

**Environment and Transport Committee****14 December 2011****Food Hygiene Information System****ES-19-11-F****Executive Manager-Environmental Health and Trading Standards****Infrastructure Service****1.0 Summary**

- 1.1 The purpose of this report is to ask Members to consider the introduction of the national Food Standards Agency Food Hygiene Information System. The scheme is a way to provide information to customers about the standards of food hygiene at food business premises.

**2.0 Decision Required**

- 2.1 That the Committee RESOLVE that the Food Hygiene Information System be launched in Shetland with effect from 1 April 2012.

**3.0 Detail**

- 3.1 The Food Hygiene Information System (FHIS) primary purpose is to provide customers with information “at a glance” about the outcome of programmed food hygiene inspections. It is currently running in 20 of the 32 Scottish local authorities, which is giving the scheme high visibility and recognition across Scotland. Six more local authorities are committed to launch the scheme and are at various stages of planning.
- 3.2 Consumer Focus Scotland actively campaigned for a food hygiene information scheme, and has been fully engaged in the development of the scheme in Scotland. Its research clearly shows people want to know how hygienic their local takeaway or restaurant is to help them make informed choices and therefore be able to eat out with confidence. The scheme has now been running for five years and has proved to be welcomed by both consumers and businesses alike.
- 3.3 FHIS has two tiers of result for businesses, “Pass” and “Improvement Required”. A “Pass” certificate confirms that a food business has been inspected by their local authority and did, at that time, meet the

required legal standards. An “Improvement Required” certificate is issued if the business falls short of the legal standard. The scheme does not “gold plate” regulatory standards. The food business is asked to voluntarily display their certificate prominently in the premises. The information is also displayed on the Food Standards Agency Scotland website.

- 3.4 Charles Milne, Director of the Food Standards Agency Scotland, presented the scheme to members at a meeting in November 2011. Members requested that a report be presented to the next Environment and Transport Committee during the discussions about the scheme. He reported that the evaluation of the scheme across Scotland has evidenced a general improvement in compliance with hygiene legislation, as businesses are motivated to achieve and retain a “Pass” Certificate. He also advised that the Food Standards Agency would assist with all promotional materials, stickers and start up funding if necessary and that the scheme will be cost neutral to the Council.
- 3.5 Since 1 April 2011 officers have been including in the reports of food hygiene inspections the FHIS outcome. Of inspections carried out to date this has resulted in a 75% pass rate. This will rise, as the inspection programme is completed. Inspection frequencies can vary from once every 6 months to every five years, depending on the risk assessment of the premises.
- 3.6 Any business that receives “Improvement Required” is not achieving compliance with the food hygiene legislation. They receive a food hygiene report detailing the remedial action required to meet the legal standard. This is part of the current inspection process. The premises can be reclassified as a “Pass” if satisfactory compliance is found during a revisit, which would be carried out as part of the standard follow-up that takes place when a premises is not meeting the legal standard. This means that there is no additional burden on the local authority or on the business. For the small number of local businesses, which do not meet the requirements of the legislation, this will encourage them to improve. Advice and support is available to assist businesses to achieve compliance.
- 3.7 Previously Members have expressed concern about the impact such schemes may have on voluntary organisations, especially community halls. The community halls achieve the legislative standard for food hygiene and will receive pass certificates. This is not an additional burden on businesses; it merely indicates the outcome of a routine food hygiene inspection. Action has also been taken over the last two years to reduce the burden on halls and low risk businesses by reducing the number of statutory inspections they receive.
- 3.8 The scheme has been discussed with Promote Shetland and they welcome it as a way to assist tourists and visitors to have the best experience of Shetland.

- 3.9 At the Shetland Food and Drink event on 12 November five businesses in Shetland were awarded the Eat Safe award. Eat Safe is an award scheme across Scotland which recognises those businesses which are achieving more than the minimum legal standards of hygiene. There have been 870 awards across Scotland but these were the first 5 in Shetland placing these businesses amongst the best in the country.
- 3.10 Both FHIS and Eat Safe are an opportunity for businesses to demonstrate publicly their efforts to protect the health and wellbeing of their customers.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – The Environmental Health Service helps to make Shetland Healthier- an objective in the Single Outcome Agreement through ensuring businesses are meeting the legal requirements for food hygiene.
- 4.2 Community /Stakeholder Issues – Previous consultation exercises have indicated that the majority of the public in Shetland who responded to the survey wished to see a Food Hygiene information System. Evaluation of the FHIS across Scotland evidences the support for the scheme from the public and businesses.
- 4.3 Policy And/Or Delegated Authority –In accordance with Section 2.3.1 of the Councils Scheme of Administration and Delegation the Environment and Transport Committee has delegated authority to make decisions on matters within its functional areas in accordance with approved policy and budgets.
- 4.4 Risk Management – None
- 4.5 Equalities, Health And Human Rights - None
- 4.6 Environmental – None

### Resources

- 4.7 Financial – None – the Food Standards Agency will support the launch, promotion and materials cost for this scheme. As the scheme publishes the results of programmed inspections, there are no additional inspections required and no additional inspection times for the assessment.
- 4.8 Legal – None
- 4.9 Human Resources – None
- 4.10 Assets And Property – None

## **5.0 Conclusions**

- 5.1 The FHIS is being rolled out across Scotland to allow consumers easy access to information about the hygiene standards in premises. The standard is no higher than the law requires and FHIS requires no additional inspections or inspection time for assessment. The scheme will highlight the efforts that businesses are making to protect their customers' health and comply with the legislation.

For further information please contact:

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2 December 2011

END

**Environment and Transport Committee****14 December 2011****Animal Health and Welfare Framework****Report Number : ES-20-11-F****Executive Manager-Environmental Health and  
Trading Standards****Infrastructure Services Department****1.0 Summary**

- 1.1 The purpose of this report is to ask Members to consider the adoption of the Animal Health Framework and agree the level of service that will be delivered in the required Service Plan.

