



COMMUNITIES AND NEIGHBOURHOODS DIRECTORATE

ANIMAL HEALTH SERVICE PLAN 2011/12

1. FOREWORD

1.1. The Animal Health and Welfare Framework (the Framework) is designed to help co-ordinate the activities of local and central government agencies for all animal health and welfare enforcement activities (including 'Animal Health', the Department for the Environment, Food and Rural Affairs' (DEFRA) executive agency primarily responsible for ensuring that farmed animals in Great Britain are healthy, disease-free and well looked after).

1.2. The 6 specific intended outcomes referred to in the Framework are to:

1. effectively reduce the risk of animal disease incursion and spread, thereby protecting public and animal health;
2. improve animal welfare;
3. promote a joined-up approach between all agencies involved in animal health and welfare;
4. improve provision of management information to local and national government on the delivery of animal health and welfare services, and to allow the UK to fulfil its obligations to the European Union;
5. meet the objective of *Delivering and enforcing standards*, of the Animal Health and Welfare Strategy; and,
6. protect local communities, including the effects on the local economy.

1.3. The City of York Council are required to complete the Framework on an annual basis to describe the activities we intend to take to achieve the above outcomes.

1.4. The council is required to discuss and agree the Framework with our Regional Veterinary Leads (RVL) (from 'Animal Health') so that understanding is reached regarding what can be realistically achieved. The following Framework has been discussed with the RVL and will be acceptable to DEFRA if Members approve its content.

1.5. The council is also required to complete and submit a 'Local Authority Profile' to the RVL. The profile is detailed in paragraph 2.0.

2.0 Local Authority Profile

Name of LA : City of York Council Financial year: 2011 / 2012

1. Staffing

	(FTE)
Field Staff	2.3
Data input staff	0.1
TOTAL	2.4

2. Data input

Local Authority database used : Flare

Interface with AMES installed? Yes Interface with Ames functional? Yes

If not installed are there plans to do so? (date) N/A

If not please give reasonN/A

3. Work Load – Critical Control Points (CCPs)

a) with defined work patterns

Type of CPP	No	Operating pattern (markets) or Throughput (slaughterhouses)
Markets, Collection Centres & Assembly Centres	1	Fatstock Monday, Store. Thursday Horses. Monthly + additional days through the year. Fur n feather monthly.
Slaughterhouses	1	5 days cattle
Shows, sales and one-off events	2	2 X rare breed shows/sales

b) without defined work patterns

Type of CPP	No.
Ports	0
Dealers	2

4. Total risk assessed premises including CCPs

According to risk assessment by local authority

	High Risk	Medium Risk	Low Risk
No. of premises (including 3(a) & (b) above)	3	16	208

Local Authority: City of York Council

Service Delivery Plan for year: 01/04/2011 to 31/03/2012

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)

Local Authority Planned Level of Service Delivery

A1. Planning the Delivery of the Local Authority Animal Health Function

A1.1 Risk Assessment

Premises risk assessed in accordance with national risk scheme detailed in Section 4

Risk based inspection programme

Outcomes 1, 2, 5 and 6

All premises risk assessed in accordance with national scheme and scores documented.

Inspection programme based on locally determined frequency according to risk.

Attempts are made and documented to ensure inspection programmes are coordinated with partner agencies.

Risk assessment reviewed as part of planned visit.

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)

Local Authority Planned Level of Service Delivery

A2. Training and Development

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
<p>A2.1 Training for new officers</p> <p>On-going professional development</p>	<p>Officers are authorised to enforce all relevant legislation.</p> <p>All enforcement staff to hold recognised qualification or have equivalent professional experience i.e. 'Grandfather rights' or undertake to achieve such qualifications as soon as possible</p> <p>It is recognised that in emergency situations i.e. outbreaks of disease, there may be a need to call upon non animal health qualified officers to assist in carrying out animal health and welfare duties.</p> <p>Time and resources allocated to keep up to date on appropriate Animal Health and Welfare legislation, codes of practice, guidance etc – e.g. by accessing LG Regulation website</p> <p>Outcome 5</p>	<p>New officers to undergo internal induction training on Animal Health and Welfare.</p> <p>Existing staff hold recognised qualifications/grandfather rights.</p> <p>Continuing professional development – Minimum 10 hours based on the principles of CPD. Include training on new legislation and procedures relevant to animal health and welfare.</p> <p>All enforcement staff have access to full legal reference and guidance.</p> <p>Staff review and development programme.</p>
A3. Licensing Activities		
<p>A3.1 Recording of Animal Movements</p> <p>Sheep, Goats, Deer and Pig movement data capture and recording of</p>	<p>All movement documents received to be date stamped or otherwise identified as to date received. (The 3 day timescale commences on the day following receipt of the movement document by the authority). Data entry on to the Defra AMLS2 database of all sheep, pig and deer movement documents received</p>	<p>Recording of 95% of live movements and 80% of slaughter movements within two working days from day of receipt.</p> <p>Action to be initiated within three working days where errors are detected that require follow up.</p>

