

# ANIMAL HEALTH & WELFARE FRAMEWORK



Animal &  
Plant Health  
Agency

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## Background

- 1.1 The Animal Health and Welfare Framework has been introduced to recognise the importance of central and local government working together. It has been created in partnership between the Scottish Government, the Convention of Scottish Local Authorities (COSLA), the Society of Chief Officers of Trading Standards in Scotland (SCOTSS), the Society of the Chief Officers of Environmental Health in Scotland (SOCOEHS) and the Animal and Plant Health Agency (APHA). All parties work in partnership on the operation of this Framework.
- 1.2 The Framework is intended to provide the basis for a working partnership between the local authorities and APHA to ensure effective, accountable and coordinated delivery of animal health and welfare services. It provides a risk based approach to animal health and welfare duties carried out by local authorities in partnership with APHA, and will incorporate the full range of animal health and welfare work carried out by local authorities, with the exception of licensing of animal establishments, and any expansion of this under the Animal Health and Welfare (Scotland) Act 2006.
- 1.3 The Framework will help to meet the objectives of the Scotland's Animal Health and Welfare in the Livestock Industry: Strategy 2016 to 2021, which involves reducing the regulatory burden and streamlining and improving enforcement. The Framework will also support the Scottish Government's Agriculture, Food and Rural Communities Directorate's strategic objective of protecting domestic animal health and welfare in Scotland.
- 1.4 The COSLA/SG Rural Directorate document, 'Animal Health and Welfare Statutory Obligations and Main Activity Areas for Local Authorities', sets out the roles and responsibilities placed on local authorities and, where appropriate, other partner agencies. It also sets out the main regulatory activities of local authority animal health inspectors, and briefly summarises the various statutory instruments they enforce.
- 1.5 The Framework also helps to address the requirements of Regulation (EC) 882/2004 on Official Feed and Food Controls, in ensuring verification of compliance with animal health and welfare rules. This regulation aims to improve the consistency and effectiveness of official controls within Member States and across the EC. Member States are required to ensure that official controls are carried out regularly, on a risk basis and with appropriate frequency, so as to achieve the objectives of

the Regulation taking account of identified risks associated with animals and their health and welfare.

The Official Controls (Animals, Feed and Food) (Scotland) Regulations 2007 (SSI 2007/91) designates the competent authorities in Scotland who carry out the official controls which principally are Scottish Ministers and local authorities. The Regulation also provides for the sharing of information, gives powers for inspectors and auditors and provides powers for Scottish Ministers to ascertain compliance by local authorities with the audit obligation under EC 882/2004.

- 1.6 Each Member State is required under Regulation EC 882/2004 to prepare a multi-annual (between three and five years) national control plan describing the national official feed and food, and animal health and welfare control arrangements, and setting out the objectives and priorities for control activities during the period of the plan. To comply with this requirement, the UK has produced the 'Multi-Annual National Control Plan for the United Kingdom - April 2013 to March 2015'. The plan was extended to cover up to the end of March 2019, and was updated in 2016.

The current UK Plan has been prepared jointly by the Food Standards Agency (FSA), Food Standards Scotland (FSS), the Department for Environment, Food and Rural Affairs (Defra), the Scottish Government Agriculture, Food and Rural Communities Directorate (SG AFRCD), the Welsh Government Sustainable Futures, and the Department of Agriculture, Environment and Rural Affairs – Northern Ireland.

The Plan will form the basis of any future assessments by the European Commission Food and Veterinary Office (FVO).

- 1.7 The Framework recognises the commitment given in the Plan to encourage participation by Scottish local authorities. The Framework recognises that local authorities in Scotland still operate within the boundaries of corporate governance and are accountable to Scottish Ministers, Parliament and ultimately the public, and works on the principle that each local authority in Scotland has a service plan in place outlining activities for animal health and welfare. Included in these activities for local authorities in Scotland are: enforcement policies/powers; procedures for authorising officers; procedures for inspections and visits; procedures for dealing with complaints and complaint procedures; and procedures/plans in place for dealing with outbreaks of notifiable diseases.

- 1.8 The Framework was initially designed to be supported by the Animal Health & Welfare Management & Enforcement System (AMES): a national database enabling local authorities to record details of work undertaken on animal health and welfare, but this was not progressed in Scotland due to inherent issues identified in the initial pilot of AMES. As

an alternative, a dataset of management and service information has been developed and so that local authorities report to the Scottish Government and this information can then influence policy and enforcement of animal health and welfare in Scotland. Because of the adoption and usage issues with AMES, its use has been designated 'Good Practice' rather than 'Minimum Standard/Priority Activity'.

To improve the sharing of intelligence between local authorities and to promote intelligence-led enforcement there has been agreement to encourage the use of the national Memex system for animal health and welfare related issues. The revised Framework has regard to this development. At this stage AHPA are exploring using the system.

## **Section 2:**

# **The aims, objectives and outcomes of the Framework**

## **Aims**

- 2.1 The aim of the Framework is to provide standards for service design to ensure effective, accountable and co-ordinated delivery of animal health and welfare services in Scotland.
- 2.2 It is intended to be flexible, whilst incorporating agreement on the principles of how the service is to be delivered. It fully recognises the autonomy of local authorities.
- 2.3 It is anticipated that this Framework will help encourage better management and improve forward planning by documenting actions to be taken by local authorities and APHA, either individually or in partnership.
- 2.4 The need for pro active surveillance and enforcement is recognised in the COSLA/SG Rural Directorate 'Animal Health and Welfare Statutory Obligations and Main Activity Areas for Local Authorities' which states:

*'The importance of targeted surveillance (in accordance with an appropriate risk assessment scheme) cannot be over emphasised.*

*(i) It communicates the requirements and purpose of the legislation to the target organisation or individual.*

*(ii) It demonstrates to the public that the local authority is fulfilling its responsibilities and protecting the farmed livestock and the public from identifiable risks.*

*(iii) It provides enforcement officers with the contacts and experience necessary to carry out enforcement activities and to act as authoritative witnesses in the event of court proceedings being taken.*

*(iv) It ensures proper administration of movement documentation, vital in the investigation of any disease outbreak'*

- 2.5 Priority must be given to the Critical Control Areas (CCAs). The CCAs are the agreed businesses, premises or locations at which controls can be applied resulting in the reduction in risk of the introduction or spread of notifiable disease in Scotland. For Framework purposes, the CCAs are:
  - Markets, collection centres and assembly centres
  - Slaughterhouses
  - High risk traders
  - High risk farms
  - Ports

## The objectives of the Framework

- 2.6 The Framework was developed under the 2010-2015 Animal Health and Welfare Strategy for Great Britain to develop a partnership to make a lasting and continuous improvement in the health and welfare of kept animals while protecting society, the economy and the environment from the effect of animal diseases'. The five principles within the 2011-2015 Strategy remain relevant as principles for the Framework; they are: working in partnership, understanding and accepting roles and responsibility, prevention is better than cure, understanding the costs and benefits and delivering and enforcing standards.
- 2.7 The aim of the Scottish Government is to achieve an agricultural industry that is dynamic, competitive and renowned for good quality sustainable produce. This aim will be supported by continued improvements in animal health and welfare by addressing five key themes: skills and knowledge, disease risk, welfare, regulatory and societal impact. Regulatory work is important to ensure improvements occur but also needs to ensure that it is coordinated and not unnecessarily burdensome to the sector. The Framework provides a structure and benchmark to support a risk-based and targeted approach to deliver the benefits of better regulation and promotes partnership working in a manner consistent with the values of the Doing Better Initiative to Reduce Red Tape for Farmers and Rural Land Managers.

### ***1. Working in partnership***

This is a principle for everyone involved in animal health and welfare, including Government, local authorities, animal owners and veterinary surgeons. It can only be successful if the Scottish Government, APHA and local authorities work together.

### ***2. Understanding and accepting roles and responsibilities***

All those with an interest in animal health and welfare must have a good understanding of their responsibilities. Ultimately it is up to animal owners to make a real difference to the health and welfare of their animals. However, provision of advice and guidance can assist in this process.

