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

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April 2019

**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>	August 2019
<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	September 2018	<ul style="list-style-type: none"> <li>▪ Updated Annex A</li> </ul>	Billy Armstrong
8	April 2019	<ul style="list-style-type: none"> <li>▪ Clarified position regarding UAls – paragraph 16</li> <li>▪ Removed references to PIA discount</li> </ul>	Billy Armstrong

		<ul style="list-style-type: none"><li>▪ Clarified position regarding approval appraisal visits</li><li>▪ Updated Annex A – hourly rates</li><li>▪ Updated Annex C – Discount bands and rates</li><li>▪ Updated Annex G – removed PIA forms and replaced with FSA privacy notice</li></ul>	
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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;

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02004R0882-20190101&qid=1551870775741&from=EN>

## **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 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.

## **Elements of charging**

10. Two 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 38

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, calculating the full time cost and applying a discount.

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 (UAI) in standalone or co-located cutting plants where there is no resident DAERA team. These visits seek assurance of compliance between full audits and will be used to inform the audit process. If issues are identified during the course of these inspections, the total hours of the UAI become 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 F 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

<https://www.food.gov.uk/about-us/meat-charging-steering-group>

## 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.

## Hours Discount bands

33. 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.
34. 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.
35. 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.
36. 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

37. 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.

38. 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**

39. This section sets out the circumstances when official controls charges to approved meat businesses would be waived under the time based charging mechanism.
40. 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.
41. 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.

42. 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**

43. 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**

44. 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:**

45. 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**

46. 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 Regulations. The information that you supply may be subject to audit by FSA in NI and by other Government departments in the course of their regulatory duties. For more information please see the Privacy Notice at Annex G
47. 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.

48. 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.
49. 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.
50. 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.
51. 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)**

52. 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.

53. 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.
54. 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.
55. More detailed guidance on the SOR can be accessed by clicking on the link below

<https://www.food.gov.uk/business-guidance/the-statement-of-resources-sor>

## **SOR APPEALS PROCEDURE**

56. 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.
57. 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.
58. 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)**

59. 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 Standards Agency's website at:  
<https://webarchive.nationalarchives.gov.uk/20100815124819/http://www.food.gov.uk/multimedia/pdfs/offcexpensesguide.pdf>

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.

## **APPROVAL ADVISORY VISITS**

60. Prospective FBOs wishing to obtain approval for their establishment or existing FBOs wishing to add further approved activities to their approval may request an advisory visit prior to the approval visit. Advisory visits aim to help the FBO identify the welfare and hygiene requirements which may apply to their proposed activity. Areas of advice include structure, equipment and facilities, operational hygiene considerations and HACCP, good practices, records and procedures. Where DAERA invoice FSA for approval advisory visits, the FSA reserves the right to charge for such visits. If applicable, visits will be charged at a set fee which is payable before the visit is scheduled to take place.

## **WAYS TO REDUCE YOUR CHARGES**

61. 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**

62. 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?**

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

## **OVERDUE INVOICES**

64. Existing rules will apply regarding overdue invoices.

## **WITHDRAWAL OF OFFICIAL CONTROLS**

65. 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?**

66. 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 1<sup>st</sup> April 2019

<b>Grade</b>	<b>Core hourly rate (Mon-Fri) (£)</b>	<b>Overtime hourly rate (Mon-Fri) (£)</b>	<b>Saturday hourly rate (£)</b>	<b>Sunday hourly rate (£)</b>	<b>Bank Holiday hourly rate (£)</b>
Veterinary Officer	52.2874	66.3011	66.3011	88.4015	88.4015
Senior Meat Inspector	34.9511	40.2968	40.2968	53.7291	53.7291
Meat Inspector	31.5225	35.1539	46.8719	46.8719	46.8719
Poultry Meat Inspector	34.3795	39.4393	52.5857	52.5857	52.5857

## Annex B:

### MONTHLY ACCOUNTING TIMETABLE 2019-20

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

## **Annex C: Discount Rates and Bands, TUPE Rate 2019-20 and the hierarchy of hours**

### *Annual Hours Bands and Discounts 2019-20*

<b>Band</b>	<b>Game handling establishment</b>	<b>Poultry slaughterhouse</b>	<b>Red meat slaughterhouse</b>	<b>Discount 2019-20</b>
1	0-3	0-519	0-162	88%
2	3-12	519-1401	162-759	73%
3	12-48	1401-3633	759-2328	51%
4	48-81	3633-5400	2328-6477	37%
5	81-306	5400-20052	6477-14427	20%
6	>402	>20052	>14427	7%

#### *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*

## 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 for slaughter activities
Total regulated charges for cutting	Sum of charges for all DAERA grades for cutting activities
Average non-OV hourly rate	Sum of discounted cost of all DAERA non-OV grades (PMI rate applied) divided by the total DAERA non-OV 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



## 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.	
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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>						

**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>			
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**Food business**

**Charges for [period]**

<b>Red meat/Poultry Slaughter</b>	<b>Rate</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Full Cost Charge</b>
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>				
<b>Total Regulated Charges for Slaughter</b>				

<b>Red meat/Poultry Cutting</b>	<b>Rate</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Full Cost Charge</b>
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: 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:

- 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 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 usually be retained for 6 years after the financial year end to which it relates, unless otherwise stated. All the personal data we process is located on servers within the United Kingdom / 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 Information Commissioner's Office (ICO). Our Data Protection Officer at the 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)