtime has resulted from events outside of your control, for example, a machinery breakdown where a verifiable programme of maintenance is in place and written notification is provided to the DAERA team.
14. Any time worked outside of the agreed hours specified in paragraph 13 above will also be included in the time costs e.g. if the daily finishing time of the plant extends beyond those agreed with your Official Veterinarian or that specified in the Statement of Resources.
15. For the audit of establishments, all audit time spent on site by independent OV auditors and official auxiliaries as well as any preparation and reporting time that may be required off site, is chargeable.
16. Time spent carrying out unannounced inspections in standalone or co-located cutting plants where there is no resident DAERA team and where issues have been identified, is also chargeable.
17. Partial desktop audits may also be prepared to close the audit process efficiently, and without the need for additional site visits in some cases. In determining whether a further visit is necessary, the auditor will take all relevant information into account. Food businesses that have no major or critical non-compliances may benefit from reduced audit costs where auditors are satisfied that compliance has been achieved without the need for an additional visit. Time spent on the preparation and report writing will remain chargeable.
18. Time spent carrying out follow up visits that have been deemed necessary by the auditor to assess the status of non-compliances will be chargeable.

## **Overtime**

19. Hours worked by any inspector in excess of their weekly contractual hours will be charged to you at the overtime rate appropriate to that grade (see Annex A for full list of overtime rates). Overtime rates are based on average salary costs for the grade multiplied by the applicable premium. These are:
  - Monday to Friday (> contracted hours) = time and a half
  - Saturday = MIs and PMIs = double time, all other grades = time and a half
  - Sunday = double time, all grades
  - Public and bank holidays = double time, all grades
20. Overtime rates do not include overheads. Where overtime has been accrued at more than one establishment in any week you will only be charged at the overtime rate on a pro-rata basis eg if 70% of an inspectors total hours were worked in your establishment then you will be charged for 70% of the overtime cost.

## **Facility time (eg dressing up and dressing down)**

21. Any facility time (up to a maximum of 30 minutes per day) paid to DAERA officials will be included in time costs.

## **Travel time costs associated with relief cover**

22. If DAERA staffing levels in your establishment fall below those detailed in the Statement of Resources, DAERA will supply replacement inspectors to fill the shortfall. You will be charged for the costs associated with the replacement of staff. These costs will include any hours spent exercising official controls at your establishment as well as the travel time accrued travelling to your establishment (single journey only) as a result of the re-location.
23. Other expenses associated with the re-location eg the return journey and mileage expenses, are included in the calculation of the hourly chargeout rate.

## **Unproductive time**

23. Unproductive time includes any hours during the normal working week where the services of the meat inspection team have been agreed in the Statement of Resources but subsequently have not been required. If sufficient notice of the revised arrangements has been provided, it may be possible to re-deploy DAERA officers elsewhere. However, if officers cannot be utilised or re-

deployed elsewhere as a result of insufficient notice, then the hours as agreed in the Statement of Resources will be charged.

All charges for unproductive time are levied at normal rates.

## **CALCULATION OF HOURLY CHARGEOUT RATES**

24. Hourly chargeout rates are grade-specific and are applied to each hour (or fraction of an hour) spent on FSA tasks as recorded on the HOMIF timesheet for your establishment. Hourly chargeout rates are generally revised on an annual basis (see Annex A for current rates).

### **What is included in the hourly chargeout rates**

25. There are two main parts to the hourly chargeout rate;
- a. Direct staff costs, associated with DAERA officials directly involved in carrying out official controls Eg Official Veterinarians and official auxiliaries and includes employment costs such as national insurance contribution and superannuation.
  - b. Delivery support costs, associated with DAERA and FSA staff who provide an essential operational or administrative supporting role in the delivery of meat hygiene official controls (see Annex I for more detail).
26. Hourly chargeout rates are generally reviewed on an annual basis to be applied from the August charging period. However, the FSA reserve the right to review hourly chargeout rates when deemed necessary.

## **DISCOUNT ON OFFICIAL CONTROL CHARGES**

27. Operators of approved slaughterhouses and game handling establishments may receive a discount which will reduce the time costs associated with their establishment.
28. The Steering Group on Meat Charging is an industry stakeholder group, which was tasked with the development of options for a fairer distribution of meat charging discounts. The group is chaired by Bill Stow and is facilitated and supported by FSA. The NI meat industry is represented on the group by representatives from NIMEA, the NI Pork & Bacon Forum and UFU. More information about the group can be found at <http://www.food.gov.uk/business-industry/committees/steering-group-on-meat-charging>

Discount rates

29. The discount rates applied are based on the usage of hours of DAERA resource.
30. The discount rates reduce in stages as the usage of hours increases.
31. Where food businesses do not receive a discount, the charge will be based on the full cost of carrying out meat hygiene official controls.
32. Cutting plants will not receive any discount.
33. Poultry slaughterhouses operating with PIAs may also receive additional discount.