### ***3. 'Prevention is better than cure'***

Animals that are cared for appropriately and in accordance with existing biosecurity and welfare standards are more likely to be healthy, and less likely to contract or spread disease. It is essential for all animal owners to have the necessary skills to care for their animals, exercising good practice and using veterinary services and medicines appropriately. We need to reduce the chances of a disease entering

the population, and if it does, reduce the risk of spread and ensure that it can be quickly spotted and dealt with. Animals therefore suffer less, while the livestock industry can work without the expensive, stressful, and restrictive disruptions caused by large scale disease outbreaks.

#### ***4. Understanding the costs and benefits***

Preventing animal diseases has obvious benefits as well as being cost effective. All animal owners must play their part in preventing disease to make sure this happens. The costs and benefits involved need to be clearly understood and unnecessary burdens of regulation removed.

#### ***5. Delivering and enforcing standards***

Although last on the list, this principle is the key to making the Framework operate properly. All participating organisations have a role in providing leadership and helping to facilitate the raising of animal health and welfare standards. They must also ensure that whatever interventions are made are consistently and effectively delivered and enforced. This can only be achieved by all agencies working in partnership. The Framework provides a forum for improving partnership working and has promoted the proportionate, risk-based, transparent and intelligence-led enforcement to meet the Scottish Government's Regulatory Strategic Framework.

## **The outcomes of the Framework**

2.7 The intended outcomes of 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. support the objective of Scottish Government for 'high welfare, healthy livestock produced by resilient systems with minimal environmental impact' by minimising disease incursions, eradicating outbreaks, setting and enforcing minimum standards of welfare by effective regulation to achieve compliant businesses that reduce the likelihood of disease incursion and enable effective control measures to be applied;
6. protect local communities, including the effects on the local economy.

2.8 Both the activity and welfare matrices have been linked to one or more of these outcomes.

### **Section 3:**

## **Roles and responsibilities within the Framework**

3.1 Good working partnerships with shared common objectives and understanding should encourage the highest standards of delivery of animal health and welfare activities. This joint approach is vital to the success of the Framework.

3.2 The partnership will encompass:

- APHA
- COSLA
- Local authorities
- Professional societies
- Scottish Government

### **Partners will work together to:**

- promote and agree consistent standards;
- provide support and guidance to all participating organisations;
- establish the smooth running of the Framework;
- participate in the Framework Steering Group for Scotland; and
- review the Framework.

### **The role of APHA under the Framework**

3.3 APHA is expected to:

- communicate Scottish Government policy and priority updates to Veterinary Leads (VLs) following discussion and agreement with Scottish Government colleagues on national issues;
- provide an overview of the national performance picture; and
- train VLs and nominated local representatives.

3.4 APHA VLs or their nominated local representatives are expected to:

- review and comment on the Service Plan and Profile with each local authority on a one-to-one basis at least annually, and whenever it becomes apparent that changes need to be made in priorities or commitments;
- agree local priorities with local authorities based on local knowledge and intelligence;
- provide input to regional initiatives or projects, with local authorities at regional Animal Health and Welfare Panel meetings for consideration in annual service planning;
- hold routine liaison meetings with suitable representatives of local authorities and where appropriate, other interested parties;

- provide a named local contact in addition to the VLs for routine communication on local authority matters;
- offer participation in training exercises for emergency preparedness (or an alternative option, where the number of local authority participants is unwieldy);
- provide feedback on performance; support Regional Animal Health and Welfare Panels providing information and guidance to assist local authorities in addressing areas of concern in the region;
- provide veterinary and/or technical staff support to the local authority, or arrange suitable alternative support (for example, staff from another APHA Field Services or the services of an Official Veterinarian);
- use AMES regularly to help inform the review of the Service Plan and Profile for authorities using AMES;
- provide up to date information on registered livestock keepers in the local authority area;
- attend discussions with the Scottish Government's lead policy officials and the Convention of Scottish Local Authorities (COSLA) to set national and local priorities; and
- consider Scottish Government priorities when agreeing the Service Plan with each local authority in Scotland.

## **The role of the Scottish Government under the Framework**

3.5 The Scottish Government is expected to:

- define national priorities in Scotland;
- ensure policy engagement and input with other Framework partners;
- access the data on AMES to help inform policy; and
- collate statutory returns, and any other occasional returns which may be required.

## **The role of COSLA under the Framework**

3.6 COSLA is expected to:

- attend discussions with the Scottish Government's lead policy officials and APHA to set national priorities;
- engage, consult and encourage local authority involvement;
- support the Framework Steering Group for Scotland; and
- help to resolve any major difficulties between parties.

## **The role of local authorities under the Framework**

3.7 Authorities are expected to:

- provide an annual Service Plan and a Local Authority Profile by an agreed date outlining their priorities and targets for animal health and welfare -this plan should be developed in conjunction with APHA and should describe what will be delivered, whether by the local authority, jointly with APHA or by APHA;
- meet at least minimum standard/priority activity standard in the Activity Framework;
- have contractual arrangements in place for service delivery where necessary;
- discuss relative priorities and adjustments to Service Plans with the VL or their named local contact on a regular basis (annually, or as required if priorities change). Any changes to be made in consultation with the VL and if appropriate, the Scottish Government;
- provide statutory returns (or any other occasional return) as required;
- work in co-operation with other local authorities, organisations and agencies as appropriate including supporting regional initiatives and projects;
- foster local partnerships;
- support the Framework Steering Group for Scotland; and
- meet the minimum standard/priority activity standard in the animal welfare activity matrix; or have a clear plan for ensuring that animal welfare complaints and concerns are passed to the relevant organisation to be dealt with appropriately.

## **The role of professional societies**

3.8 The role of the Society of Chief Officers of Environmental Health in Scotland (SOCEHS) and the Society of Chief Officers of Trading Standards in Scotland (SCOTSS) is to:

- provide a professional management perspective;
- endorse changes to the Framework and encourage their members to adopt it within their local authorities; and
- identify issues, difficulties and areas for improvement and seek to influence changes to the Framework.

## **Subcontracting work**

3.9 Where it is considered appropriate some or all of the functions relating to the Framework may be subcontracted to another local authority on a legal basis.

## **Governance**

### **3.10 Framework Steering Group for Scotland**

#### Objective

To provide governance for the Animal Health and Welfare Framework supporting a risk based approach to animal health and welfare duties by local authorities and thus addressing the requirements of EC Regulation 882/2004 ensuring verification of compliance with animal health and welfare rules.

#### Membership

Membership reflects the partner organisations, Scottish Government, Animal and Plant Health Agency (APHA) and local authorities. Local authority membership includes representatives of the Society of Chief Officers of Trading Standards in Scotland (SCOTSS) and Society of Chief Officers of Trading Standards in Scotland of Environmental Health in Scotland (SCOEHS), managers directly involved in implementing of the Framework and practitioners in animal health and welfare duties. APHA representation will include a member of the APHA Scottish Senior Management Team and a Veterinary Inspector directly involved in implementing the Framework.

#### Role of Membership

Members of the Framework Steering Group will be required to represent their organisations and to propose amendments and updates of the Framework to their organisations for decisions. The Chief Officer Societies can make recommendations to local authorities but the decision to agree the Framework rests with each local authority.

### **3.11 The Group's terms of reference are as follows:**

- making strategic decisions about the Framework;
- monitoring application of the Framework;
- resolve significant national queries/issues; and
- support the National AMES User Group.

## Documentation

3.12 In order to ensure consistency, and allow adequate but not excessive monitoring of activity, there are two key documents which need to be considered:

- the Local Authority Profile (Annex B); and
- the Service Plan (Annex C).

## **Section 4:**

### **Risk assessment**

- 4.1 A risk-based approach to enforcement is, almost universally, standard practice in the local authority environment for many different aspects of their work as it facilitates work planning and appropriate resource allocation in a relatively straightforward manner.
- 4.2 Risk to animal health and welfare is assessed as the occurrence of:
- infringement of the legislation;
  - incidence of disease;
  - spread of disease; and
  - failure to comply with animal health and welfare best practice.
- 4.3 Local authorities are encouraged to develop their risk assessments on animal premises in partnership with their local VL using their veterinary expertise. This will promote consistent risk assessments based on veterinary priorities which then allow service delivery to be targeted at consistent enforcement on the risks identified.

