



**DIRECTORATE OF COMMUNITIES AND NEIGHBOURHOODS**

**ANIMAL HEALTH SERVICE PLAN 2010/11**

## 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 also required to describe whether its planned activities meet 'minimum standards', 'good practice' or 'better practice' against the activities described in the Framework. Many of these activities impact directly upon our score under the governments national performance indicator 'NI190. Achievement in meeting standards for the control system for animal health'.

1.5. 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.

1.6. 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

### City of York Council for the Financial Year 2009/2010

#### 2.1. Staffing

	Local Authority funded (Total and FTE)	Directly funded (Total and FTE)
Field staff	2.3	0.8
Data input staff		0.32
TOTAL	2.3	1.12

#### 2.2. Data input

Local Authority Database used: **APP Civica (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 reason. **N/A**

#### 2.3. Work Load - Critical Control Points (CCP)

##### a) with defined work patterns

Type of CCP	No.	Operating pattern (markets) or throughput (slaughterhouses)
Markets, Collection Centres & Assembly Centres	1	1 dedicated slaughter market per week 1 store market per week 17 horse sales per year
Slaughterhouses	1	Red meat only
Shows, sales and one-off events	2	Rare breed sales

##### b) without defined work patterns

Type of CCP	No.
Ports	0
Dealers	2
Knackers/Hunt Kennels	1

#### 2.4. Total risk assessed premises including CCPs

According to information supplied by AHRO (Animal Health Regional Office), and risk assessment by local authority.

	High Risk	Medium Risk	Low Risk
No. of premises (including 3(a) & (b) above)	4	19	225

# Local Authority: City of York Council

## Service Delivery Plan for Year: 01/04/2009 to 31/03/2010

	Content and Relevant Outcome(s)	Local Authority Planned Level of Service Delivery
<b>1. Planning the Delivery of the Local Authority Animal Health Function</b>		
1.1 Profile of Local Authority area and associated animal health and welfare workload	<p>Analysis of critical control points by type, number, days of operation, including:</p> <p>a) premises licensed for sales (e.g. auction markets etc.)                      b) premises licensed for collections for slaughter or further rearing or finishing                      c) abattoirs/slaughter houses</p> <p>Analysis of agricultural premises according to risk</p> <p>Summary of staff engaged in Animal Health and Welfare work</p> <p><b>Outcomes 3 and 5</b></p>	<p>a) - operates 2 days per week                      b) - operates 1 day per week incorporated into existing slaughter market                      c) - operates 5/6 days per week beef only</p> <p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Local Authority profile completed annually in format of template at paragraph 2 and submitted to RVL and DEFRA.</li> <li>• Financial forecasts and invoices submitted.</li> </ul>
1.2 Annual Service Delivery Plan for delivery of services in Animal Health and Welfare	<p>Service Delivery Plan produced detailing levels of Service Delivery for all activities detailed in this activity framework, reflecting national and local priorities.</p> <p><b>Outcomes 3, 4, and 5</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Annual Service Delivery Plan produced and agreed with RVL.</li> <li>• Any significant changes to be notified and discussed with RVL.</li> </ul>
1.3 Risk Assessment	<p>Premises risk assessed in accordance with Local Authority national risk scheme.</p> <p>Risk based inspection programme</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• All premises risk assessed and documented.</li> <li>• Inspection programme based on locally determined frequency according to risk.</li> <li>• Attempts are made and documented to ensure inspection programmes are co-ordinated with other agencies.</li> </ul>

## 2. Training and Development

<p>2.1 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 LACORS website</p> <p><b>Outcome 5</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• New officers to undergo internal induction training on Animal Health and Welfare.</li> <li>• Continuing professional development – Minimum on going training of 10 hours based on the principles of CPD. This includes training on new legislation and procedures relevant to animal health and welfare.</li> <li>• Access to copies of all relevant animal health &amp; welfare legislation (AH&amp;W) and guidance</li> </ul>
---	--	--

3. Licensing Activities		
<p>3.1 Recording of Animal Movements</p> <p>Sheep, Goats, Deer and Pig movement data capture and recording of exemptions</p>	<p>All movement documents received to be date stamped or otherwise identified as to date received.</p> <p>Data entry on to the Defra AMLS2 (Animal Movement Licence System) database of all sheep, pig and deer movement documents received</p> <p>Action to be taken where errors are detected that require follow up resolution</p> <p><b>Outcomes 1 and 4</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>Recording of 95% of live movements and 80% of slaughter movements within two working days from day of receipt.</li> <li>Action to be initiated within three working days where errors are detected that require follow up.</li> </ul>
<p>3.2 Issuing of specific animal movement licences on AMLS2</p>	<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><b>Outcomes 1 and 4</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>Issue of all licences on day of receipt of application where no pre movement inspection required</li> </ul>
<p>3.3 Investigation of specific (AMLS2) movement licence refusals</p>	<p>Initial investigation of (AMLS2) licence application refusals; resolve if possible, otherwise co-operation with AHRO(Animal Health Regional Office) to achieve resolution</p> <p><b>Outcomes 1 and 4</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>Resolution of all licence refusals within one working day</li> </ul>