#### Hours Discount bands

34. Each discount rate has an associated banding into which hours will be allocated, for example, the first 60 hours used in each charging period will be allocated to the first band which attracts a 90% discount, the next 100 hours will be allocated to the next lowest discount rate eg 75%, and so on until all the hours in each charging period have been allocated to a band. Each sector (red meat slaughter, poultry meat slaughter and game handling) will have a different allocation of hours within each band.
35. Bands will be calculated on an annual basis and allocated to each charging period cumulatively so that at the end of the first charging period, one twelfth of the total hours available for that band will have been allocated, at the end of the second charging period two twelfths of the total hours available for that band will have been allocated and so on until the year end. This means that any unused hours from a higher discount band will be carried forward.
36. Where there is a change of ownership of an approved establishment, and the approval number is unchanged, the establishment will continue using the remaining discount allocation for the remainder of the financial year. Any invoices in the month of change will be recalculated applying the available discount first to the original owner and then to the new owner.
37. Where a new approval number is issued, the discounting process will be reset and the discount band allocation for the full year will be available. Operators of new establishments, never approved before, will also receive the full discount band allocation for a financial year.

#### Hierarchy of grades

38. Hours accrued by DAERA officials will be allocated starting with the most expensive core rate (OV grade) and following the hierarchy detailed in Annex D.

39. Adjustments regarding retrospective additional hours which have not been charged will receive the discount applicable to the period being charged ie treated as current period. Credits for previously charged hours will be made at the lowest discount rate for the grade and rate of staff which means that the amount of money credited will be at the highest level band.

### **Force majeure and flexibility – when FSA will not apply a charge**

40. This section sets out the circumstances when official controls charges to approved meat businesses would be waived under the time based charging mechanism.
41. It relates to the waiving of charges due to unforeseen events affecting your business that are caused by exceptional circumstances, including those that it would not be reasonable to view as commercial risks to be accepted by your business as part of your business practices.
42. The FSA in NI waives certain charges in recognition of the particular difficulties that some businesses face in planning regular working hours. In view of this, charges will not be made for downtime that is due to:

Force majeure;

or

any other reason, for up to two hours on any two occasions in any four/five week charging period<sup>1</sup> where downtime has resulted from contractual or customary practices or where circumstances were outside of FBOs' control and written notification is provided to the DAERA meat inspection team. NB: Where this flexibility is required on a regular basis the Statement of Resources will be reviewed to assess whether it could more accurately reflect the working times and practices of the establishment.

43. The flexibility above will be limited to the members of the DAERA team present on site at the time. You will be required to declare in writing at the time (within one working day of the occasion the downtime occurs) that you are exercising one of the two instances of flexibility above. Once you have declared that you are exercising this flexibility you will not be able to retrospectively change the instances to which the flexibility will be applied.

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<sup>1</sup> 'Charging period' refers to the 4 or 5 week period which commences on the Sunday prior to the 1st of the month.

## **EXAMPLES**

### **Examples of force majeure**

44. It is not possible to definitively list all events that would be considered as force majeure, but the list below provides guidance:
- Electricity, gas or water failure as a result of activities on or off-site not in the control of the FBO;
  - Protest or civil disturbance delaying the arrival of stock;
  - Emergency disease / public health restrictions and/or controls;
  - Severe adverse weather resulting in the late delivery of stock;
  - Premises evacuated as a result of an incident in neighbouring premises; and
  - Closure of livestock markets due to sudden severe adverse weather conditions

### **Examples of events for which charges would not be made for unproductive time for up to two hours on any two occasions in any one month**

45. As above, it is not possible to definitively list all events that would be applicable, but the list below will provide some guidance:
- Sudden unexpected breakdown of machinery that has been properly maintained, as evidenced by maintenance records;
  - Planned repairs to essential equipment where reasonable notice is given to DAERA;
  - Markets have no suitable stock;
  - The FBO considers that:
    - a. The price of stock is unacceptably high;
    - b. Stock is not of an appropriate quality;
  - The FBO loses an order;
  - The FBO cannot predict when stock will arrive or its quantity (e.g. game); and

- Traffic accident resulting in the late delivery of stock.