### **Using the National Risk Assessment Scheme**

- 4.4 The risk being assessed has several elements. Local authorities are encouraged to use the National Risk Assessment Scheme format, for which a table of scores for animal health and welfare is outlined below, or other comparable risk assessment schemes.
- 4.5 Local Authorities are not expected to completely review their existing risk assessments and instead are encouraged to monitor and update them as part of their inspection programme or as and when premises/businesses come to their attention, whichever is sooner.
- 4.6 It is hoped that by using this format similar premises throughout the country will have similar baseline risk scores, which can then be adjusted to suit both veterinary and local factors.

### **Guidance on the National Risk Assessment Scheme**

- 4.7 This scheme breaks risk into five elements (by questions). The first four questions form the National Element. This gives a formally agreed score and should give a consistent baseline minimum for particular premises (and activity) types. Once the predetermined baseline score is identified a Local Element score (allowing local flexibility) is added at question five.

This combination of National and Local risk elements gives the overall final risk score of Low, Medium or High.

- 4.8 Scores are suggested to encourage consistency and promote discussion between local authorities and APHA with a view to ensuring that resources are targeted appropriately.

## **Part 1: The Potential Risk**

### **The National Element (Questions 1- 4)**

- 4.9 This is pre-determined by asking a series of standard questions to provide a minimum risk score for particular premises and business types across Scotland.
- 4.10 In order to provide consistency, the scores decided in questions 1 to 4 cannot be altered for the premise types identified. Descriptive terms such as 'small', 'low', and 'short' are used here rather than actual figures. For *farm sizes* these terms are related to some generic figures in the attached Risk Scheme (page 20) that cannot be altered. The following is indicative criteria for distances and activity levels. They are:

**Short** distances – up to 50 kilometres.

**Medium** distances – 50 - 150 kilometres.

**Long** distances – over 150 kilometres.

**Low** levels of activity – less than once a week on average

**Medium** levels of activity – less than twice a week, on average.

**High** levels of activity – twice or more a week, on average.

- 4.11 It must be emphasised that these are only indicative and local factors should be taken into account.

#### ***Q.1 What is the maximum potential risk to animal health and welfare posed by the business?***

- 4.12 The scoring should provide an indication of the risk posed by the business activity to other businesses and livestock both locally and nationally.

**5** Minimal detriment – e.g. premises with smaller numbers of animals and low levels of movement activity across short geographical distances.

**10** Minor detriment – e.g. premises with smaller numbers of animals but with medium levels of movement activity and/or across medium geographical distances.

- 15 Significant detriment – e.g. premises trading or moving larger numbers of animals on a regular basis e.g. premises with more than 50 dairy cows and 100 sheep that have medium levels of movement activity across medium geographical distances.
- 25 Major harm – e.g. animal gatherings / livestock markets or premises operated by high risk traders where animals arrive from multiple destinations, are mixed together for onward travel to multiple destinations

**Q.2 To what extent do the activities of the business affect the hazard?**

4.13 Scoring should reflect what influence the business's behaviour has on the actual risk e.g. the level of animal movement activity, regularity of visits to other farms, and the level of biosecurity on the premises.

- 5 Minimal – For example where the level of activity is low and well managed e.g. a small farm.
- 10 Low – e.g. where the level of activity is medium, or involves more complex activities.
- 15 Medium – e.g. where the size of the business, species kept and level of activity are medium and taking into consideration the level of effective management.
- 25 High – e.g. animal gatherings / livestock markets, high risk traders, large businesses with ineffective management or a bull hire firm that supplies large numbers of animals on short hires to multiple premises.

**Q.3 How easy is it to comply with the range and complexity of legislation applicable to the business?**

4.14 This should consider the ease with which the business / premises can comply with legislative requirements taking into account the range and complexity of legislation the business has control over, the numbers of livestock and how many different species are present e.g. different animal identification movement legislation, animal transport legislation etc.

- 10 Low – e.g. compliance with the basic identification, movement, record keeping and cleansing & disinfection requirements for a small number of animals.
- 15 Medium – e.g. compliance with the same basic rules, but for medium or high volumes of animal activities. e.g. a large farm, commercial hauliers, abattoirs.

- 20 High – e.g. animal gatherings / livestock markets or high risk traders, that must comply with legislative requirements for high volumes of animal activities.

***Q.4 How many third parties are likely to be affected by the business failing to comply?***

4.15 This should provide a measure of the number of third parties likely to be put at risk by the business failing to comply with the legislation.

- 10 Low – e.g. premises with a small number of animal movements or low trading levels.
- 15 Medium – e.g. larger businesses whose trade extends for medium distances beyond the local area.
- 20 High – e.g. businesses with high levels of animal movements, whose trade extends for long distances beyond the local area, animal gatherings / livestock markets, high risk traders and livestock exporters / importers.

## **Part 2: Risk Management**

### **The Local Element (Question 5(a) & (b))**

4.16 These should be answered locally and determined, where appropriate and necessary, in consultation with the local APHA contact to amend the risk attached to premises from the national baseline.

***Q.5(a) What confidence do you have in the business's control systems based on levels of previous and current compliance and knowledge of management's systems of control?***

4.17 This should be an assessment of historical legislative compliance levels, the outcomes of any previous enforcement actions and confidence in the management of the business / premises up to a maximum score of 40.

- 0 High level of confidence – e.g. a high standard of compliance with statutory obligations and industry codes, farm assured (e.g. Quality Meat Scotland), minimum number of significant complaints and evidence of good documented management procedures including farm health plan signed by veterinary surgeon. No concerns about the business.
- 15 Medium level of confidence – e.g. a high standard of compliance with statutory obligations and industry codes, some significant complaints, evidence of documented procedures and systems. Little or no concern about the business.

- 30 Low level of confidence – e.g. some non-compliance with statutory obligations and industry codes, staff demonstrate awareness of legislation and necessary controls, evidence of a number of significant complaints, minimal documented procedures and systems. Some level of concern about the business.
- 40 Little or no confidence – e.g. a general failure in compliance with statutory obligations or a varying record of compliance, poor appreciation of relevant legislation and controls, large number of significant complaints, no procedures or systems in place. High level of concern about the business.

***Q.5 (b) Are there good veterinary reasons why a premises needs a higher score e.g. livestock numbers and density locally, proximity to intensive farming premises, significant disease problems locally or any other veterinary reason?***

4.18 The veterinary assessment is designed as a form of risk assessment over-ride, to be used where a premises is identified that when baseline and local element scored falls into a lower risk band than is appropriate and which, for veterinary reasons, needs to have its risk status raised to a higher risk band e.g. a pet pig keeper backing onto an intensive pig unit or a backyard poultry keeper next to a large intensive poultry unit. The veterinary element is designed to tackle this but **it is also not compulsory that this element is considered for every premises**. It is anticipated that discussions about these types of premises would take place between local authority and the local APHA on an individual basis when they were being risk assessed taking into account local priorities determined in consultation with stakeholders, local veterinary risk factors associated with the individual premises and livestock numbers and density in the local area. An additional score of 20 may be added here.

- 0 Low – e.g. few, if any, local disease concerns, low livestock numbers and density in local area.
- 10 Medium – e.g. stakeholder concerns over incursion and spread of disease in local area and significant livestock numbers and density locally.
- 20 High – e.g. high numbers and density of livestock and intensive farming locally and significant disease problems such as TB, Sheep Scab etc.

4.19 The maximum score of 60 provided for in the Local Element allows any premises to be increased to High Risk, where it is considered necessary, but only through consultation with the local APHA contact and is perfectly justifiable in this risk assessment scheme. It is expected that the thought processes and reasons behind any increase deemed appropriate based on

the Local Element should be documented thoroughly for audit purposes and for the purposes of open government and attached to the relevant record(s), where possible, and/or noted in the annual Service Plan.

