

To: Heads of Environmental Health (England)
Directors of Trading Standards (England)

23 December 2005

Ref: **ENF/E/05/058**

Dear Colleague,

IMPROVING COMMUNICATION WITH LOCAL AUTHORITIES

The Agency is committed to improving communication with local authorities and we have therefore been looking to better utilise our website. This has involved providing:

- a dedicated portal to provide a single point of access to enforcement-related information on the Agency's website
- a central referencing system for all generic correspondence from the Agency to local authorities

The enforcement portal can be visited at www.food.gov.uk/enforcement. The central referencing system is available on the enforcement portal at: www.food.gov.uk/enforcement/centralref/.

We want to make sure that you find the above helpful and easy to use. We therefore would like to know if we are providing you with the information you need to carry out your work efficiently. I would be grateful if the enclosed questionnaire could be completed and returned by **31 January 2006** and sent to our enforcement mailbox, enforcement@foodstandards.gsi.gov.uk.

Environmental health departments in England - dedicated FSA email boxes

On 31 May 2005 we wrote to all environmental health departments in England requesting they set up a dedicated 'Food Standards Agency' email box within their local authority for the Agency to cascade information, including Food Alerts, to local authority Lead Food Officers. Update letters were issued on 16 June 2005 (ref: ENF/E/05/025) and 23 August (ref: ENF/E/05/033).

We can advise that the majority of environmental health departments now have a secure email box and are successfully receiving our emails. We would like to use this as our primary channel of distributing correspondence electronically in the future and would therefore request that the small number who have yet to establish an email box do so in the New Year.

It is anticipated that the introduction of a dedicated email box for food safety issues will be an improvement on the current system. Any comments about the proposal can also be sent to enforcement@foodstandards.gsi.gov.uk.

Thank you for your support with this initiative.

Yours sincerely,

DAVID BERRECLOTH
Enforcement Division