**Examples of events within your responsibility or due to market forces and which charges would be made for unproductive time:**

46. As above, it is not possible to definitively list all events that would be applicable, but the list below will provide some guidance:

- On-site failures due to the activities/decisions of the FBO, including:
  - a. Incidents caused by contractors,
  - b. Failure of machinery / equipment due to poor maintenance,
  - c. Maintenance, repair or replacement of machinery / equipment without sufficient prior notice,
- Failure of electricity, gas or water supply due to non-payment of the utility;
- Events for which it would be reasonable for the business to seek redress from a third party;
- Events against which it would be reasonable to expect the business to be insured;
- A market is closed unexpectedly, other than for sudden severe adverse weather conditions;
- Delayed working due to insufficient slaughterhouse or cutting staff; and
- Late delivery of stock, e.g. due to the breakdown of a delivery vehicle.

**COLLECTION AND SUBMISSION OF THROUGHPUT INFORMATION**

47. The Charges Regulations require you to supply us with information to allow charges to be calculated. Throughput data is essential to calculate the minimum charges that are specified in the EU Regulations. The information that you supply may be subject to audit by FSA in NI and by other Government departments

48. In slaughterhouses, on-farm slaughter facilities and game-handling establishments where dressing takes place, the numbers of each species slaughtered and/or dressed which are subject to official controls, should



continue to be forwarded to DAERA on the slaughter return form on a weekly basis. Throughput will be verified by DAERA, using APHIS where appropriate. Care should be taken to record numbers slaughtered / dressed in the correct categories to ensure accuracy.

49. As cutting plants will now be charged the full cost of carrying out official controls, there is no longer a requirement to provide cutting throughput information on a weekly basis for the purpose of calculating EU minima.
50. You must submit a “nil return” for those weeks where slaughtering has not taken place. The only exception to the above requirement is that it will not be necessary to complete a weekly return for a non-operational period provided it has been included in the Statement of Resources.
51. The Charges Regulations require you to provide information, such as throughput information, for the calculation of charges for official controls. You should be aware that, under the Charges Regulations it is a criminal offence for anyone to submit information that they know to be false or misleading or without reasonable excuse, to fail to provide the required information within a reasonable amount of time, which is punishable on summary conviction by a fine.
52. Where the required information has not been supplied, DAERA will initially contact you to find out why it has not been submitted and to remind you of the requirements.

## **STATEMENT OF RESOURCES (SOR)**

53. The Charges Regulations require you to provide details of your working hours and working practices. DAERA will work with you, on our behalf, to agree the number of inspectors required to carry out the official controls and the number of hours required daily for that purpose. This information will be part of a Statement of Resources (SOR) which should be agreed between the FBO and the resident DAERA meat inspection team. The SOR will provide the basis for your time cost charges. The details will include, amongst other information, operational starting and finishing times, the number of animals expected to be processed and any additional information such as seasonal variations. The SOR is intended to be beneficial to both parties. It enables DAERA to ensure that the appropriate and most efficient level of staffing is deployed helping to keep costs down, and provides you with the level of service that is required at the lowest possible cost to you. Please see the Statement of Resources for your own establishment for further details.
54. FBOs must provide as much notice as possible when they intend to change their operating hours. By giving the FSA reasonable notice of changes, this will

give DAERA time to try to re-arrange their resources to fit the new requirements without incurring additional costs. For major or permanent changes, the FSA needs 30 days' notice to enable it to give meaningful notice to DAERA. FBOs should always notify the FSA in writing of the intended start date of any change, this helps to avoid any confusion.

55. The number of hours spent by each PIA working on PIA duties should be set out in the SOR and these figures will be used in the discount calculation.
56. More detailed guidance on the SOR can be accessed by clicking on the link below

<https://www.food.gov.uk/northern-ireland/niregulation/niguidancenotes/fbomhocni>

## **SOR APPEALS PROCEDURE**

57. Your charges are based on the operating hours and attendance levels set out in the SOR. If you are unhappy with the attendance levels set out in the SOR then you can appeal against them. The appeals procedure is described in the SOR guidance document which can be accessed using the link above.
58. While the appeal is being carried out, the FBO is still required to pay the FSA invoices in full. If the appeal is successful, the FBO will receive a credit on a future invoice. If the appeal is not successful then the charges will not be credited and the charges will stand.
59. The FSA may in certain circumstances continue to retain the disputed resources in the plant even after an appeal is lost by the FSA where it is considered necessary to meet the requirements of the EC Regulation, but the operator will not be charged for the excess attendance.

## **CHARGES FOR ADDITIONAL CONTROLS (OFFC ARTICLE 28)**

60. Under Article 28 of Regulation (EC) No 882/2004 on official controls, FSA in NI is required to charge for the expenses arising from 'additional official controls', i.e. controls that exceed the normal control activities.

Full and detailed guidance notes on these charges can be found on the Food Standard Agency's website at:

<http://www.food.gov.uk/foodindustry/guidancenotes/foodguid/offcexpenses>

It is expected that the circumstances in which this type of charge would be levied are rare and therefore most operators will not be affected by them. However, you should ensure that you are aware of the guidance which sets out when these charges would be considered.