<b>Local Authority National Risk Scores (to be used in conjunction with the National Risk Assessment Scheme)</b>								
	Potential Risk	Hazardous Activities	Complexity of legislation	No. of affected third parties	National minimum risk baseline score	Local Element		Total overall risk (national and local scores)
						History / Management	Veterinary Assessment	
Trader type	Q. 1 score	Q. 2 score	Q. 3 score	Q. 4 score	Pre-determined total	Q 5(a) score	Q 5(b) score	
	Out of 25	Out of 25	Out of 20	Out of 20	Out of 90	Out of 40	Out of 20	
Animal Gatherings for sale or collection (e.g. Store market, slaughter market, , slaughter collection, breed selections etc.)	25	25	20	20	90 High Risk			
Animal Gatherings for show or exhibition at national/regional level (numbers attending, geographical spread etc.)	15	15	20	20	70 Medium Risk			
Animal Gatherings for show or exhibition at local level	10	10	20	15	55 Low Risk			
Horse and Poultry sales	10	10	20	15	55 low risk			
High risk traders	25	25	20	20	90 High Risk			
Commercial Hauliers (including livestock exporters)	15	15	15	20	65 Medium Risk			
Livestock Premises with volume+	15	15	20	20	70 Medium Risk			
Livestock Premises	5	5	10	10	30 Low Risk			
Abattoir	25	15	15	15	70 Medium Risk			
Port/airport (e.g. points of entry into UK)	25	10	10	20	65 Medium Risk			
Animal By-Products premises (e.g. Knackers / Hunt Kennels, Maggot Farms, Renderers, Incinerators etc.)	15	15	20	15	65 Medium Risk			
Existing Defra guide farm size identifiers (where species/type not specified use these as a guide)	Single Species with Volume	<p><b>Mixed Species Premises</b></p> <p>For livestock premises with mixed species which do not qualify as single species with volume the numbers of livestock numbers should be accumulated using the following livestock unit figures i.e.  1 cow = 5 sheep or 1 breeding pig or 10 fattening pigs or 1000 broilers or 200 layers</p> <p>e.g. A farm with 45 beef cattle + 20 sheep (= 4 cattle) giving cumulative score of 49 cattle and thereby qualifies as without volume. A farm with 75 dairy cattle + 150 sheep (= 30 cattle) giving cumulative score of 105 cattle and thereby qualifies as with volume. 'Animals at foot' should be regarded as a single unit. Livestock numbers should be taken from the time of the most recent visit.</p>						
Dairy Cows	100+							
Beef Cattle	50+							
Sheep/Goats	500+							
Pigs (Breeders)	100+							
Pigs (Fatteners)	1000+							
Poultry (Broilers)	100000+							
Poultry (Layers)	20000+							
<b>Low Risk: 0 – 59, Medium Risk: 60 – 85, High Risk: 86 – 150</b>								

## **Section 5:**

### **The local authority activity matrix**

5.1 The matrix should reflect the total range of activities likely to be carried out by local authorities in animal health and welfare work – including planning and post-operational activities, other than the premises licensing function e.g. riding establishments, pet shops. It is recognised that it is good practice for local authorities to carry out comprehensive checks on the same visit. Animal health and welfare inspections may be undertaken at the same time as food and feed hygiene checks.

5.2 It is not intended that this guidance should prevent or restrict local authorities from making local determinations as to appropriate service delivery. All local authorities are however expected to achieve at least the ‘minimum standard/priority activity’ outlined in this activity matrix.

5.3 The matrix describes three levels of practice delivery for each activity:

- minimum standard/priority activity
- good practice
- better practice

Before local authorities can progress to a higher level(s), the standard of the lower levels must be achieved.

5.4 A number of minimum standard/priority activities may not be appropriate to some local authorities. Due to local circumstances, local authorities may after discussion with their VL agree not to meet certain minimum standards/priority activities.

5.5 Resource provision is not equal among authorities and affects how much can be achieved. It is because of the wide variation in the profiles of authorities and their other priorities that there are three different levels against which authorities can benchmark their activities.

5.6 Local service provision needs to vary according to many factors: veterinary advice, the nature of the agricultural sector in its area, the degree of compliance or non-compliance, the numbers of market and other key premises, the size and scope of animal health and welfare work and local and national priorities. For some local authorities it is a major feature of their work, while for other local authorities it is only a minor element. It would not be appropriate to apply the same measure to all.

5.7 Each local authority should produce an annual Service Plan following discussions with the VL and considering the Scottish Government’s priorities. The Framework will be used in the consultative process between VLs and local authorities. Once the delivery standards are

established, , it will be for the local authorities to benchmark their service provision against the relevant standards and monitor and report on the work undertaken to protect animal health and welfare.

- 5.8 It is hoped that by using the activity matrix, and the reports provided by associated management information, and the AMES database if used, everyone will be much better informed within their respective organisations.
- 5.9 The Framework will assist in providing better information to the executive members of local authorities on the animal health and welfare function.
- 5.10 For any areas of work not specifically identified or allocated service delivery standards within the matrix, documentation should be identified by individual local authorities in discussion with respective VLs. Decisions as to the appropriate level of service delivery should be agreed against identified risks and recorded in any documentation or Service Plan.
- 5.11 This activity matrix should, wherever possible, form the basis of the local authority's annual Service Plan and be used as a template. Where appropriate, the local authority should set out its targets for the year in the relevant activity areas (e.g. visits to high risk farms – liable 50/target 50). APHA will contribute by planned and reactive support including providing information and data.
- 5.12 The Framework is not prescriptive in respect of frequency of visits to medium and low risk premises. As a guide the following inspection frequency is considered appropriate:
- High Risk - minimum annually;
  - Medium Risk – minimum every three years;
  - Low Risk - minimum every five years.
- Local authorities can consider alternative methods of inspection. Visit frequency may be influenced by a number of factors, including membership of farm assured schemes (including Quality Meat Scotland), visits by other agencies and local intelligence (See the glossary for definition of inspection). When intelligence is used to determine that an inspection is not required, it would be appropriate to review the next due inspection date.
- 5.13 Column 2 links each activity to the relevant outcome (see page 7 for full details).

## Local Authority Activity Matrix

### 1. Planning the delivery of the local authority animal health and welfare function

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
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 VLs 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 matrix, 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 VLs by agreed deadline.</p> <p>Any significant changes to be notified and discussed with VLs</p>	6 monthly review of Service Plan	Service Plan agreed by Council and outcomes formally reported.
1.3 Risk Assessment	<p>Premises risk assessed in accordance with the national risk scheme detailed in Section 4 or other comparable risk assessment scheme.</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 or other comparable scheme)</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/ /APHA</p>	<p>National risk scheme in section 4 used to assess premises risk.</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/APHA</p>	N/A

## 2. Training and development

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
<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 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>

## 3. Licensing

None required

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

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
4.1 Education and advice	<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>Provide advice and guidance on request to businesses during office hours.</p> <p>Make available information leaflets including those produced by the Scottish Government and APHA.</p>	<p>Provision of answer phone facility for out of office hours contact</p>	<p>Business advice and up to date information available via Local Authority website, including links to external website e.g. Scottish Government and Animal Health.</p>
4.2 Proactive activity	<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 the Scottish Government, , Local Government Regulation and APHA</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Actively promote business advice</p> <p>Support liaison with other relevant agencies and stakeholder groups e.g. meetings, fora</p>	<p>Arrange talks to stakeholder groups on request</p>	<p>Take lead role in liaison with other relevant agencies and stakeholder groups</p> <p>Provision of other advice: newsletters, roadshows, stands at shows.</p>

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

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
<p>5.1 Attendance at Critical Control Areas - Livestock markets, Sales, and Assembly Centres</p>	<p>Highly visible preventative enforcement presence.</p> <p>Attendance at markets and other sales, 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>The principal objective is to ensure compliance with the Guidance of Best Practice produced by The Scottish Markets Working Group</p> <p>Exact attendance levels and times according to status of gathering</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>Visible local authority presence</p> <p>Full inspection of market undertaken annually</p> <p>Interventions based on a risk-based assessment of markets, assembly centres and collection centres targeting resources at highest risk activities.</p>	<p>Visible Local Authority presence</p> <p>75% of sale days attended by enforcement personnel for 25% of operating hours. <b>Attendance levels may be increased if necessary following local risk assessment.</b></p> <p>25% Assembly Centres attended at some stage during operating hours. <b>Attendance levels may be increased if necessary following local risk assessment.</b></p> <p>Attendance time should be varied to include times when animals are being loaded/unloaded.</p>	<p>Risk based interventions plan in place incorporate visits by the local authority and APHA.</p> <p>Other visits undertaken based on intelligence</p> <p>Market operator advised of risk assessment of market and annual meeting held with market operator and LA to discuss risk status of the market and to agree priorities.</p> <p>Achieved minimum of 90% of interventions plan.</p>