#### 4. Education and advice to maximise compliance

<p>4.1 Education and advice</p>	<p>Guidance provided to businesses on all aspects of Animal Health and Welfare for which Local Authorities are responsible, including any movement licensing requirements.</p> <p>Delivery targets should be set in accordance with individual Local Authority 'charter' response times.</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Good practice-</p> <ul style="list-style-type: none"> <li>• Local Authority produce mail shot information/ publication to provide information on current issues.</li> <li>• Provision of answer phone facility for out of office hours contact.</li> </ul>
<p>4.2 Proactive activity</p>	<p>Proactive involvement or lead in education and training events with stakeholder organisations etc.</p> <p>Joined up approach to education and advice through liaison with Defra, Welsh Assembly Government, LACORS and Animal Health</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>• Support liaison with other relevant agencies and stakeholder groups e.g. meetings, regular meetings held with market &amp; abattoir.</li> </ul>

## 5. Enforcement activities to maximise Animal Health and Welfare compliance

<p>5.1 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"> <li>• Biosecurity (vehicles, premises and people)</li> <li>• Livestock identification</li> <li>• Welfare</li> <li>• Transport</li> <li>• Licensing and record keeping</li> <li>• Specific pre movement licensing</li> <li>• All other relevant legislation</li> </ul> <p>Exact attendance levels and times according to status of gathering</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Better practice –</p> <ul style="list-style-type: none"> <li>• Inspectors to be in attendance at large markets for 75% of operating hours to ensure compliance with cleansing and disaffecting requirements &amp; any current movement restrictions.</li> </ul>
<p>5.2 Attendance at Critical Control Points - slaughter houses <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</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"> <li>• Biosecurity (vehicles, premises and people)</li> <li>• Livestock identification</li> <li>• Welfare</li> <li>• Transport</li> <li>• Licensing and record keeping</li> <li>• Specific pre movement licensing</li> <li>• All other relevant legislation</li> </ul>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Slaughter houses to be attended on a low risk basis.</li> <li>• Attendance frequency reviewed with RVL.</li> <li>• Well Established communication links with Meat Hygiene Service (MHS) at abattoir with regard to reporting of anomalies.</li> </ul>



<p><i>slaughterhouse operation itself. The Meat Hygiene Service (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><b>Outcomes 1, 2, 5 and 6</b></p>	
<p>5.3 Attendance at Critical Control Points - Dealers</p>	<p>Identification of Dealers  Visits/inspections to verify legislative compliance  <b>Outcomes 1, 2, 5 and 6</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>• Written report to be given at time of inspection.</li> <li>• Major non compliances found during inspections will be reported to relevant agencies.</li> <li>• Re-visit when actionable infringements have occurred.</li> </ul>
<p>5.4 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"> <li>• Biosecurity (vehicles, premises and people)</li> <li>• Livestock identification</li> <li>• Welfare</li> <li>• Transport</li> <li>• Import/export documentation</li> <li>• All other relevant legislation</li> </ul> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>N/A</p>
<p>5.5 Attendance at Critical Control Points - High risk Farms (Other than dealers)</p>	<p>Visits/inspections to verify legislative compliance  <b>Outcomes 1, 2, 5 and 6</b></p>	<p>N/A</p>

<p>5.6 Visits and inspections to other premises</p>	<p>Visits to verify legislative compliance.</p> <p>Commercial hauliers Farms (including own livestock vehicle) Agricultural Shows and farm dispersal sales Knackers/Hunt kennels/renderers Maggot farms etc</p> <p>Any other premises of livestock origin and destination</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>Planned visit or inspection according to risk.</li> <li>Inspection programme to take into account other agency inspections e.g. RPA/RIW/AH to avoid duplication and arrange joint visits where necessary.</li> <li>Checks from AMLS2/AMES (Animal Health &amp; Welfare Management Enforcement System) data.</li> </ul>
<p>5.7 In transit checks</p>	<p>Roadside checks (in conjunction with police)</p> <p>Police led multi agency roadside checks Local Authority led checks for animal health and welfare compliance only (including co-ordination with adjacent Local Authorities)</p> <p>National exercises and operations.</p> <p><b>Outcomes 1, 2, 3, 4 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>Police stops based on local knowledge.</li> <li>Inspection of individual suspected livestock transport vehicles (including horses) or other agricultural vehicles subject to AH&amp;W legislative requirements.</li> </ul>
<p>5.8 Postal record recall checks (if carried out) on livestock premises</p>	<p>Postal recall checks and verification according to risk</p> <p>Non responses subject to follow up action as appropriate (including, if necessary premises visit inspection)</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>N/A</p>
<p>5.9 Vehicle biosecurity – cleansing and disinfecting compliance</p>	<p>Checks on those signing declarations to cleanse and disinfect at premises other than where they have delivered livestock</p> <p><b>Outcomes 1, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>Targeted or intelligence lead checks of cleansing and disinfecting declarations</li> </ul>