## **AGREED SLAUGHTERHOUSE STAFF COSTS (PLANT INSPECTION ASSISTANTS)**

61. PIAs are those individuals employed by the operator of approved poultry and rabbit slaughterhouses who are authorised to carry out certain meat hygiene official controls. These staff operate under the direct supervision and responsibility of the OV.
62. In a time based charging system, reductions in charges for Plant Inspection Assistants (PIAs) employed by the operator would not normally be a feature. As with the previous system, the revised discount continues to take account of the use of PIAs. However it is important to note that operators may not receive the same support as they did previously. The revised system is based on equivalence, to ensure that other sectors of the meat industry are not disadvantaged.
63. Establishments that employ or contract PIAs may be eligible for a supplementary discount depending on the costs of employing those PIAs.
64. Key elements of the PIA discount are
  - (a) PIA discounts are linked to food businesses existing levels of discount so that if a food business became eligible to adopt a PIA system, all factors being equal, their charges would not increase
  - (b) The PIA discount aligns the PIA hourly rate to an average non-OV hourly rate
  - (c) The amount of discount would never exceed the direct cost of employing MIs so that the FSA and other slaughtering sectors would not lose as a result of adopting a PIA system

How will the PIA discount work?

65. The system recognises two categories of PIA. Those who have been transferred to the food business from DAERA or a contractor under TUPE (TUPE PIA), and those directly employed by the food business (non-TUPE PIA).
66. TUPE refers to the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended in 2014, which covers employees' terms,

conditions and rights with regards to service provision changes. TUPE applies in situations where a function transfers from the public to the private sector and provides some protection for conditions of employment for employees where they transfer to a new employer with the transfer of a function. Further information on TUPE is available from:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275252/bis-14-502-employment-rights-on-the-transfer-of-an-undertaking.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275252/bis-14-502-employment-rights-on-the-transfer-of-an-undertaking.pdf)

67. The FSA considers that transferring PMIs from DAERA to a PIA system would constitute a TUPE transfer
68. Food businesses entering into contracts with third party providers of PIAs will do so through their own commercial decisions and risks. The FSA will treat all staff not transferred from DAERA as non-TUPE PIAs. In the case of contracted staff the FBO will be responsible for submitting the required information relating to contracted staff as if they were directly employed by them. Only gross salary costs of contracted staff will be used in calculating the PIA discount.
69. The PIA discount will be calculated using the number of PIA hours spent carrying out official controls at agreed inspection points only.
70. To calculate the applicable PIA discount, the FSA will use the weighted average PIA hourly rate where non-TUPE PIAs are used and apply an additional 25% towards overheads, and where TUPE PIAs are used the FSA will use the direct PMI cost for the financial year (see Annex A) as the basis for the equivalent weighted average hourly rate. Any costs above 25% of the gross salary costs of FBO or third party provider PIAs will be excluded from the calculation.
71. Food businesses will be required to provide the FSA with the names of all authorised PIAs employed at their establishment, prior to the start of the financial year on form ASSA 1. This list must also be updated if and when newly authorised staff are added to their employment and when previously authorised staff leave their employment during the course of the financial year.
72. Prior to the start of the financial year, food businesses must also provide details of the hourly rates paid to PIAs and must notify FSA immediately if and when the hourly rates change during the financial year. The ASSA 1 form should be used for this.
73. Food businesses must submit information on a monthly basis to facilitate the discount calculation for that charging period. This includes the PIA names

and the number or hours spent carrying out official controls at the agreed inspection points.

74. To ensure that PIA information is included in the discount calculation for any charging period, the required information must be provided on the ASSA 2 form to FSA within seven days from the end of the relevant charging period.

How is the PIA discount calculated

75. A separate calculation is undertaken for each food business to work out the PIA discount to be applied to the slaughterhouse charge.
76. To do this, two values are required, the PIA rate and the average non-OV hourly rate.

The PIA rate

77. Regarding the PIA rate for non-TUPE PIAs, the FSA will provide the DAERA HOMIF system with the weighted average PIA rate for each food business operating with PIAs. Where applicable, this will appear on the backing schedule as the 'PIA Rate'
78. Regarding the PIA rate for TUPE PIAs, this will be the full PMI direct cost per hour. Where applicable, this will appear on the backing schedule as the 'PIA Rate'.