**2.0 Decision Required**

- 2.1 That the Committee RESOLVE to adopt the Animal Health Framework for implementation from 1 April 2012, as requested by the Scottish Government in their letter to COSLA dated 9 May 2011; and agree that the Service Plan should detail the minimum level of activity to comply with the Framework.

**3.0 Detail**

- 3.1 Each Member State is required under Regulation 882/2004 to prepare a National Control Plan describing the national official feed and food, and animal health and welfare control arrangements. To comply with this requirement, the UK has produced the 'Single Integrated National Control Plan for the United Kingdom – January 2007 to March 2011'. This plan was last updated in Revision 4 and issued in February 2010.
- 3.2 The UK National Control Plan made a commitment to establish a Framework Agreement in Scotland. To this end the Animal Health and Welfare Framework (the Framework) was produced in a partnership between Scottish Government, COSLA, Animal Health and the Veterinary Laboratories Agency (AHVLA), Society of Chief Officers Environmental Health in Scotland and Society of Chief Officers of Trading Standards in Scotland. A copy of the Framework has been placed in the Members' room. The Scottish Government wrote to COSLA in May 2010 encouraging implementation of the Framework by 1st April 2012. A copy of this letter is attached as Appendix 1.

- 3.3 This new Framework provides a risk based approach to animal health and welfare duties carried out by Councils. It incorporates the full range of animal health and welfare work carried out by Councils, with the exception of licensing of animal establishments, and any expansion of this under the Animal Health and Welfare (Scotland) Act 2006. The Framework identifies what is the minimum standard of service delivery, good practice, and better practice. Each local authority will be required to develop a Service Plan identifying the level of service delivery to be achieved and the actions that will be taken, including targets.
- 3.4 In Shetland the approach to Animal Health to date has been largely reactive, with officers responding to issues as they become aware of them, rather than proactively inspecting and risk assessing all holdings in Shetland. There has been regular contact with the Mart, Northlink and slaughterhouses.
- 3.5 There has been a focus on supporting and guiding producers to compliance with the legislation using advice and guidance. Enforcement has only been taken where there is flagrant disregard for the law or where public health has been put at risk. It is recognised that agriculture is important to the economy and culture of Shetland. Experience shows that most people wish to comply with the law, which is complex and subject to change and that it is this complexity that causes issues to arise. The livestock industry in Shetland is predominantly a low scale part-time operation and should not be subject to onerous inspection regimes when compared with the higher risk aspects of Environmental Health activity requiring officer resources such as Health and Safety at Work and Food Hygiene.
- 3.6 The Framework will require that the service is altered as detailed below:
- 3.6.1 All premises are to be risk assessed and documented and an inspection programme developed. High risk premises are expected to be inspected annually, medium risk every three years and low risk every five years. Dealers will be considered high risk and subject to annual inspection. Premises with 100+ dairy cows, 50+ beef cattle or 500+ sheep will be medium risk.
- 3.6.2 Authorised officers are to complete 10 hours minimum of ongoing training per annum.
- 3.6.3 Officers will be present at the Mart on 75% of sale days for 25% of operating hours, 25% of slaughter markets attended during operating hours. All slaughterhouses will be inspected at least quarterly.
- 3.6.4 Other inspections will be carried out to commercial hauliers, the port, animal by-products premises and agricultural shows, depending on risk.
- 3.6.5 Roadside checks to be carried out in conjunction with the police.
- 3.6.6 Enforcement data to be recorded on the new AMES database.

- 3.6.7 Emergency Plans for a disease outbreaks to be produced, and updated annually.
- 3.7 This Framework will create additional demands on the Environmental Health Service. It is proposed that, if Members adopt the Framework, the service plan should be drafted to show how the service will meet the minimum standards only. The activity matrix showing the different levels of activity set out in the Framework is attached as Appendix 2, in case Members wish to see another level of activity achieved.
- 3.8 It is proposed that the service plan will highlight how the Shetland Animal Health Scheme can offset some of the Framework requirements within this minimum standard. The high health status of Shetland's livestock is delivered through the regular veterinary presence on farms for routine testing and all imports are inspected and tested on the pier. It will be argued that engagement in the Shetland Health Scheme delivers high levels of assurance on the management of risk to animal health and welfare posed by the producers in Shetland, reducing the need for further routine inspections or interventions. Traceability of animals and compliance with the movement regulations has been monitored through the Pier Facility and has substantially improved over recent years. This will also reduce the need to carry out additional on-farm inspections.
- 3.9 The draft service plan and area profile has to be agreed with the Divisionary Veterinary Manager (DVM) from Animal Health and the Veterinary Laboratories Agency. It will be reported back to Committee once it has been finalised, for adoption.

## **4.0 Implications**

### Strategic

- 4.1 Delivery On Corporate Priorities – The Environmental Health Service helps to make Shetland Healthier - an objective in the Single Outcome Agreement through ensuring producers are meeting the legal requirements for Animal Health thereby protecting public and animal health.
- 4.2 Community /Stakeholder Issues – The Environmental Health Service report activity regularly to the Shetland Agricultural Panel, it is proposed that the Service Plan will be discussed at an Agricultural Panel, prior to being submitted to the DVM.
- 4.3 Policy And/Or Delegated Authority –In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegation, the Environment and Transport Committee has delegated authority to make decisions on matters within approved policy and for which there is budget.
- 4.4 Risk Management – Failure to comply with a statutory duty could result in the Scottish Ministers acting themselves and recovering their costs from the Council.
- 4.5 Equalities, Health And Human Rights - None

#### 4.6 Environmental – None

#### Resources

4.7 Financial – there is an expectation that local authorities will use an electronic database to record their activity (Animal Health and Welfare Management System – AMES). This system will be used by the Divisionary Veterinary Manager (DVM) to review the delivery of the service plan and ensure compliance with the Framework. This is likely to require additional software to enable existing service databases to communicate with this system, the cost at this stage is unknown.