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
<p>5.2 Attendance at Critical Control Areas - 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 FSA OV 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>Appropriate attendance to maintain effective liaison and partnership working between FSA and local authorities.</p> <p>Establish and maintain communication links with FSA OV at abattoir with regard to reporting of anomalies (e.g. single tagged bovines on agreed local authority / FSA template)</p>	<p>Attendance frequency reviewed with SVL or representative and agreed in line with risk</p>	<p>All slaughter houses to be attended. Attendance frequency reviewed with VL, but at least.</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>

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
5.3 Attendance at Critical Control Areas - high risk traders	Identification of high risk traders Visits/inspections to verify legislative compliance  <b>Outcomes 1, 2, 5 and 6</b>	Compile and maintain list with Animal Health of known high risk traders  Plan visits/inspections according to risk  Inspection programmes co-ordinated, if appropriate with other agencies and local authorities	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
5.4 Attendance at Critical Control Areas - Ports (excluding BIPs)	Attendance at Ports to ensure legislative 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>• Import/export documentation</li> <li>• All other relevant legislation</li> </ul> <b>Outcomes 1, 2, 5 and 6</b>	Planned visit or inspection programme prioritised due to risk status  Respond to notifications of potential illegal arrivals/departures  Ensure appropriate disease information signs are clearly displayed  Local authority contact details clearly displayed  Liaison arrangements with APHA, Port/Harbour management and Port Health Service.  Contact numbers available for quarantine	Local authority officers usually available outside office hours  Liaison with Marina (Sea) operators  Planned visits outside normal office hours	Agreed quarantine arrangements in place  Facilities in place for detaining 'pre export' animals  Formal call out procedures provide guaranteed response out of hours  Formal agreements with operators to self monitor landings.

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 high risk traders)	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/AH to avoid duplication and arrange joint visits where necessary.  Checks from EID (?)SAMU, 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/AH to avoid duplication and arrange joint visits where necessary.  Checks from ScotEID, SAMU, AMES, if appropriate, 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  Internal monitoring of quality control	Accredited or external audit and peer review
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

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
5.8 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 led checks to ensure compliance with cleansing and disinfecting requirements	N/A	N/A
5.9 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 VL	N/A
5.10 Stand by and on call arrangements	Emergency interagency contact regarding disease and other enforcement incidents  <b>Outcomes 1, 2, 3, 4 and 6</b>	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

## 6. Partnership working and intelligence driven enforcement

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
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>To be investigated and appropriate action taken in accordance with the local authority's published Enforcement Policy</p> <p>Follow up checks on suspected irregularities identified on SAMU, AMES, Memex and BCMS, if appropriate.</p>	N/A	N/A
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>Has established procedures and protocols necessary to capture and report animal health activities including movements and enforcement action. Has a data sharing agreement in place.</p> <p>Local Authority subscribes to Memex and has designated Local Authority Liaison Officer (LILO). Animal Health &amp; Welfare Staff have access to this.</p>	<p>Actively sharing intelligence with other local authorities, agencies and operational partners</p> <p>Substantial Level 2 (cross border)intelligence and significant level 1 (local) intelligence inputted regularly on Memex</p>	<p>Is developing innovative approaches to improve the effectiveness and range of its knowledge about national priorities and the local farming community. All Level 2 and level 1 intelligence routinely inputted on Memex.</p>

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
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>	To be investigated and appropriate action taken in accordance with the local authority's published Enforcement Policy.	<p>Using the intelligence to drive delivery including development of local and regional enforcement.</p> <p>Animal Health and Welfare issues fed into local authority Tactical Assessment in order to identify, plan, undertake or refer specific local; authority or multiagency enforcement activity</p>	Seeking opportunities to engage with stakeholder groups etc
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

7. Post enforcement reporting of management information				
Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
7.1 Reporting management information	<p>The electronic and recording of animal health and welfare activities and the subsequent reporting of data on local authority enforcement activities, results and actions.</p> <p>Recording of data on infringements</p> <p><b>Outcomes 1, 2, 3, 4, 5 and 6</b></p>	An electronic information management system which records animal health and welfare activities and actions.	<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 and auditing 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>Accredited or external peer review audit 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>

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 Animal Health,  <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  The reporting of enforcement information appropriate to monitor progress with delivering the service plan and agreed management dataset.	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

## 8. Contingency planning and emergency action

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
8.1 APHA/Scottish Government , COSLA and local authority emergency preparedness	Planning and contributing to emergency preparedness plans with APHA /Scottish Government and other agencies as appropriate  <b>Outcomes 1, 3, 5 and 6</b>	Local Government Regulation / local authority plans (individual local authority or with neighbouring local authorities) drawn up consistent with Scottish Government and APHA 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.	Uses lessons learned reports from exercises and responses to review their plans  Plans made publicly available

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.
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

## 9. Additional Activities

Activity	Content and relevant outcome(s)	Minimum Standard/Priority Activity	Good Practice	Better Practice
9.1 National priorities	Provide details in Service Plan (Annex C) of identified priorities as agreed with the RVLs and the Scottish Government <b>Outcomes 1, 2, 5 and 6</b>	As agreed with VL	N/A	N/A
9.2 Regional priorities	. Agree regional priorities, with the RVL 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 RVL  <b>Outcomes 1, 2, 5 and 6</b>	As above	N/A	N/A

## **Section 6**

### **Animal and Plant Health Agency (APHA) activity matrix**

- 6.1 APHA is a Government executive agency with a key role in ensuring that farmed animals in Great Britain are free from notifiable disease and well looked after and by doing so supports the farming industry, protects the welfare of farmed animals and safeguard public health from animal borne disease.
- 6.2 APHA recognises the importance of working with all partner agencies in preventing where possible and mitigating where necessary, the impacts of notifiable animal disease, and taking forward the Animal Health and Welfare Strategy for Great Britain. Strategy for Great Britain and Government's wider objectives in animal health and welfare.
- 6.3 The matrix reflects the range of activities likely to be carried put be APHA in supporting the Framework.

## Animal and Plant Health Agency Activity Matrix (Scotland)

Content and relevant outcomes	Priority Activity
<b>1. Planning the delivery of the local authority animal health and welfare function</b>	
1.1 Provide a named local contact in addition to the Veterinary Lead (VL) for routine communication on local authority matters <b>Outcomes: 3 and 5</b>	Key contact identified and local authority notified of contact details and arrangements (including any changes to nominated personnel).
1.3 Local Authority Service Delivery Plan and Profile <b>Outcomes: 3,4 and 5</b>	Liaise with local authorities regarding service delivery and where necessary comment and provide veterinary input on service delivery plans. Deliver and support local authorities in the delivery of the service plans agreed.
1.4 Risk Assessment <b>Outcomes: 1,2,5 and 6</b>	Provide the veterinary assessment, where necessary, to support premise risk assessment in accordance with the local authority national risk scheme detailed in Section 4.
<b>2. Training and development</b>	
Content and relevant outcomes	Priority Activity
2.1 Train VLs and nominated local representatives <b>Outcomes: 5</b>	Provide appropriate Framework/AMES training to enable VLs and nominated representatives to provide support for local authorities on Framework issues.
2.2 Provide veterinary and/or technical staff support to the local authority <b>Outcomes: 3 and 5</b>	Provide programme of enforcement training for veterinary and technical field staff including procedures to support local authority staff when called upon to act as professional witnesses in prosecutions.