The Average non-OV hourly rate

79. The Average Non-OV Hourly Rate is calculated each month by the DAERA HOMIF system. This is based on the number of hours of non-OV time as listed on the invoice backing schedule, taking into account the appropriate discount % for those hours. This provides a comparison rate for the calculation as a hypothetical value based on the replacement of PIA hours with PMI hours.
80. The monthly PIA hours are allocated to the discount bands as per the hierarchy of grades in Annex D (i.e after all DAERA hours have been allocated). The average non-OV hourly rate for the period is then calculated by dividing the total hypothetical charge at discounted rates of non-OV work (SMI + PMI + MI + PIA (at PMI rates)) divided by the total number of hours for those grades.
81. The average non-OV hourly is then subtracted from the PIA rate.
82. The difference between the average non-OV hourly rate and the relevant PIA rate is the hourly supplementary PIA discount. The hourly supplementary discount is multiplied by the number of PIA hours to calculate the value of the total PIA discount.

83. If the average non-OV hourly rate is greater than the PIA rate then no additional discount will be applied for those hours. This is because the cost of employing PIAs is already less than the cost of a discounted official auxiliary (i.e non-OV).
84. Once the standard discount has been applied, any applicable PIA discount will then be applied to reduce the slaughterhouse charge. The PIA discount can never result in a credit to the food business for the slaughterhouse charges; it can only reduce the slaughterhouse charge for the month to a maximum of £0.

## **WAYS TO REDUCE YOUR CHARGES**

85. To ensure your charges are kept to a minimum you can do the following:
- **Make sure that your operating hours and working practices are agreed with DAERA and are accurately documented in the SOR.** These should represent your normal practices and should be reviewed on a regular basis. DAERA may be able to contribute positively when considering your operating patterns, by suggesting ways in which changing your patterns slightly could reduce the level of resource required therefore reducing your time costs.
  - **Find out whether you are eligible for OV flexibility.** An assessment of your business can be carried out to establish whether you could qualify for reduced OV attendance. Speak to the DAERA Divisional or Supervisory Veterinary Officer (DVO/SVO) responsible for your establishment for more information or to request an assessment.
  - **Give DAERA as much notice as possible when there are temporary changes to your operating hours and working practices.** Where you plan to make longer term changes, try to give at least 30 days notice. The more notice you give provides a better opportunity to re-organise staff without incurring additional costs.
  - **Ensure that your food safety and management practices are of a good standard.** This will reduce the likelihood of line stoppages and other enforcement action that lead to additional costs. For cutting establishments, this will improve your audit score and may reduce your audit frequency leading to reduced time costs for your establishment.
  - **Ensure that all equipment is properly maintained.** This will reduce the likelihood of machine and equipment breakdowns that can lead to additional costs.
  - **Ensure that your SOR is updated regularly to accurately reflect the amount of authorised slaughterhouse staff (PIA) resource being employed** if you are a poultry or rabbit slaughterhouse using authorised slaughterhouse staff to carry out certain official controls.

This will help you receive the right level of PIA Allowances ensuring that your invoices are correct.

- **Make sure that you keep in regular contact with DAERA management team.** They will be able to advise you on any issue that may impact your charges, keep you informed of future changes and can help you make the best use of their resources.

## **WHEN YOU WILL BE REQUIRED TO PAY**

86. Charges are due to be paid on receipt of the FSA invoice. Payment must be received within 14 days of the date of the invoice. Other payment details can be found on the reverse side of your invoice.

## **WHAT IF I HAVE A QUERY WITH MY INVOICE?**

87. If you have a query regarding your invoice you should contact us using the details below.

## **OVERDUE INVOICES**

88. Existing rules will apply regarding overdue invoices.

## **WITHDRAWAL OF OFFICIAL CONTROLS**

89. If you fail to pay for your official controls charges FSA in NI may be entitled to request DARD VPHP to withdraw their services from your establishment – this would prevent you from producing meat for human consumption. These powers are set out in the Charges Regulations and will only be used as a last resort ie after all other means of debt recovery have been tried or are inappropriate. FSA in NI will only request the withdrawal of official controls where a Court judgment or decree has been obtained.

## **WHAT DO I DO IF I HAVE A COMPLAINT, ANY OTHER COMMENTS OR SUGGESTIONS?**

90. If you have any difficulty in understanding your charges, or you suspect that we may have made an error, you should contact us using the details below.