4.8 Estimated costs for implementing the more proactive requirements of the framework is estimated to be:

Additional Service Planning and Monitoring Costs	£1000
Emergency Planning Requirements	£1500
Inspections and Dealers and medium risk premises	£9000
Additional Inspections at Marts/slaughterhouses/Port	£1900
Inspections of animal by-products and hauliers	£500
Risk assessment/data entry into AMES	£4000
Additional Training subsistence and travel	£3500
Software costs	£unknown
Total	£21,400

This is growth as a requirement of national and European legislation.

4.9 It is anticipated that this Framework will create additional work, which would cost £21,400, however it is intended this will be managed within existing resources and through reprioritisation of existing staff workloads. This will impact on service delivery. The number of staff in the Environmental Health service has reduced by 5 posts over the last 7 years and all of their work has been reallocated to existing staff. The demands on the service have also increased, with increased service requests, more legislation and a greater scope of activity. This Framework will effect response times to pest control, dog warden, abandoned car, health and safety, shoreline clean up and pollution complaints. If the DVM accepts the argument that Shetland is lower risk due to the Animal Health Scheme this would reduce the anticipated impact on resources. The cost to ensuring the 10 hours training requirements for authorised officers will be hard to achieve as training budgets have been reduced and it is anticipated that this will be around £3,500 although communication with the Government to support training costs will continue.

4.10 Legal – The Animal Health Act 1981, as amended, places a duty to ensure that Animal Health enforcement is carried out in their area (Section 50). Where a local authority fails to carry out their duty Scottish Ministers can act and recover their costs from the Local Authority. The Framework has no statutory basis however it has been developed in partnership with COSLA to identify minimum standards of service delivery for Animal Health Enforcement. The Framework has been piloted in 6 local authorities, which highlighted that further work was required on the database, however COSLA Policy Officers indicate



that whilst the Framework is not yet endorsed formally it will be reported to an Executive Group shortly. The Framework therefore does not have a statutory basis but sets out the Scottish Ministers expectations which will be subject to audit and review, a failure to meet the minimum standard could be grounds for the Scottish Ministers to state that the duty is not being met and use their powers to act and recover their costs.

4.11 Human Resources – It maybe necessary to review the activity of officers and reprioritise their workload to meet the Framework requirements. There will be an additional workload and more onerous recording and monitoring requirements.

4.12 Assets And Property – None

## **5.0 Conclusion**

5.1 The Animal Health and Welfare Framework has been developed to reduce the risk of disease incursion in order to protect public and animal health. It is intended to ensure the consistent and co-ordinated delivery of animal health activity across Scotland. It is clearly a positive development that Animal Health is considered a key priority, as this will help to protect Shetland's agricultural industry and local economy from disease outbreaks. It is believed that meeting the minimum standard of the Framework may require the reprioritisation of staff workloads however this can be minimised provided the role of the Shetland Animal Health Scheme in promoting Animal Health in Shetland is formally recognised by the DVM in the service plan.

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5 December 2011

List of Appendices :

Appendix 1 Letter to CoSLA dated May 2010.

Appendix 2 Activity Matrix

END



Ms Hayley Wotherspoon  
Policy Officer  
COSLA  
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EH12 5BH

9 May 2011

Dear Hayley

### **THE ANIMAL HEALTH & WELFARE FRAMEWORK (AHWF) AGREEMENT**

You may be aware that for the past 5 months six Local Authorities have been piloting the operation of the Animal Health & Welfare Framework for Scotland. In light of feedback from the participating the LAs the Framework is now being finalised. It is hoped that it will then be taken up by all LAs in Scotland by 1 April 2012.

Local authorities have a statutory obligation to enforce the provisions of the Animal Health Act 1981 and to report on their activities to Scottish Ministers. The Scottish Government, as the Competent Authority, likewise is obligated under EU Regulation (EC) 882/2004 on Official Feed and Food Controls, to verify compliance with animal health and welfare rules. Adoption by LAs of the Framework Agreement would provide LAs with an efficient and valuable management tool to record and monitor their activities, and could be used by the Scottish Government to demonstrate to the Commission that we are fulfilling our obligations to audit the enforcement activities of LAs.

I should be grateful, therefore, if COSLA would encourage all local authorities to adopt the Framework Agreement and activity recording system. Ideally, we would hope that all authorities would sign up to an implementation date of 1 April 2012. In the meantime we will continue to work with Animal Health and LAs to finalise the Framework Agreement.

I am copying this letter to the secretaries of the Society of Chief Officers of Environmental Health in Scotland and the Society of Chief Trading Standards Officers in Scotland.

Yours sincerely

John Peerless





Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
<b>1. Planning the Delivery of the Local Authority Animal Health and Welfare Function</b>				
1.1 Profile of Local Authority area and associated animal health and welfare workload	<p>Analysis of critical control areas by type, number, days of operation, including:</p> <ul style="list-style-type: none"> <li>premises used for sales (e.g. auction markets etc.)</li> <li>abattoirs/slaughter houses</li> </ul> <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>	Local Authority profile completed annually in format of template at Annex B and submitted to DVMs by the specified deadline		N/A
1.2 Annual Service Plan for delivery of services in Animal Health and Welfare	<p>Service Plan produced detailing levels of Service Delivery for all activities detailed in this activity framework, reflecting national and local priorities. Annex C should be used as a template.</p> <p><b>Outcomes 3, 4, and 5</b></p>	<p>Annual Service Plan produced and agreed with DVMs by agreed deadline.</p> <p>Any significant changes to be notified and discussed with DVMs</p>	6 monthly review of Service Plan	N/A