<b>3. Licensing Activities</b>	
<b>Content and relevant outcomes</b>	<b>Priority Activity</b>
3.1 Licensing of animal movements <b>Outcomes: 1 and 4</b>	To act on referrals to revoke the general licence.
<b>4. Education and advice to maximise compliance</b>	
<b>Content and relevant outcomes</b>	<b>Priority Activity</b>
4.1 Support National and Regional Animal Health and Welfare Panels and the Strategy Group providing information and guidance to assist local authorities in addressing areas of concern in the region <b>Outcomes: 1,2,5 and 6</b>	Provide access to information in accordance with the requirements of the relevant legislation.  Use of APHA's website to publicise services and provide information. VL to work with local authorities to secure a "standard" invitation to attend with agenda item at the regional panels. APHA will prioritise attendance to the Regional Panels when invited, and if asked to do so will provide speakers for suitable themes.
4.2 Hold liaison meetings with suitable representatives of local authorities and where appropriate, other interested parties; <b>Outcomes: 3,4,5 and 6</b>	Such liaison meetings to facilitate discussion on local, regional and national issues and take any necessary action on a local/regional level.

## 5. Enforcement Activities to maximise animal health and welfare compliance

Content and relevant outcomes	Priority Activity
<p>5.1 Provide veterinary and/or technical staff support to the local authority, or arrange suitable alternative support (for example, staff from another APHA field operations office or the services of an OV);</p> <p><b>Outcomes: 1,2,3,5 and 6</b></p>	<p>Respond immediately to reports of suspected notifiable disease which pose an immediate threat to human or animal health.</p> <p>Reports of adverse welfare of livestock will be assessed on receipt. All reports will be investigated, with field visits undertaken within 24 hours where there are suspicions of animals being caused unnecessary suffering. Investigations will be carried out according to the principles of the MOU with Scottish SPCA and local authorities.</p> <p>Approval/licensing procedures - liaise with local authority regarding applications and proposed visits e.g. ABP applications.</p> <p>Animal Health is responsible for the evaluation of BIP facilities, documentation and procedures in Great Britain.</p>

## 6. Reactive and intelligence driven enforcement

Content and relevant outcomes	Priority Activity
<p>6.1 Provide up to date information on registered livestock keepers in the local authority area</p> <p><b>Outcomes: 1,2,3,4,5 and 6</b></p>	<p>Provide and receive information in accordance with the animal health &amp; welfare data sharing statement between Local Government Regulation, Defra and its named executive agencies and the Scottish Government issued in August 2010.</p> <p>See Local Government Regulation and Defra websites.</p>
<p>6.2 Provide an overview of the national performance picture</p> <p><b>Outcomes: 1,2,3,4,5 and 6</b></p>	<p>Provide information/updates on current national issues affecting animal health and welfare.</p>

## 7. Post enforcement reporting and AMES data entry activities

Content and relevant outcomes	Priority Activity
<p>7.1 In those offices where Local Authorities are using AMES: Use AMES regularly to be informed of local authority work, and to help In any discussions regarding service delivery plan and profile</p> <p><b>Outcomes: 1,2,3,4,5 and 6</b></p>	<p>VLs or nominated representatives to extract activity reports on agreed basis for each local authority to help review enforcement activities within their region. Extract relevant AMES reports to support any discussions regarding local authority's service delivery plans. The APHA WIT (Welfare in Transit) team accesses AMES for information to assist with its action monitoring function relating to transporter authorisations and vehicle/container approval.</p>
<p>7.2 Provide feedback on performance</p> <p><b>Outcomes: 1,2,3,4,5 and 6</b></p>	<p>Performance issues arising from the AMES reports brought to the attention of the local authority for discussion</p>

<b>8. Contingency planning and emergency action</b>	
<b>Content and relevant outcomes</b>	<b>Priority Activity</b>
8.1 Responding to emergencies <b>Outcomes: 1,3,5 and 6</b>	Provide a 24 hour reporting service for animal health and welfare emergencies by operating a duty Veterinary Inspector system.  Telephone numbers are published on the website at:  Ensure a fully joined up response to outbreaks of disease and aim to build closer links with delivery partners to ensure they are appropriately engaged during incidents.
8.2 Participation in training exercises for emergency preparedness (or an alternative option, where the number of local authority participants is unwieldy); <b>Outcomes: 1,3,5 and 6</b>	Work closely with policy customers and operational partners; design and deliver a challenging programme of exotic animal disease exercises locally, regionally and nationally. To organise a regional or national exercise on an annual basis with multiagency partners.
<b>9. Additional Activities</b>	
<b>Content and relevant outcomes</b>	<b>Priority Activity</b>
9.1 National Priorities <b>Outcomes: 1,2,3,5 and 6</b>	Communicate policy and priority updates to local authority directly or via Strategy Group or Regional Panels.
9.2 Regional Priorities <b>Outcomes: 1,2,3,5 and 6</b>	. Agree regional priorities, including regional initiatives, with local authorities
9.3 Local Priorities <b>Outcomes: 1,2,3,5 and 6</b>	Agree local priorities with local authorities based on knowledge and intelligence.

## Annex A:

### **Definitions and glossary for the purposes of this document**

Agent	A person who acts on behalf of another in the buying and/or selling of animals who may not own or rent land.
AMES	Animal Health and Welfare Management and Enforcement System
Animal Gathering	“An occasion at which two or more animals are brought together for any purpose, other than an occasion—  (a) where the animals present are owned or kept by a person other than a market operator; or  (b) that takes place on land in respect of which more than one person has a right of use, and where the animals present are owned or kept by persons who have such a right;”
Animal and Plant Health Agency (APHA).	A GB wide organisation dealing with animal health, public health, animal welfare and international trade.
Critical Control Area (CCA)	A business, premises, or location at which controls can be applied resulting in the reduction in risk of the introduction or spreading of notifiable disease in Scotland.
Dealer (livestock)	The Brucellosis (Scotland) Order 2009 defines:  “Dealer in bovine animals” - any person whose trade or business regularly includes the selling of bovine animals purchased by that person for the purpose of resale within 28 days.  They may or may not be a high risk trader. If cattle are being sold for onward rearing or breeding it is likely they will be a high risk trader.
Defra	Department for Environment, Food and Rural Affairs
FSA	Food Standards Agency
High risk traders	High risk traders gather animals from multiple locations and move them, or animals from that unit, to other locations for onward production – usually within a short time scale.
Inspection	Inspection can include the following interventions: physical visit

	postal record checks business self assessment (incl. questionnaires) other alternative intervention methods
Large Markets	Includes multiple species markets and markets with single species with large numbers of cattle (200+) or sheep (1500+).
Livestock	For the purposes of this document livestock includes cattle, sheep, pigs, goats and poultry and any other farmed species kept for the purposes of or involved in the production of food for the human food chain (e.g. rabbits, farmed fish).
Local Authority	In the application of the Animal Health Act 1981 to Scotland "local authority" means a council constituted under section 2 of the Local Government etc. (Scotland) Act 1994.
Market	Defined in the Welfare of Animals at Markets Order 1990 as: "market" means a market place or sale-yard or any other premises or place to which animals are brought from other places and exposed for sale and includes any lairage adjoining a market and used in connection with it and any place adjoining a market used as a parking area by visitors to the market for parking vehicles.
Markets	Also includes horse and poultry markets
OFFC	Regulation (EC) 882/2004 on Official Feed and Food Controls
Operating Hours (Markets and Animal Gatherings)	Times when the animal gathering would normally be receiving and handling animals.
OV	Official Veterinarian
Premises	Includes any land, building or other place (Animal Health Act 1981)
Quality Assurance Procedures	Includes regular auditing, by line managers, of inspections and revisits (including auditing against the local authority's own guidance)
SGRPID	The Scottish Government Rural Payments and Inspections Directorate
Slaughterhouse/ Abattoir	Also includes horse and poultry slaughterhouses/ abattoirs and includes slaughterhouse/abattoirs used for compulsory and welfare disposal schemes where the animals are not entering the human food chain
Red meat slaughterhouse	<b>EU livestock Unit (ELU) = 1 cattle beast = 5 pigs = 10 sheep</b>

throughput	<p><b>Low throughput</b> = less than 1000 ELU average annual throughput</p> <p><b>Medium throughput</b> = more than 1000 ELU and less than 30,000 ELU average annual throughput</p> <p><b>High throughput</b> = more than 30,000 ELU average annual throughput</p>
White meat slaughterhouse throughput	<p>Low throughput = less than 10,000 average annual throughput</p> <p>Medium/High throughput = more than 10,000 average annual throughput</p>
Service Plan (SP)	A document completed and agreed annually by each local authority and their APHA Veterinary Lead that takes account of the local authority Profile and details the level of delivery of service relating to the various functions, activities and content of work areas covered in the Framework. As laid out in Annex C.
Veterinary Lead	Senior veterinarian in APHA with responsibility for professional decisions and leadership
WIT Team	Welfare in Transport team at APHA Health Carlisle dealing with statutory returns and other matters under the relevant legislation

## **Annex B:**

### **Local Authority Profile and guidance for completion**

1. The purpose of completing a profile annually is:
  - To provide a simple overview of the pattern of work expected during the year based on the number and types of premises in the authority's area; and
  - To highlight changes from previous years.
2. Each local authority is required to complete a profile and to submit it to their VL to support their Service Plan.