Susan Monahan  
Finance Department  
Food Standards Agency Northern Ireland  
10a-c Clarendon Road  
Belfast  
BT1 3BG

Telephone 028 90 417755  
Fax 028 90 417726



## Annex A: hourly chargeout rates

### RED MEAT/POULTRY RATES

Applicable from August 2017

Grade	Core hourly rate (Mon-Fri) (£)	Overtime hourly rate (Mon-Fri) (£)	Saturday hourly rate (£)	Sunday hourly rate (£)	Bank Holiday hourly rate (£)
Veterinary Officer	48.9800	61.4584	61.4584	81.9446	81.9446
Senior Meat Inspector	32.9623	37.4318	37.4318	49.9090	49.9090
Meat Inspector	29.7840	32.6644	43.5526	43.5526	43.5526
Poultry Meat Inspector	32.4046	36.5953	48.7937	48.7937	48.7937

## Annex B:

### MONTHLY ACCOUNTING TIMETABLE 2018-19

Month/Period	Week Number	Week Commencing (Sunday)	Month/Period	Week Number	Week Commencing (Sunday)	
<b>April / Period 1</b>	01	25-Mar-18	<b>October / Period 7</b>	27	23-Sep-18	
	02	01-Apr-18		28	30-Sep-18	
	03	08-Apr-18		29	07-Oct-18	
	04	15-Apr-18		30	14-Oct-18	
	05	22-Apr-18		31	21-Oct-18	
<b>May / Period 2</b>	06	29-April-18		<b>November / Period 8</b>	32	28-Oct-18
	07	06-May-18			33	04-Nov-18
	08	13-May-18	34		11-Nov-18	
	09	20-May-18	35		18-Nov-18	
	<b>June / Period 3</b>	10	27-May-18		<b>December / Period 9</b>	36
11		03-Jun-18	37	02-Dec-18		
12		10-Jun-18	38	09-Dec-18		
13		17-Jun-18	39	16-Dec-18		
<b>July / Period 4</b>		14	24-Jun-18	40		23-Dec-18
	15	01-Jul-18	<b>January / Period 10</b>	41		30-Dec-18
	16	08-Jul-18		42		06-Jan-19
	17	15-Jul-18		43		13-Jan-19
	18	22-Jul-18		44		20-Jan-19
<b>August / Period 5</b>	19	29-Jul-18		<b>February / Period 11</b>	45	27-Jan-19
	20	05-Aug-18	46		03-Feb-19	
	21	12-Aug-18	47		10-Feb-19	
	22	19-Aug-18	48		17-Feb-19	
	<b>September / Period 6</b>	23	26-Aug-18		<b>March / Period 12</b>	49
24		02-Sep-18	50	03-Mar-19		
25		09-Sep-18	51	10-Mar-19		
26		16-Sep-18	52	17-Mar-19		
			53	24-Mar-19		

## **Annex C: Discount Rates and Bands, TUPE Rate 2018-19 and the hierarchy of hours**

*Annual Hours Bands and Discounts 2018-19*

<b>Band</b>	<b>Game handling establishment</b>	<b>Poultry slaughterhouse</b>	<b>Red meat slaughterhouse</b>	<b>Discount 2018-19</b>
1	0-3	0-315	0-171	85%
2	3-27	315-1014	171-759	70%
3	27-42	1014-2961	759-2358	48%
4	42-111	2961-7866	2358-5547	34%
5	111-402	7866-22266	5547-13434	18%
6	>402	>22266	>13434	5%

*NI TUPE PIA Rate 2018-19 = £25.32*

### *Hierarchy of Hours*

1. *OV Core > OV Overtime (Mon-Fri) > OV Saturday > OV Sunday > OT Bank holiday*
2. *SMI Core > SMI Overtime (Mon-Fri) > SMI Saturday > SMI Sunday > SMI Bank holiday*
3. *PMI Core > PMI Overtime (Mon-Fri) > PMI Saturday > PMI Sunday > PMI Bank holiday*
4. *MI Core > MI Overtime (Mon-Fri) > MI Saturday > MI Sunday > MI Bank holiday*
5. *PIA*

## Annex D: Glossary of terms

<b>Term</b>	<b>Description</b>
DAERA full cost	Sum of multiplying the hours of all DAERA grades recorded for slaughter and cutting by the relevant hourly rates
Total regulated charges for slaughter	Sum of discounted charges for all DAERA grades and PIA (where applicable) for slaughter activities
Total regulated charges for cutting	Sum of charges for all DAERA grades for cutting activities
PIA rate (weighted average)	Weighted average calculation which will be specific to each FBO using declared PIA hours and rates which are uplifted by 25% to cover employment costs
PIA full cost	Sum of PIA hours multiplied by PIA weighted average hourly rate
Hourly supplementary PIA discount	Difference if PIA rate is greater than the discounted cost of a PMI
PIA discount	Hourly supplementary PIA discount multiplied by the number of PIA hours
Average non-OV hourly rate	Sum of discounted cost of all DAERA non-OV grades and PIA discounted cost (PMI rate applied) divided by the total DAERA non-OV and PIA hours
Final charge	What you will be invoiced for  The total regulated charges for slaughter and cutting

# Annex E: Draft example of invoice and backing papers



FOOD  
STANDARDS  
AGENCY

## Sales Invoice

Invoice No.	
Date:	
Customer No.	