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
1.3 Risk Assessment	<p>Premises risk assessed in accordance with the national risk scheme detailed in Section 4</p> <p>Risk based inspection programme</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>All premises risk assessed and documented (in accordance with matrix in Section 4)</p> <p>Inspection programme based on locally determined frequency according to risk</p> <p>Attempts are made and documented to ensure inspection programmes are co-ordinated with other agencies e.g. SGRPID/AHVLA</p>	<p>Evidence that veterinary risks and direction taken into account in local authority service plans</p> <p>Risk assessment reviewed as part of planned visit.</p> <p>Inspection programmes are co-ordinated with other agencies e.g. SGRPID/AHVLA</p>	N/A
<b>2. Training and Development</b>				
2.1 Training for new officers	<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 Local Government Regulation website</p> <p><b>Outcome 5</b></p>	<p>New officers to undergo internal induction training on Animal Health and Welfare</p> <p>Continuing professional development – The minimum ongoing training should be 10 hours based on the principles of CPD. This should include training on new legislation and procedures relevant to animal health and welfare.</p> <p>For officers engaged in on farm food hygiene enforcement, training in relation to these activities can be included.</p> <p>Access to copies of all relevant AH&amp;W legislation and guidance</p>	<p>All enforcement staff have access to full legal reference</p> <p>Officers working towards recognised AH&amp;W qualification</p> <p>Continuing professional development - As minimum standard but a minimum of 15 hours training per year</p> <p>Annual staff review and development</p> <p>All new officers working towards AH&amp;W qualification</p>	<p>6 monthly staff review and development</p> <p>Officers to hold recognised AH&amp;W qualification</p> <p>Continuing professional development – As minimum standard but a minimum of 20 hours training per year</p>



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
<b>3. Licensing Activities</b>				
3.1 Recording of Pig Movements	All declaration documents received to be date stamped or otherwise identified as to date received Details of the movement of pigs to be given to the Scottish Animal Movement Unit (SAMU) within 3 working days	Notification of 95% of movements within 3 working days from day of issue.	Notification of 95% of movements within 2 working days from day of issue	Notification of 95% of movements within 1 working day of issue
<b>Outcomes 1 and 4</b>				
3.2 Issuing of pig movement licences	Receipt of licence applications Assessment and issue of licences	Issue of all licences on day of receipt of application	N/A	N/A
<b>Outcomes 1 and 4</b>				
<b>4. Education and advice to maximise compliance</b>				
4.1 Education and advice	Guidance provided to businesses on all aspects of Animal Health and Welfare for which Local Authorities are responsible, including any movement licensing requirements.  Delivery targets should be set in accordance with individual Local Authority 'charter' response times.  <b>Outcomes 1, 2, 5 and 6</b>	Provide advice and guidance on request to businesses during office hours.  Make available information leaflets including those produced by the Scottish Government and AHVLA	Provision of answer phone facility for out of office hours contact	Business advice and up to date information available via Local Authority website, including links to external website e.g. Scottish Government and AHVLA



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
4.2 Proactive activity	Proactive involvement or lead in education and training events with stakeholder organisations etc.  Joined up approach to education and advice through liaison with the Scottish Government, , Local Government Regulation and AHVLA <b>Outcomes 1, 2, 5 and 6</b>	Actively promote business advice  Support liaison with other relevant agencies and stakeholder groups e.g. meetings, fora	Arrange talks to stakeholder groups on request	Take lead role in liaison with other relevant agencies and stakeholder groups  Provision of other advice: newsletters, roadshows, stands at shows.
<b>5. Enforcement activities to maximise Animal Health and Welfare compliance</b>				
5.1 Attendance at Critical Control Areas - Livestock markets, Sales, and Assembly Centres	Highly visible preventative enforcement presence. Attendance at markets and other sales, and Assembly Centres to ensure compliance, in particular with: <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> Exact attendance levels and times according to status of gathering <b>Outcomes 1, 2, 5 and 6</b>	Visible Local Authority presence  75% of sale days (other than slaughter markets) attended by enforcement personnel for 25% of operating hours. <b>Attendance levels may be increased if necessary following local risk assessment.</b>  25% of slaughter markets, and Assembly Centres attended at some stage during operating hours. <b>Attendance levels may be increased if necessary following local risk assessment.</b>  Attendance time should be varied to include times when animals are being loaded/unloaded.	90% of livestock markets (other than dedicated slaughter markets) attended by enforcement personnel for 25% of operating hours  Inspector(s) should be in attendance at large store markets during minimum of 50% of operating hours	Inspector(s) to be in attendance at large store markets for 75% of operating hours



Activity Matrix			
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice
<p>5.2 Attendance at Critical Control Areas - slaughter houses</p> <p>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 FSA is responsible for enforcement in the slaughterhouse itself, and Local Authorities should liaise with FSA with regard to any need to enter the slaughterhouse production area.</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><b>Outcomes 1, 2, 5 and 6</b></p>	<p>All slaughter houses to be attended. Attendance frequency reviewed with DVM.</p> <p>Low throughput: quarterly basis. attendance at some point during operating hours</p> <p>Medium throughput: Monthly attendance at some point during operating hours</p> <p>High throughput: Weekly attendance at some point during operating hours</p> <p>Establish and maintain communication links with MHS at abattoir with regard to reporting of anomalies (e.g. single tagged bovines on agreed local authority / FSA template)</p>	<p>Appropriate reduced attendance frequency reviewed with DVM and agreed in line with risk</p>
			Better Practice

Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
5.3 Attendance at Critical Control Areas - Dealers/Agents	<p>Identification of Dealers and Agents</p> <p>Visits/inspections to verify legislative compliance</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Compile and maintain list with AHVLA of known Dealers and Agents</p> <p>Plan visits/inspections according to risk</p> <p>Inspection programmes co-ordinated, if appropriate with other agencies and local authorities</p>	<p>Written report given at time of inspection</p> <p>Major non compliances found during inspections should be reported to relevant agencies</p> <p>Re visit when actionable infringements have occurred</p>	<p>Adoption of quality assurance procedures</p>
5.4 Attendance at Critical Control Areas - Ports (excluding BIPs)	<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>Planned visit or inspection programme prioritised due to risk status</p> <p>Respond to notifications of potential illegal arrivals/departures</p> <p>Ensure appropriate disease information signs are clearly displayed</p> <p>Local authority contact details clearly displayed</p> <p>Liaison arrangements with AHVLA, Port/Harbour management and Port Health Service.</p> <p>Contact numbers available for quarantine</p>	<p>Local authority officers usually available outside office hours</p> <p>Liaison with Marina (Sea) operators</p> <p>Planned visits outside normal office hours</p>	<p>Agreed quarantine arrangements in place</p> <p>Facilities in place for detaining 'pre export' animals</p> <p>Formal call out procedures provide guaranteed response out of hours</p> <p>Formal agreements with operators to self monitor landings</p>



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
5.5 Attendance at Critical Control Areas - High risk Farms (Other than Dealers or Agents)	Visits/inspections to verify legislative compliance  <b>Outcomes 1, 2, 5 and 6</b>	Planned visit or inspection programme prioritised due to risk status  Risk re assessed following visit/inspection  Inspection programme to take into account other agency inspections e.g. SGRPID/AHVLA to avoid duplication and arrange joint visits where necessary.  Checks from SAMU, AMES and BCMS data	Written report given at time of inspection  Major non compliances found during inspections should be reported to relevant agencies  Re visit when actionable infringements have occurred	Adoption of quality assurance procedures
5.6 Visits and inspections to other premises	Visits to verify legislative compliance.  Commercial hauliers Farms (including own livestock vehicle) Agricultural Shows and farm dispersal sales Animal by products premises including Knackers/Hunt kennels/renderers  Any other premises of livestock origin and destination  <b>Outcomes 1, 2, 5 and 6</b>	Planned visit or inspection according to risk, as per agreed Service Plan  Inspection programme to take into account other agency inspections e.g. SGRPID/AHVLA to avoid duplication and arrange joint visits where necessary.  Checks from SAMU, AMES and BCMS data	Written report given at time of inspection  Major non compliances found during inspections should be reported to relevant agencies  Re visit when actionable infringements have occurred	Adoption of quality assurance procedures

Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
5.7 In transit checks	Roadside checks (in conjunction with police)  Police led multi agency roadside checks local authority led checks for animal health and welfare compliance only (including co-ordination with adjacent Local Authorities)  National exercises and operations  <b>Outcomes 1, 2, 3, 4 and 6</b>	Blue light stops based on local knowledge and as identified and agreed in Service Plan.  Inspection of individual suspected livestock transport vehicles (including horses) or other agricultural vehicles subject to AH&W legislative requirements.	As minimum standard with checks carried out outside normal office hours	N/A
5.8 Postal record recall checks (if carried out) on livestock premises	Postal recall checks and verification according to risk  Non responses subject to follow up action as appropriate (including, if necessary premises visit inspection)  <b>Outcomes 1, 2, 5 and 6</b>	Inspection according to risk.  On farm follow up visit if significant breaches are identified.	Post inspection letter/report sent to farmer within 10 working days of receipt of records.	N/A
5.9 Vehicle biosecurity – cleansing and disinfecting compliance	Checks on vehicles to ensure cleansing and disinfection carried out at premises other than where they have delivered livestock  <b>Outcomes 1, 5 and 6</b>	Targeted or intelligence lead checks to ensure compliance with cleansing and disinfecting requirements	N/A	N/A
5.10 Out of operating hours checks	Checks out of normal specified operating hours or subsequent days for: Markets Slaughter houses Premises used for collection of animals for slaughter or for further rearing or finishing  <b>Outcomes 1, 2, 5 and 6</b>	Intelligence lead visits carried out in line with risk	Attendance frequency reviewed with DVM	N/A



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
5.11 Stand by and on call arrangements	Emergency interagency contact regarding disease and other enforcement incidents  Outcomes 1, 2, 3, 4 and 6	All local authorities have emergency out of hours contact procedures in place  All relevant agencies to be aware of contact procedures	All local authorities to have a system which provides nominated enforcement duty staff on call out of hours	N/A
<b>6. Partnership working and intelligence driven enforcement</b>				
6.1 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	To be investigated and appropriate action taken in accordance with the local authority's published Enforcement Policy  Follow up checks on suspected irregularities identified on SAMU, AMES and BCMS	N/A	N/A

Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
6.2 Intelligence / Information and systems	Provision and collection of Intelligence Information  <b>Outcomes 1, 2, 5 and 6</b>	Has established procedures and protocols necessary to capture and report animal health activities including movements and enforcement action.	Sharing intelligence with other local authorities and operational partners	Is developing innovative approaches to improve the effectiveness and range of its knowledge about national priorities and the local farming community. Set up and ongoing maintenance of intelligence systems
6.3 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 public/complaints  <b>Outcomes 1, 2, 5 and 6</b>	To be investigated and appropriate action taken in accordance with the local authority's published Enforcement Policy	Using the intelligence to drive delivery including development of local and regional enforcement.	Seeking opportunities to engage with stakeholder groups etc



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
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>	Reactive work with other Local Authorities and agencies	<p>Pro-active work with other local authorities and agencies including regional projects and training</p> <p>Identify cross cutting issues and relevant areas of risk suitable for cross border and multi agency approach</p>	Lead role in multi-agency and cross border working. Resources dedicated to this
<b>7. Post enforcement reporting and AMES data entry activities</b>				
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. (The relevant timescale commences on the day following the date on which the activity took place).</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>Recording of 90% of enforcement data within 5 working days</p> <p>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.</p> <p>Internal procedures in place to ensure quality of data entered</p>	<p>Recording of 90% of enforcement data within 3 working days</p> <p>Local authority to ensure supervisor is following good practice guide to maintain quality of data.</p> <p>Internal data auditing procedure in place.</p> <p>Local authority to ensure all inspectors are familiar with AMES 'instructions for inspectors who complete data entry forms' and encourage use of AMES produced inspection form templates.</p>	Recording of 90% of enforcement data within 2 working days