<p>5.10 Out of operating hours checks</p>	<p>Checks out of normal specified operating hours or subsequent days for:            Markets            Slaughter houses            Premises licensed for collection of animals for slaughter or for further rearing or finishing</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Intelligence lead visits carried out in line with risk.</li> </ul>
<p>5.11 Stand by and on call arrangements</p>	<p>Emergency interagency contact regarding disease and other enforcement incidents</p> <p><b>Outcomes 1, 2, 3, 4 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Emergency out of hours contact procedures in place.</li> <li>• All relevant agencies to be aware of contact procedures.</li> </ul>

<b>6. Reactive and intelligence driven enforcement</b>		
6.1 Identified Infringements	<p>Identified breaches of legislation, including biosecurity, licensing, welfare, livestock identification, standstill breaches, illegal imports, by products, and other disease control work.</p> <p>Irregularities found on documentary checks followed up</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• To be investigated and appropriate action taken in accordance with the Local Authority's published Enforcement Policy.</li> <li>• Follow up checks on suspected irregularities identified on AMLS2/AMES.</li> </ul>
6.2 Intelligence / Information and systems	<p>Provision and collection of Intelligence Information</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>• Regular contact with other agencies/ LA's regarding intelligence.</li> </ul>
6.3 Intelligence led actions	<p>Infringements or suspected infringements reported from external enforcement sources or identified by use of data interrogation or intelligence sources; members of the public/complaints</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• To be investigated and appropriate action taken in accordance with the Local Authority's published Enforcement Policy</li> </ul>
6.4 Cross border and multi agency working	<p>Assessment and communication to interested parties of cross cutting issues</p> <p>Research/intelligence led activities including workshops</p> <p>Joint investigations/exercises/initiatives</p> <p>Mentoring arrangements</p> <p><b>Outcomes 1, 2, 3, 4 and 6</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>• Pro-active work with other Local Authorities and agencies.</li> <li>• Working with other Local Authorities to deal with a specific request.</li> <li>• Identify cross cutting issues and relevant areas of risk suitable for cross border and multi agency approach.</li> </ul>

7. Post enforcement reporting and AMES data entry activities		
7.1 Animal Health and Welfare Management and Enforcement System (AMES)	<p>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.</p> <p>Use of AMES for management information and report generation</p> <p>Recording of data on infringements</p> <p><b>Outcomes 1, 2, 3, 4, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Recording of all enforcement data within 5 working days.</li> <li>• Local Authority to designate AMES supervisor who must be familiar with AMES good practice guide, data quality and auditing procedures, Business process instructions and FAQs.</li> <li>• Internal procedures in place to ensure quality of data entered.</li> </ul>
7.2 Management information	<p>Collation of management information data for internal use and provision to Animal Health, Defra and Welsh Assembly Government.</p> <p><b>Outcomes 3, 4 and 5</b></p>	<p>Good practice –</p> <ul style="list-style-type: none"> <li>• Timely provision of information, in particular submission of statutory returns.</li> <li>• AMES: Record enforcement action on AMES to facilitate generating of accurate management reports.</li> <li>• National Performance Indicators: Collect data in accordance with relevant National Performance Indicators.</li> <li>• Use of AMES reporting facility to produce reports to monitor progress of agreed Service Delivery Plan.</li> </ul>

<b>8. Contingency planning and emergency action</b>		
8.1 Animal Health/Defra/Welsh Assembly Government and Local Authority emergency preparedness	<p>Planning and contributing to emergency preparedness plans with Animal Health/Defra/Welsh Assembly Government and other agencies as appropriate</p> <p><b>Outcomes 1, 3, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• LACORS / Local Authority plans ( some shared plans with NYCC) drawn up consistent with Defra, Animal Health generic plans for disease outbreaks – FMD, Avian Influenza, Rabies, Anthrax, Classical Swine Fever.</li> <li>• Respond to notification of disease outbreaks.</li> </ul>
8.2 Testing and Training	<p>Testing, training, practising and evaluating activities in relation to the emergency plan</p> <p><b>Outcomes 1, 3, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Contribution through others or on paper to planned exercises.</li> <li>• Review plans and update annually.</li> <li>• Internal and external contact details reviewed annually.</li> </ul>
8.3 Emergency Action	<p>Provision of full emergency range of services under the emergency plan, when disease emergency declared by Defra/Welsh Assembly Government</p> <p><b>Outcomes 1, 3, 5 and 6</b></p>	<p>Minimum standard –</p> <ul style="list-style-type: none"> <li>• Full requirements of plan actioned</li> </ul>

<b>9. Additional Activities</b>		
9.1 National priorities	Provide details in Service Delivery Plan of identified priorities as agreed with the RVL and in Wales the Welsh Assembly Government.  <b>Outcomes 1, 2, 5 and 6</b>	As agreed with RVL
9.2 Local priorities	As above  <b>Outcomes 1, 2, 5 and 6</b>	As agreed with RVL