Please see reverse  
for payment details.

Accounts Hotlines: 028 90 417700 Fax: 028 90 417726
---

Payment terms	Due date	UK Vat Registration No. GB GD 470 EC VAT Registration No. GB 888 8470 46

Line	Product Code	Invoice Details	VAT	Quantity	Line Value	Amount

Please send remittance within 14 days

Additional Information:

Unit Total	
VAT	
Amount Due	

Page No.	
----------	--

PLEASE SEND WITH PAYMENT

Invoice No.	
Date:	
Customer No.	

Payment details on reverse.

Accounts Hotlines:  
028 90 417700

Line No.	Value
Unit Total	
VAT	
Amount Due	

Page No.	
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**Draft example of backing papers – generated for each establishment (These examples are for illustration purposes only)**

SUMMARY AREA

Invoice Backing Schedule

Charges for [period]

Food Business

Invoice [Number]

**Red meat/Poultry slaughter**

Band	Hours Available in Period	Discount Rate	Grade	Time Rate	Number of Hours	Hourly Rate	Full Cost Charge	Discount	Charge
				<b>Total Regulated Charges for Poultry Slaughter</b>					

**Additional PIA Discount**

PIA Type	Average Non-OV Hourly Rate	PIA Rate (weighted average)	PIA Hours	PIA Rebate	Discount
<b>Total PIA Discount</b>					

**Red meat/Poultry Cutting**

Grade	Time Rate	Number of Hours	Hourly Rate	Charge
<b>Total Regulated Charges for Poultry Cutting</b>				

<b>Total Regulated Charges - Slaughter and Cutting</b>				
--	--	--	--	--

Red meat/Poultry Slaughter	Rate	Hours	Hourly Rate	Full Cost Charge
Total Regulated Charges for Veterinary Officer Core	Core			
Total Regulated Charges for Veterinary Officer Overtime	OT Rate			
Total Regulated Charges for Veterinary Officer Saturday	Sat Rate			
Total Regulated Charges for Veterinary Officer Sunday	Sun Rate			
Total Regulated Charges for Veterinary Officer Bank Holiday	BH Rate			
<b>Total Veterinary Officer Charges</b>				
Total Regulated Charges for Senior Meat Inspector Core	Core			
Total Regulated Charges for Senior Meat Inspector Overtime	OT Rate			
Total Regulated Charges for Senior Meat Inspector Saturday	Sat Rate			
Total Regulated Charges for Senior Meat Inspector Sunday	Sun Rate			
Total Regulated Charges for Senior Meat Inspector Bank Holiday	BH Rate			
<b>Total Senior Meat Inspector Charges</b>				
Total Regulated Charges for Poultry Meat Inspector Core	Core			
Total Regulated Charges for Poultry Meat Inspector Overtime	OT Rate			
Total Regulated Charges for Poultry Meat Inspector Saturday	Sat Rate			
Total Regulated Charges for Poultry Meat Inspector Sunday	Sun Rate			
Total Regulated Charges for Poultry Meat Inspector Bank Holiday	BH Rate			
<b>Total Poultry Meat Inspector Charges</b>				
Total Regulated Charges for Meat Inspector Core	Core			
Total Regulated Charges for Meat Inspector Overtime	OT Rate			
Total Regulated Charges for Meat Inspector Saturday	Sat Rate			
Total Regulated Charges for Meat Inspector Sunday	Sun Rate			
Total Regulated Charges for Meat Inspector Bank Holiday	BH Rate			
<b>Total Meat Inspector Charges</b>				
Total Regulated Charges for PIA	PIA Rate			
<b>Total PIA Charges</b>				
<b>Total Regulated Charges for Slaughter</b>				

Red meat/Poultry Cutting	Rate	Hours	Hourly Rate	Full Cost Charge
Total Regulated Charges for Veterinary Officer Core	Core			
Total Regulated Charges for Veterinary Officer Overtime	OT Rate			
Total Regulated Charges for Veterinary Officer Saturday	Sat Rate			
Total Regulated Charges for Veterinary Officer Sunday	Sun Rate			
Total Regulated Charges for Veterinary Officer Bank Holiday	BH Rate			
<b>Total Veterinary Officer Charges</b>				
<b>Total Regulated Charges for Cutting</b>				

## **Annex F: Delivery support costs**

Following a review of overheads which was completed in 2011, delivery support costs are now charged as part of the hourly rate. There are 4 categories. These are travel costs, Management costs, FSA staff costs, and global costs.