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
7.2 Management information	Collation of management information data for internal use and provision to the Scottish Government and AHVLA  <b>Outcomes 3, 4 and 5</b>	Timely provision of information, in particular submission of statutory returns e.g. WATSR (for Annual Enforcement Statistics return to the Commission) and Prosecutions, report to Parliament  AMES: Record enforcement action on AMES as in 7.1 above to facilitate generating of accurate management reports	Use of AMES reporting facility to produce reports to monitor progress of agreed Service Plan	N/A
<b>8. Contingency planning and emergency action</b>				
8.1 AHVLA/Scottish Government, COSLA and local authority emergency preparedness	Planning and contributing to emergency preparedness plans with AHVLA/Scottish Government and other agencies as appropriate  <b>Outcomes 1, 3, 5 and 6</b>	Local Government Regulation / local authority plans (individual local authorities or with neighbouring local authorities) drawn up consistent with Scottish Government and AHVLA generic plans for disease outbreaks. Ensure local authority contact details on the Local Government Regulation master contact list are kept up to date.  Review plans and update annually  Respond to notification of disease outbreaks	Plans formally approved by the local authority  Has built on the generic plan and developed specific plans for diseases identified as high risk for the local authority area as a result of local intelligence.  Plans reviewed annually and shared with identified partners	Annual exercise plan with relevant partners/neighbouring authorities and uses lessons learned reports to review their plans  Plans made publicly available



Activity Matrix				
Activity	Content and relevant outcome(s)	Minimum Standard - Priority Activity	Good Practice	Better Practice
8.2 Testing and Training	Testing, training, practising and evaluating activities in relation to the emergency plan  <b>Outcomes 1, 3, 5 and 6</b>	Contribution through others or on paper to planned exercises  Internal and external contact details reviewed annually	Plans tested and reports made	Full, regular practical participation in tests, training and exercises.  Individual local authority implementation training plan.  N/A
8.3 Emergency Action	Provision of full emergency range of services under the emergency plan, when disease emergency declared by the Scottish Government <b>Outcomes 1, 3, 5 and 6</b>	Full requirements of plan actioned	N/A	N/A
<b>9. Additional Activities</b>				
9.1 National priorities	Provide details in Service Plan (Annex C) of identified priorities as agreed with the DVMs and the Scottish Government <b>Outcomes 1, 2, 5 and 6</b>	As agreed with DVM	N/A	N/A
9.2 Regional priorities	Agree regional priorities, with the DVM at regional animal health and welfare panel meetings for consideration in annual service planning. <b>Outcomes 1, 2, 5 and 6</b>	As above	N/A	N/A
9.3 Local priorities	As determined by local authority in agreement with DVM <b>Outcomes 1, 2, 5 and 6</b>	As above	N/A	N/A



**Environment and Transport Committee****14 December 2011****Cycle to Work Scheme**

TR-29-11-F

**Report Presented by Executive Manager  
Transport Planning****Transport Planning Service /  
Development Department****1.0 Summary**

- 1.1 Cycle to Work schemes are in place across the UK, promoting journeys to, from and at work by bicycle under a tax exemption provided through the UK Government's Green Transport Plan. This report outlines the method that would be employed, should start up funds be provided, to establish such a scheme for SIC employees.

**2.0 Decision Required**

- 2.1 It is recommended that the Environment and Transport Committee recommends to Council that it approve the provision of start up funding, to implement an SIC Cycle to Work Scheme, to the amount of £25,000.

**3.0 Detail**

- 3.1 Within the UK Government's Green Transport Plan, there is a tax exemption which allows employers to provide cycles and safety equipment to employees as a tax free benefit.
- 3.2 Cyclescheme is a cycle to work provider, working with independent retailers to provide a convenient and user-friendly service to both employers and employees. These services are provided free of charge and include secure access to a certificate management site with online agreement signing facilities and scheme marketing materials.
- 3.3 In practice, employees who express an interest in the scheme will be sent access details for the Cyclescheme website, where they can apply to join the scheme. Following a quote from a registered retailer, the employee completes their online application and submits it for approval. Should sufficient budget be available, their application will be

approved and Cyclescheme will send a voucher for the required amount to the employee. This voucher can then be redeemed at the retailer. From the point of voucher issue, salary sacrifice arrangements will begin.

- 3.4 Savings against the bicycles full costs come from a combination of VAT, reclaimed by the Council, tax and National Insurance contributions. It is anticipated that the administration requirement for this can be accommodated within existing resources.
- 3.5 It is proposed that the process would include a one to one meeting with each employee to work through an illustration based on his or her personal circumstances prior to the agreement signing. This function would be carried out by Transport Planning staff as part of their normal day-to-day activity.
- 3.6 In order to take advantage of the tax-free benefits of the scheme, the bicycles remain the property of the Council and are hired to employees for use in their journeys to, from and at work.
- 3.7 To ensure that the Council scheme remains within the boundaries laid out in legislation, no commitment can be made as to the disposal of the bicycles at the end of the agreed hire period.
- 3.8 The maximum amount of any one voucher is usually set by employers at a level of £1,000. This amount can also cover safety equipment provision.

## **4.0 Implications**

### Strategic

#### 4.1 Delivery On Corporate Priorities

Implementation of a Cycle to Work Scheme for SIC employees would help deliver against targets established in the Council's Single Outcome Agreement and the Transport Strategy.

#### 4.2 Community /Stakeholder Issues

A recent email sent to SIC employees to gauge interest in the scheme returned 94 positive responses.

#### 4.3 Policy And/Or Delegated Authority

In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Environment and Transport Committee has delegated authority to implement decisions within its remit. However as there are no funds available from within existing budgets, a decision of the Council is required.