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
exemptions	Action to be taken where errors are detected that require follow up resolution Outcomes 1 and 4	
A3.2 Issuing of specific animal movement licences on AMLS2	<p>Specific licences (on AMLS2) issued for those individuals prohibited by the Minister from operating under the general licence</p> <p>Receipt of licence applications</p> <p>Assessment and issue of specific licences</p> <p>Issue of animal movement licences manually where approval given</p> <p>Outcomes 1 and 4</p>	Issue of all licences within one working day of receipt where no pre-movement inspection required.

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
<p>A3.3 Investigation of specific (AMLS2) movement licence refusals</p>	<p>Initial investigation of (AMLS2) licence application refusals; resolve if possible, otherwise co-operation with AHRO to achieve resolution</p> <p>Outcomes 1 and 4</p>	<p>Resolution of all licence refusals as soon as possible.</p>
A4. Enforcement activities to maximise Animal Health and Welfare compliance (CCPs)		
<p>A4.1 Attendance at Critical Control Points - Livestock markets, Sales, Collection Centres and Assembly Centres</p>	<p>Highly visible preventative enforcement presence. Attendance at markets and other premises licensed for sales, and Collection Centres and Assembly Centres to ensure compliance, in particular with:</p> <ul style="list-style-type: none"> • Biosecurity (vehicles, premises and people) • Livestock identification • Central Point Recording Centre approval conditions and contingency • Welfare • Transport 	<p>Visible Local Authority presence at Livestock markets and Collection Centres attended by local authority enforcement officers during operating hours.</p> <p>Attendance times varied to include times when animals are being loaded/unloaded.</p> <p>Local risk assessment and intelligence used to determine attendance (large market animals moving in & out nationally)</p>

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
	<ul style="list-style-type: none">• Licensing and record keeping• Specific pre movement licensing• All other relevant legislation <p>Exact attendance levels and times according to status of gathering</p> <p>Outcomes 1, 2, 5 and 6</p>	

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
<p>A4.2 Attendance at Critical Control Points - slaughter houses</p> <p><i>All these activities with regard to the transport unloading and identification of livestock should normally occur outside of the slaughterhouse production area. This service delivery function does not require Local Authority officers to enter the slaughterhouse production area, or undertake enforcement in relation to the slaughterhouse operation itself. The MHS are responsible for enforcement in the slaughterhouse itself, and Local Authorities should liaise with MHS with regard to any need to enter the slaughterhouse production area.</i></p>	<p>Attendance at slaughter houses (high and low through put, red meat and poultry(white meat) in liaison with MHS to ensure legislative compliance, in particular with:</p> <ul style="list-style-type: none"> • Biosecurity (vehicles, premises and people) • Livestock identification • Central Point Recording Centre approval conditions and contingency • Welfare • Transport • Licensing and record keeping • Specific pre movement licensing • All other relevant legislation <p>Outcomes 1, 2, 5 and 6</p>	<p>All slaughter houses attended in accordance with risk.</p> <p>Established communication links with Food Standards Agency (FSA) Operations at the abattoir with regard to reporting of anomalies.</p>
<p>A4.3 Attendance at Critical Control Points - Dealers</p>	<p>Identification of Dealers</p> <p>Visits/inspections to verify legislative compliance</p>	<p>List of known dealers visits/inspections planned according to risk.</p> <p>Inspection programmes co-ordinated with other agencies and local authorities.</p> <p>Written report given at time of inspection.</p>