### (a) Travel costs

These are costs associated with DAERA officials travel expenses, eg mileage allowances, subsistence and travel time.

The hourly rate associated with travel costs is calculated by dividing the total actual cost of the above expenses incurred during the previous year, by the DAERA total hours for the same time period.

NB: outward travel time for DAERA officials providing relief cover in establishments other than their headquarters is not included.

### (b) Management costs

These are costs associated with the professional, technical and administrative support provided to frontline DAERA officials in your establishment.

This hourly rate is calculated by dividing the total annual Management cost, by the DAERA hours spent on FSA tasks for the previous year.

### (c) FSA staff costs

FSA staff costs are associated with the amount of time FSA staff spend on tasks related to operational delivery of official controls. As above, this hourly rate is calculated by dividing the annual FSA staff cost attributed to operational issues, by the DAERA hours spent on FSA tasks for the previous year.

### (d) Global costs

These costs are associated with consumables and equipment provided by DAERA to support front line staff in your establishment. These costs eg telephone and laundry costs. As with travel costs above, the associated hourly rate is calculated by dividing the total cost of the above expenses incurred during the previous year, by the DAERA total hours for the same time period.

The hourly rates associated with the delivery support costs detailed in (a) to (d) above are added to the DAERA hourly rate per grade to get the chargeable hourly rate applicable.

It is important to note that delivery support costs are recovered over contractual hours only. i.e not overtime.



# **Annex G: ASSA forms to be used for PIA claims**

## **AGREED SLAUGHTERHOUSE STAFF COSTS ANNUAL RETURN (ASSA-1)**

Approval Number	
Plant Name	
Address	

Name of Approved Staff	Gross Hourly Rate (Normal Time (incl Employers NI & Superannuation))	Gross Hourly Rate Overtime (incl Employers NI & Superannuation)

Plant Signature	<input type="text"/>
Print Name	<input type="text"/>
Date	<input type="text"/>

FSA Signature	<input type="text"/>
Print Name	<input type="text"/>
Date	<input type="text"/>

**MONTHLY AGREED SLAUGHTERHOUSE  
STAFF COST CLAIM FORM**

Establishment Name

Approval Number

Monthly/Year

Name of Approved Staff	Hours on approved duties Week 1	Hours on approved duties Week 2	Hours on approved duties Week 3	Hours on approved duties Week 4	Hours on approved duties Week 5	Total hours claimed for the month	Rate	Total Salary for month
							(for FSA use only)	
							Total	
Allowance given for month (including 25% uplift)								

Any claims for overtime rates need to be clearly identified above

Approved establishments are required by legislation to provide such information for calculating the official controls charges as may be reasonably required.

Print Name  Signed

DAERA Veterinary Officer Name  Signed

I confirm that the information above has been taken from detailed plant records. I can also confirm that the audit checks have been carried out in line with the guidance issued by the Food Standards Agency and that there are no unresolved discrepancies at the time of this claim

## **Food Standards Agency (FSA) - Privacy Notice**

The Food Standards Agency is what is known as the 'Controller' of the personal data provided to us.

### **What information do we hold?**

The personal information we may collect from you consists of: -

- names of plant inspection assistants
- throughput information for your premises
- names and addresses of sole traders and related billing information

### **Where do we get this information from?**

The Food Standards Agency obtains this information from the Food Business Operator.

### **Disclosure of other people's personal information**

You should show this notice to anyone whose personal information you provide to us. You must make sure that any information you supply is accurate and that you have obtained their consent to use their data for the purpose set out in this privacy notice.

### **Why do we need it?**

We need to collect this information for the purpose of calculating the PIA supplementary discount and for raising accurate charges for official controls. We will not collect any personal data from you which we do not need.

### **What we do with it**

We retain personal information only for as long as necessary to carry out this function, and in line with our retention policy. This means that this information will be retained for 6 years after the financial year end to which it relates.

All the personal data we process is located on servers within the European Union. Our cloud based services have been procured through the government framework agreements and these services have been assessed against the national cyber security centre cloud security principles.

No third parties have access to your personal data unless the law allows them to do so. In line with this commitment your information may be passed to the National Audit Office if they request the information as part of their audit of FSA processes and other government departments as required in their regulatory duties.

### **What are your rights?**

You have a right to see the information we hold from you by making a request in writing to the email address below. If at any point you believe the information we process from you is incorrect, you can request to have it corrected. If you wish to raise a complaint on how we have handled the personal data you have provided, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing the personal data you have provided, in accordance with the law, you can complain to the Commissioner's Office (ICO).

Our Data Protection Officer at FSA is the Information Management and Security Team Leader who can be contacted at the following email address:

[informationmanagement@food.gov.uk](mailto:informationmanagement@food.gov.uk)