#### 4.4 Risk Management

All bicycle maintenance and insurance will be the responsibility of the hiring employee and this will be set out in the legally binding hire agreement.

#### 4.5 Equalities, Health And Human Rights

The introduction of the scheme will encourage Council employees to travel by bicycle for at least part of their journeys to, from and at work, contributing greatly to their individual health and the collective health of the Council workforce.

#### 4.6 Environmental

Introduction of the scheme would result in less CO2 emissions related to travel to, from and at work by those Council employees who are signed up to it.

### Resources

#### 4.7 Financial

There is no current budget for the scheme. The purpose of this report is to request that a recommendation be made to Council to provide start up funding of £25,000 for a period of 24 months, from 1 April 2012 to 31 March 2014 to establish the scheme. This amount would allow up to 25 permanent SIC employees and potential many more, to join the scheme. These funds will be replenished in full by the end of March 2014.

There will be a small benefit to the Council from National Insurance contribution savings as the employer saves secondary class 1 national insurance contributions on the employee's gross salary sacrificed. If the total £25,000 was used to loan bicycles to SIC employee's, the employee's would sacrifice in total £25,000 of gross salaries generating an estimated Employer's NIC savings of £3,450 (13.8%).

#### 4.8 Legal

None

#### 4.9 Human Resources

Administration of the scheme will be carried out by the Transport Planning Service within existing staffing levels.

There will also be a small amount of input required from Finance Services upon notification of salary sacrifice arrangements. This is possible within existing staffing levels.

#### 4.10 Assets And Property

None

## 5.0 Conclusions

- 5.1 The establishment of a Cycle to Work Scheme for SIC employees would enhance the participants' health and wellbeing and deliver against the Council's established targets. Although funding is required to set up the scheme, the budget will be replenished in full by the end of the initial period of 24 months. The sum of £25,000 would allow a minimum of 25 employees to become members of the scheme, a number well within established interest levels.

For further information please contact:

*Michael Craigie, Executive Manager Transport Planning Service*

01595 744160, [michael.craigie@shetland.gov.uk](mailto:michael.craigie@shetland.gov.uk)

5 December 2011

Background documents:

[Cycle to Work Scheme Implementation Guidance – Department for Transport](#)

END

**Environment and Transport Committee****14 December 2011****SIC Ferry Services Review**

ISD-07-11-F

**Director Infrastructure Services****Infrastructure Services Department****1.0 Summary**

- 1.1 This report summarises progress on the Shetland Islands Council Ferry Service Review and proposes to Members a methodology and project structure for carrying out and reporting the next strand of the Service Review.

**2.0 Decision Required**

- 2.1 That the Environment and Transport Committee RESOLVE to approve:-
- 2.1.1 proposals and the timeline to carry out the next strand of the Shetland Islands Council Ferries Review detailed in Appendix 1 of this report;
  - 2.1.2 the establishment of a Member Steering Group to oversee remaining work as described in Appendix 2 of this report; and
  - 2.1.3 the overarching objective to be met by the next strand of the review described in section 3.10 of this report.

**3.0 Detail**

- 3.1 Officers have been conducting a detailed review of Ferry Operations over recent months looking at operational efficiencies and other measures to reduce costs which do not significantly impact on service levels.
- 3.2 The efficiency measures identified to date, although significant, cannot achieve the 10% savings target that has been set through efficiencies alone and we must now develop further the service redesign measures which inevitably must consider service levels.

- 3.3 Moving into a review of this nature requires an approach that goes beyond operational boundaries and must be conducted within a framework that addresses and appraises social and economic impacts of options and presents Members with enough detail and data to enable fully informed decision making.
- 3.4 Furthermore, a review at this level extends to fall also within the remit of the Development Service and the Development Committee in terms of their responsibility for Strategic Transport Planning and transport service levels.

### **Proposals**

- 3.5 Appendix 1 contains the proposed methodology for carrying out this strand of the Shetland Islands Council Ferry Services Review.
- 3.6 It follows the framework of the Scottish Transport Appraisal Guidance (STAG). Therefore Members can have confidence that the final recommendations will be derived from a thorough process of development and appraisal of options with clear information on the nature of impacts of different options from social and economic perspectives.
- 3.7 Appendix 2 contains the proposed Project Governance Structure. The structure is designed to reflect that this review spans two Directorates (Infrastructure and Development) and two Committees (Environment and Transport and Development). Therefore it is essential that each is properly placed within the review in terms of responsibility for and direction of the work to be done.
- 3.8 The structure also includes a Steering Group. It is proposed that the Steering Group comprises: -

Chair of Environment and Transport Committee  
Chair of Development Committee  
Vice-Chair Environment and Transport Committee  
Vice-Chair Development Committee

The proposed remit for the Steering Group is included in Appendix 2.

### **Overarching Objective**

- 3.9 Although there is likely to be a number of sub-objectives to the review Members are asked to agree at this stage that the overarching objective for the review is: -

*“To develop a sustainable inter island ferry service that can be delivered within an environment of reducing resources”.*

- 3.10 Recognising the urgency to complete this review, draft sub-objectives that reflect existing Local and National policies will be developed by officers during a working session currently planned for 5 December 2011. I will verbally report these to this meeting.



## Timeline

- 3.11 The Review has 4 stages leading to an Implementation Plan. The detail is given in Appendix 1.