#### **Specific guidance on completing the Profile**

##### *Question 1: Staffing*

3. The total number of animal health delivery staff (both headcount and FTE). This should include the time of management staff in preparation of Service Plans and data monitoring etc. In instances where Official Food and Feed Control work is routinely undertaken at the same time as a risk assessment or other Framework related visit, the FTE should proportionately reflect this.

##### *Question 3 (a): CCAs with defined work patterns*

4. For those premises with complicated operating patterns, it is recommended that you provide additional information about the operating pattern of your markets and assembly centres. If this is the case, please supply the total number of operating days per year on the profile template, and provide more information in a separate document on the individual premises involved.
5. Similarly, you may need to provide additional information about the throughput of your slaughterhouses. If this is the case, please supply the total throughput per year on the profile template, and provide more information in a separate document on the individual premises involved (See glossary for definitions of throughput).
6. It is appreciated that you may not be aware of one-off events at the time you provide your profile to the VL. However, you may have some awareness of local intentions.

##### *Question 3 (b): CCAs without defined work patterns*

7. Ports include seaports, marinas (sea) and airports (national and international).

8. It is appreciated that this information may change throughout the year but the profile should be based on the date upon which it is completed.

*Question 4: Risk assessed premises*

9. Risk assessment should be based on the scheme provided in Section 4 of the Framework or other comparable risk assessment scheme e.g. the original LACORS scheme.
10. The number of high risk premises shown here should include all CCAs (Livestock Markets, Sales, and Assembly Centres, Slaughterhouses, High Risk Traders, Ports and High Risk Farms) in the local authority area.

## Local Authority Profile

Name of LA.....Financial year...../.....

### 1. Staffing

Role	Number of officers	FTE (full time equivalent) for AH&W Framework
Management		
Admin/data input		
Inspector/operational		

### 2. Data input

Local authority Database used.....

Will interface with AMES be installed/considered? Y / N

### 3. Work Load - Critical Control Areas (CCA)

#### a) with defined work patterns

Type of CCA	No.	Operating pattern (markets) or throughput (slaughterhouses)
Markets, & Assembly Centres		
Slaughterhouses		
Shows, sales and one-off events		

#### b) without defined work patterns

Type of CCA	No.
Ports	
High Risk Traders	

### 4. Total risk assessed premises including CCAs

According to the risk assessment of premises carried out by the local authority

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

## **Annex C:**

### **Service Plan and guidance for completion**

1. The purpose of completing a Service Plan annually is:
  - to provide a structured plan of the work for the local authority area during the financial year; and
  - to highlight changes from previous years.
2. The template should be completed and presented to APHA by the deadline and should not be altered unnecessarily.

#### **Specific guidance on completing the Service Plan**

3. You should record the standard which you propose meeting during the year, as described in columns 3, 4 and 5 of the Activity Framework (Section 5) and complete each box in the column headed “Local authority planned level of service delivery” as follows:

- a) Standard to be met.
- b) How the standard will be achieved.
- c) Numbers and target percentage where applicable.

4. If no activity is planned in an area (for example, in Section 5.2, if you do not have a slaughterhouse in your area) please insert not applicable.
5. It is appreciated that the information supplied may need to be reviewed and updated during the year, as circumstances change.
6. Most importantly, the Service Plan should be discussed and agreed with your RVL and respective local authority committees, if appropriate (so that understanding is reached regarding what can be realistically achieved, what local factors need to be taken into account and, above all, how the Plan helps to manage the risk of animal disease incursion, control spread and maintain and improve standards of animal welfare). Local authorities may after discussion with their VL agree not to meet certain minimum standards/priority activities.

**Local Authority: (insert name) .....**

**Service Plan for year: 01/04/20-- to 31/03/20--**

	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	Analysis of critical control points by type, number, days of operation, including: <ul style="list-style-type: none"> <li>• premises used for sales (e.g. auction markets etc.)</li> <li>• abattoirs/slaughter houses</li> </ul> Analysis of agricultural premises according to risk  Summary of staff engaged in Animal Health and Welfare work  <b>Outcomes 3 and 5</b>	a)  b)  c)
1.2 Annual Service Plan for delivery of services in Animal Health and Welfare	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.  <b>Outcomes 3, 4, and 5</b>	a)  b)  c)

	<b>Content and relevant outcome(s)</b>	<b>Local Authority Planned Level of Service Delivery</b>
1.3 Risk Assessment	<p>Premises risk assessed in accordance with the national risk scheme detailed in Section 4 or other comparable risk assessment scheme.</p> <p>Risk based inspection programme</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
<b>2. Training and Development</b>		
<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 Local Government Regulation website</p> <p><b>Outcome 5</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>3. Licensing Activities</b>		
3.1 Issuing of pig movement licences	Receipt of licence applications Assessment and issue of licences  <b>Outcomes 1 and 4</b>	a)  b)  c)
<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>	a)  b)  c)

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
4.2 Proactive activity	<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 the Scottish Government, Local Government Regulation and Animal Health</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
<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	<p>Highly visible preventative enforcement presence.</p> <p>Attendance at markets and other sales, 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>a)</p> <p>b)</p> <p>c)</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<p>5.2 Attendance at Critical Control Areas - 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 FSS 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>a)</p> <p>b)</p> <p>c)</p>

	<b>Content and relevant outcome(s)</b>	<b>Local Authority Planned Level of Service Delivery</b>
5.3 Attendance at Critical Control Areas - high risk traders	<p>Identification of high risk traders</p> <p>Visits/inspections to verify legislative compliance</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</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>a)</p> <p>b)</p> <p>c)</p>
5.5 Attendance at Critical Control Areas - High Risk Farms (Other than high risk traders)	<p>Visits/inspections to verify legislative compliance</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>

	<b>Content and relevant outcome(s)</b>	<b>Local Authority Planned Level of Service Delivery</b>
5.6 Visits and inspections to other premises	<p>Visits to verify legislative compliance.</p> <p>Commercial hauliers  Farms (including own livestock vehicle)  Agricultural Shows and farm dispersal sales  Animal by products premises including  Knackers/Hunt kennels/renderers</p> <p>Any other premises of livestock origin and destination</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
5.7 In transit checks	<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>a)</p> <p>b)</p> <p>c)</p>
5.8 Vehicle biosecurity – cleansing and disinfecting compliance	<p>Checks on vehicles to ensure cleansing and disinfection carried out at premises other than where they have delivered livestock</p> <p><b>Outcomes 1, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.9 Out of operating hours checks	<p>Checks out of normal specified operating hours or subsequent days for:</p> <p>Markets Slaughter houses Premises used for collection of animals for slaughter or for further rearing or finishing</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
5.10 Stand by and on call arrangements	<p>Emergency interagency contact regarding disease and other enforcement incidents</p> <p><b>Outcomes 1, 2, 3, 4 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
<b>6. Partnership working 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>a)</p> <p>b)</p> <p>c)</p>