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
	<p>Outcomes 1, 2, 5 and 6</p>	<p>Major non compliances found during inspections reported to relevant agencies Re-visit when actionable infringements have occurred</p>
<p>A4.4 Attendance at Critical Control Points - Ports (excluding BIPs)</p>	<p>Attendance at Ports to ensure legislative compliance, in particular with:</p> <ul style="list-style-type: none"> • Biosecurity (vehicles, premises and people) • Livestock identification • Welfare • Transport • Import/export documentation • All other relevant legislation <p>Outcomes 1, 2, 5 and 6</p>	<p>N/A</p>
<p>A4.5 Attendance at Critical Control Points - High risk Farms (Other than dealers)</p>	<p>Visits/inspections to verify legislative compliance</p> <p>Outcomes 1, 2, 5 and 6</p>	<p>Planned inspection programme. Risk re-assessed following visit/inspection. Inspection programme takes into account other agency inspections to avoid duplication and joint visits arranged where necessary. Checks from AMLS2/AMES data. Written report given at time of inspection. Major non compliances found during inspections referred to relevant agencies. Re-visit when actionable infringements have occurred</p>

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
A4.6 Stand by and on call arrangements	Emergency interagency contact regarding disease and other enforcement incidents Outcomes 1, 2, 3, 4 and 6	Emergency out of hours contact procedure in place. Relevant agencies to be aware of contact procedures.
A5. Partnership working and intelligence driven enforcement		
A5.1 Identified Infringements	Identified breaches of legislation, including biosecurity, licensing, welfare, livestock identification, standstill breaches, illegal imports, by products, and other disease control work. Irregularities found on documentary checks followed up Outcomes 1, 2, 5 and 6	Investigated and appropriate action taken in accordance with the local Enforcement Policy. Follow up checks on suspected irregularities identified on AMLS2/AMES
A5.2 Intelligence / Information and systems	Provision and collection of Intelligence Information Outcomes 1, 2, 5 and 6	Set up and ongoing maintenance of intelligence system. Established procedures and protocols necessary to capture and report animal health activities including movements and enforcement action. Share intelligence with other local authorities and operational partners.
A5.3 Intelligence led actions	Infringements or suspected infringements reported from external enforcement sources or identified by use of data interrogation or intelligence sources; members of the	Investigated and appropriate action taken in accordance with the local Enforcement Policy

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
	public/complaints Outcomes 1, 2, 5 and 6	Intelligence used to drive delivery including development of local and regional enforcement.
A6. Post enforcement reporting and AMES data entry activities		
A6.1 Animal Health and Welfare Management and Enforcement System (AMES)	Entry of data on to AMES system (or via electronic data transfer from local systems to AMES) recording Local Authority enforcement activities, results and actions. (The relevant timescale commences on the day following the date on which the activity took place). Use of AMES for management information and report generation Recording of data on infringements Outcomes 1, 2, 3, 4, 5 and 6	Recording of 90% of enforcement data within 3 working days. Designated AMES supervisor, familiar with AMES good practice guide, data quality and auditing procedures, process instructions and FAQs. Internal procedures in place to ensure quality data entered. Electronic data transfer system operational.
A6.2 Management information	Collation of management information data for internal use and provision to Animal Health, Defra and Welsh Assembly Government.	Timely provision of information, in particular submission of statutory returns e.g. Welfare of Animals Transport Order (WATO).

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)		Local Authority Planned Level of Service Delivery
	Outcomes 3, 4 and 5	Record enforcement action on AMES.
A7. Contingency planning and emergency action		
A7.1 Animal Health/Defra/Welsh Assembly Government and local authority emergency preparedness	Planning and contributing to emergency preparedness plans with Animal Health/Defra/Welsh Assembly Government and other agencies as appropriate Outcomes 1, 3, 5 and 6	Plans drawn up which are consistent with the Defra. Animal Health generic plans for disease outbreaks. Local authority contact details on the LG Regulation master contact list are up to date. Review plans and update annually. Respond to notification of disease outbreaks.
A7.2 Testing and Training	Testing, training, practising and evaluating activities in relation to the emergency plan Outcomes 1, 3, 5 and 6	Contribution with others in planned exercises. Internal and external contact details reviewed annually.

PART A NATIONAL PRIORITIES (including Critical Control Points)

Content and relevant outcome(s)

Local Authority Planned Level of Service Delivery

A8. Additional Activities to reflect National Priorities

A8.1 National Priorities	Provide details of identified priorities as discussed with the RODs, Defra and the Welsh Assembly Government, as appropriate. Outcomes 1,2,5 and 6	As discussed with RODs and Defra
--------------------------	--	----------------------------------