## 4.0 Implications

### Strategic

- 4.1 Delivery On Corporate Priorities – Development of a sustainable Inter Island Ferry Service contributes to the “Stronger” section of the Community Plan and also to the Corporate aim to use resources sustainably.
- 4.2 Community /Stakeholder Issues – At this stage there has been no direct involvement with Stakeholders on Communities. This will be a requirement in completing the process however.
- 4.3 Policy And/Or Delegated Authority – In accordance with Section 2.3.1 of the Council’s Scheme of Delegations the Environment and Transport Committee has responsibility for Ferry Services and the Development Committee has responsibility for Transport Planning, and has delegated authority to make decisions on matters within approved policy and for which there is budget
- 4.4 Risk Management – If the Council cannot reach a sustainable position in relation to its expenditure then there are long term risks to the Council’s capacity to deliver necessary services. In addition to this, if the review of Ferry Services is not sufficiently thorough and based on robust appraisal and evidence then there is a significant risk of unpredicted economic and social consequences that in turn bring risks to individual communities as well as Shetland overall economic and social well being.
- 4.5 Equalities, Health And Human Rights – These will be assessed during the course of the review.
- 4.6 Environmental – Environmental impacts will be addressed during the course of the review.

### Resources

- 4.7 Financial – The work described in this report will be carried out with existing staff resources and approved budgets. Overall effects in Council Financial resources will be assessed during the course of the Review.
- 4.8 Legal – No immediate impacts, but will be addressed as part of the review process.
- 4.9 Human Resources – No immediate impacts, but will be addressed as part of the review process.
- 4.10 Assets And Property – No immediate impacts, but will be addressed as part of the review process.

## 5.0 Conclusions

- 5.1 The Council's Infrastructure Services Department has been undertaking an operational review of Ferry Services to identify measures to cut the cost of operations. Although significant progress has been made the total of the current measures falls short of the 10% cuts expected of services. There is a need now to examine and appraise significant changes to levels of service and how services are delivered which takes the review into the area of Transport Planning as well as Ferry Operations. This work can be carried out by existing staff and it is anticipated that it can be completed by the end of the current financial year.

For further information please contact:  
Phil Crossland, Director of Infrastructure Services  
01595 744851  
2 December 2011

### List of Appendices

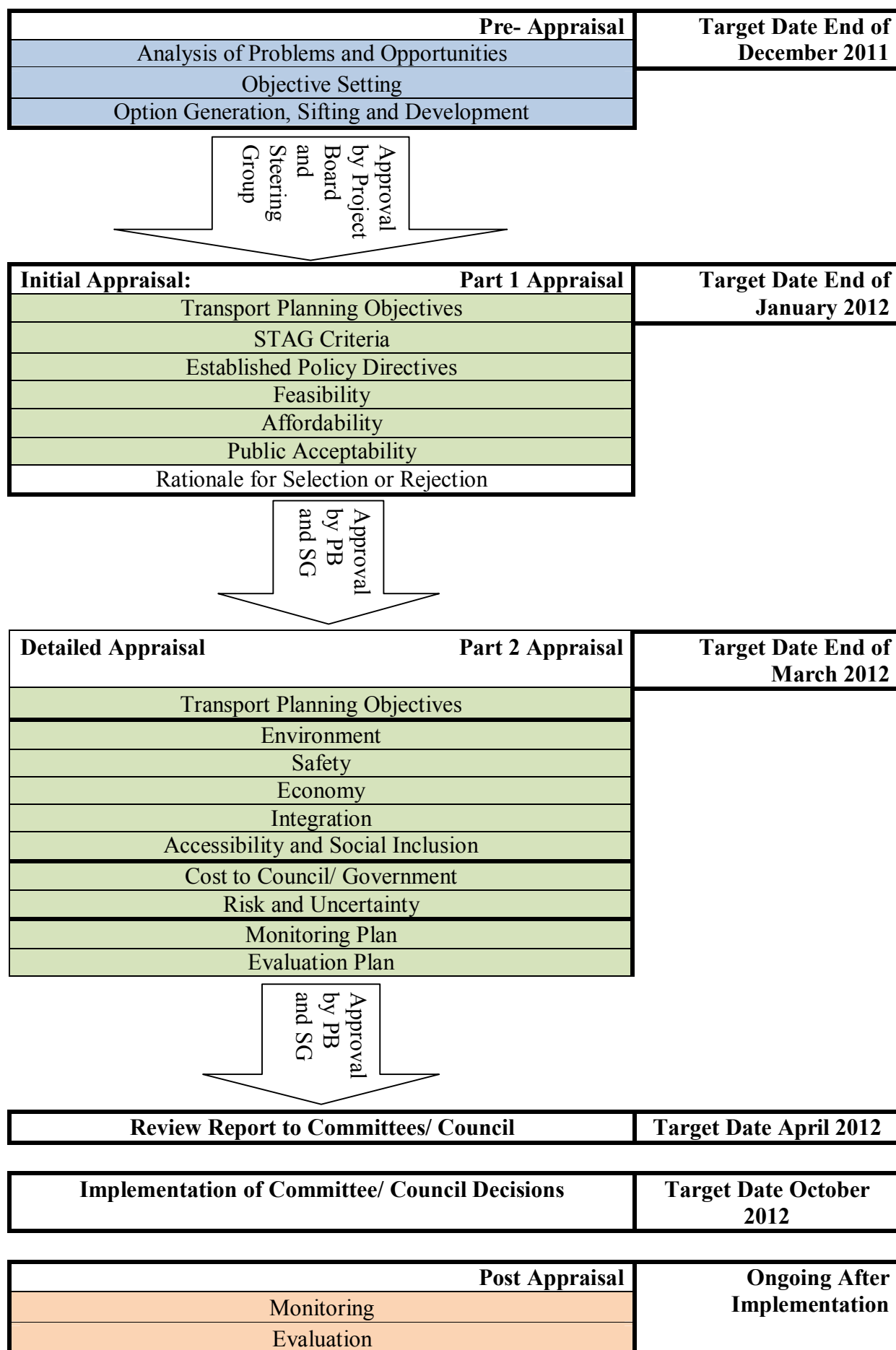
Appendix 1 – Review Process for Shetland Islands Council Ferry Services Review.  
Appendix 2 – Project Structure

### Background documents:

None

END

## Appendix 1 – Review Process for SIC Ferry Services Review



## Appendix 2 – Project Governance and Decision Making Structure