	<b>Content and relevant outcome(s)</b>	<b>Local Authority Planned Level of Service Delivery</b>
6.2 Intelligence / Information and systems	Provision and collection of Intelligence Information  <b>Outcomes 1, 2, 5 and 6</b>	a)  b)  c)
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>	a)  b)  c)
6.4 Cross border and multi agency working	Assessment and communication to interested parties of cross cutting issues  Research/intelligence led activities including workshops  Joint investigations/exercises/initiatives  Mentoring arrangements  <b>Outcomes 1, 2, 3, 4 and 6</b>	a)  b)  c)

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<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><b>NB use of AMEs to record data is “Good Practice” and is not required for “Minimum Standard/Priority Activity”.</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
7.2 Management information	<p>Collation of management information data for internal use and provision to the Scottish Government and APHA.</p> <p><b>Outcomes 3, 4 and 5</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>8. Contingency planning and emergency action</b>		
8.1 APHA, Scottish Government , COSLA and local authority emergency preparedness	Planning and contributing to emergency preparedness plans with APHA, Scottish Government and other agencies as appropriate  <b>Outcomes 1, 3, 5 and 6</b>	a)  b)  c)
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>	a)  b)  c)
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>	a)  b)  c)

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>9. Additional Activities</b>		
9.1 National priorities	<p>Provide details in Service Plan (Annex C) of identified priorities as agreed with the VLs and the Scottish Government</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
9.2 Regional priorities	<p>Agree regional priorities, with the VL at regional animal health and welfare panel meetings for consideration in annual service planning</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>
9.3 Local priorities	<p>As determined by local authority in agreement with the APHA Veterinary Lead, or representative.</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a)</p> <p>b)</p> <p>c)</p>

## Annex D:

### **Activity matrix for animal welfare (Optional)**

#### **Part A**

1. It is intended the following activity matrix below may be used for farm animal welfare complaints received by Local Authorities **who deal with this type of complaint**. It provides a basic framework in relation to the Animal Health and Welfare (Scotland) Act 2006. It is anticipated that Sections 2, 6 and 7 (Training and Development, Reactive and intelligence-driven enforcement and Post-enforcement reporting and data entry activities respectively) in the main Framework would also be applicable to this section.
2. It is important that Local Authorities that decide not to authorise Inspectors under part 2 of the Animal Health and Welfare (Scotland) Act 2006 recognise that they still have powers under the Act to prosecute offences under the Act. It is also recommended that local authorities that decide not to deal with welfare offences under this Act have a contingency plan in place to deal with any complaints that they may receive (e.g. contact details for local APHA VL or SSPCA; or specific arrangements with a neighbouring Local Authority who agree to do the work).
3. This framework fulfils the requirements of Outcome 2 (See page 7).

Activity	Minimum Standard/Priority Activity	Good Practice	Better Practice
<b>1. On Farm Welfare</b>			
1(a) Authorisation of inspectors under part 2 of the Animal Health and Welfare (Scotland) Act 2006.	Where appropriate, inspectors to be authorised under part 2 of the Animal Health and Welfare (Scotland) Act 2006.	N/A	N/A
1(b) Response to farm welfare complaints received from a member of the public or another agency.	<p><i>Liaison with local APHA VL (as soon as possible to discuss complaint.</i></p> <p><i>Refer to AMES Database see if there is any recorded history of problems on the premises.</i></p> <p><i>Where appropriate, arrange joint visit with APHA Veterinary Inspector to investigate within one working day after receipt of complaint.</i></p> <p><i>Where it is considered that a Veterinary Inspector is not required in the first instance, visit premises to investigate within one working day after receipt of complaint.</i></p>	<p><i>Where appropriate, arrange joint visit with APHA Veterinary Inspector to investigate within 24hrs of receipt of complaint.</i></p> <p><i>Where it is considered that a Veterinary Inspector is not required in the first instance, visit premises to investigate within 24hrs of receipt of complaint.</i></p> <p><i>Liaison with other appropriate agencies in order to try and establish if complainant is subject of any other complaints / investigations. Follow the principles of the MOU with Scottish SPCA.</i></p> <p><i>Where appropriate organise a Case Conference with all enforcement bodies involved to discuss the case and how best to</i></p>	<p><i>Where appropriate, arrange joint visit with APHA Veterinary Inspector to investigate on same day as complaint received.</i></p> <p><i>Where it is considered that a Veterinary Inspector is not required in the first instance, visit premises to investigate on same day as complaint received.</i></p>

Activity	Minimum Standard/Priority Activity	Good Practice	Better Practice
		<i>proceed in order that all agencies are moving forward in the same direction.</i>	
1(c) Enforcement action	<p>Where an animal's welfare is being seriously compromised immediate enforcement action should be taken.</p> <p>The Inspector should take such action as is necessary to alleviate suffering to any animal(s) without undue delay.</p> <p>Where an Improvement Notice is appropriate, service of Notice within 48hrs of visit taking place.</p> <p>Cognisance should be taken of the guidance issued by the Scottish Government in accordance with Section 38 of the Act.</p> <p>The agreed template for the Improvement Notice should be used.</p>	Where an Improvement Notice is appropriate, service of Notice within 24hrs of visit taking place.	Where an Improvement Notice is appropriate, service of Notice at time of visit.
1(d) Follow up visits to premises against whom a welfare complaint was received.	If necessary and in consultation with Veterinary Officer revisit the premises within an appropriate period of initial visit.	N/A	N/A
1(e) Follow up visits to premises where an Improvement Notice was served.	Where appropriate monitoring visits should be carried out during the compliance period and these should be appropriate to the severity of the complaint. Revisit within 2 working days of end of	Revisit within 2 days of end of Compliance Period specified in the Notice or sooner dependent upon severity of complaint.	Revisit within 1 day of end of Compliance Period specified in Notice or sooner dependent upon severity of complaint.

Activity	Minimum Standard/Priority Activity	Good Practice	Better Practice
	Compliance Period specified in the Notice or sooner dependent upon severity of complaint.		
1(f) Arrangements for taking possession of an animal / animals which are being caused suffering or likely to be if their circumstances do not change.	<ul style="list-style-type: none"> <li>Discussions between APHA and Local Authorities regarding possible arrangements in the event of a requirement to take possession of animals. Possible shortfalls to be included in the document.</li> </ul>	<p>Contingency plans drawn up as to in what circumstances and how taking possession of an animal / animals will be facilitated and for their subsequent care until they are disposed of or returned.</p> <p>These contingency plans should identify suppliers / contractors / premises for:</p> <ul style="list-style-type: none"> <li>appropriately trained / experienced staff to handle and care for the animals.</li> <li>appropriate equipment to handle the animals.</li> <li>transporting the animals.</li> <li>suitable premises to keep animals.</li> <li>supply of feed.</li> <li>supply of suitable bedding material</li> <li>provision of Veterinary care.</li> </ul>	<p>Contract arrangements with suppliers / contractors / premises for:</p> <ul style="list-style-type: none"> <li>appropriately trained staff to handle and care for the animals.</li> <li>appropriate equipment to handle the animals.</li> <li>transporting the animals.</li> <li>suitable premises to keep animals.</li> <li>supply of feed.</li> <li>supply of suitable bedding material.</li> <li>provision of Veterinary care</li> </ul>
1(g) Destruction of an animal / animals if deemed necessary.	Contingency arrangements in place to facilitate the destruction of an animal / animals if deemed necessary by Veterinary Surgeon or an Inspector / Constable.	<p>Contact list of Veterinary Surgeons (including out of hours services) whom could be used for this purpose if necessary.</p> <p>Contact List of other suitably</p>	Authorised Inspector(s) trained and provided with suitable equipment to humanely destroy animals where necessary.

Activity	Minimum Standard/Priority Activity	Good Practice	Better Practice
		trained persons whom could be used to humanely destroy animals where necessary.	
1(h) information on visit relayed to Owner / Keeper.	Discussion with owner / keeper detailing the reason and outcome of the visit within 5 working days	. Notice / Inspection sheet / Letter detailing the visit, what was discussed and the provisions of any Notice. Sent within 5 working days of visit.	Notice / Inspection sheet / Letter detailing the visit, what was discussed and the provisions of any Notice. Served at inspection or sent within 3 working days of visit.