

**DEFRA Animal Health Business Plan 2007-2008**

No.	Objective	Activity	Key Officers	Resource Allocation	Evaluation/PI's	Quarterly Progress
1.1 (a)	Enforcement Structure & Plan	Update existing profile and submit to DEFRA	TSM	2 hours	<ul style="list-style-type: none"> <li>Profile produced</li> <li>Approved by DEFRA</li> </ul>	
1.2	Preparation of risk assessment of LA area	Local risk assessment calculated by intelligence and local knowledge in consultation with DVM Gather premise information to enable Lacors R/A to be applied. Recorded on FLARE	AHO TL	N/a	<ul style="list-style-type: none"> <li>Premises to be coded accordingly</li> </ul>	
1.3	Intelligence see also 3.3, 4.1(b), 4.1(g), 5.1 (a)(c), (d),(e),(g) 6.1 (a),(b),(c) 7.1(d)	Incoming intelligence assessed by competent officers and appropriate action taken. Consultation taken with Defra, Lacors, Police, District & Borough Councils, En Health & En Agency. Notifications of TB restricted premises  TSEM Regional Intelligence Project Code name Horace	AHO TL  AHO TL	Re active  12 days  20 days	<ul style="list-style-type: none"> <li>Number of enquiries received or actioned FLARE, AMES, AMLS database reports</li> <li>Project report</li> </ul>	

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1.4 (b)	Liaison with other agencies  see also 4.1(a),(f) 5.1(a),(f) 6.1(e), 8.1(a),(b),(c)	Continued contact with En Health, emergency planning, police, MHS, MLC, Market and Slaughter house operators	AHO TL	Officer time as required	<ul style="list-style-type: none"> <li>• No. of meetings attended</li> <li>• Service requests</li> </ul>	
2.1	Knowledge and training  see also 3.1, 4.1(a) 7.1(f)	<p>Three officers training to standard of competence including A H &amp; W Competency Certificate.</p> <p>One officer working towards national qualification commencing with the foundation course for the DCAT qualification</p> <p>AMLS data base training for new staff</p> <p>General ongoing training</p> <p>All staff have internet access, reference material and Defra Handbook Access to Butterworths on line. Details of contact personnel supplied to DVM &amp; Defra HQ updated</p>	AHO TL	<p>27 days</p> <p>5 days</p> <p>3 days</p>	<ul style="list-style-type: none"> <li>• Pass rate in exams</li> </ul>	

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3.1	Education and Advice  see also 2.1 4.1(a)	Guidance and reactive information. Will provide guidance to customers on all aspects of AH&W that LA is responsible for. Will respond to customer requests in accordance with corporate service standards  Produce Business Information Sheets (BIS) as required  Presentations at local district farming group planned for Autumn	AHO ADMIN TL  AHO  AHO	Reactive  1 day  1 day	<ul style="list-style-type: none"> <li>No. of requests for information Flare database</li> <li>BIS produced</li> <li>Presentation material</li> </ul>	
3.2	Issuing of specific licenses Either AMLS or other LA issued licenses	Issue licenses within 2 days of receipt Pet pigs, performing animals etc	AHO ADMIN	Reactive (none during 2006/07)	<ul style="list-style-type: none"> <li>No. of licenses issued</li> </ul>	
3.3	Investigation of specific (AMLS) movement refusals and other LA issued licenses	Investigated within 5 working days.	AHO TL	Reactive  <i>Minimal – none during 2006/07</i>	<ul style="list-style-type: none"> <li>No. of investigation</li> </ul>	
3.4	Recording of pig/sheep movement data. Capture and recording exemptions	Currently 3 days inputting per week of receipt subject to the AMLS system functioning allowing fluid inputting  Inputting slaughter house returns within 4 weeks of receipt (This will improve when Admin fully trained)  Officer support producing breach material for investigation and general data base research	ADMIN   ADMIN	100% of admin post	<ul style="list-style-type: none"> <li>No of movements inputted</li> </ul>	

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3.5	Monitoring of AMLS and other licensing systems for data error	AMLS – onscreen errors identified and actioned within 4 working days Will approach Defra helpdesk with details and keep file	ADMIN	Minimal	<ul style="list-style-type: none"> <li>No. of e-mails sent to help desk</li> </ul>	
4.1 (a)	Education and advice to support compliance	<p>Re active – education and advice 100%</p> <p>Pro active – commitment to producing business information sheets</p> <p>Publicity – press releases</p> <p>Attendance at pre show (+SVS) and agricultural shows – Newark &amp; Notts County Collingham Flintham Moorgreen Southwell Sutton Bonnington Bird sale/show</p>	<p>AHO TL</p> <p>AHO TL</p> <p>TSM TL</p> <p>AHO TL</p>	<p>As required</p> <p>2 days</p> <p>As required</p> <p>4 days 2 days All other time will be weekend working</p>	<ul style="list-style-type: none"> <li>No of education events</li> <li>No of information sheets developed</li> <li>No of press releases</li> <li>No of events visited</li> <li>No of officer days spent at shows</li> </ul>	
4.1 (b)	Follow up action on suspected irregularities on AMLS/AMES	Investigate & make decision for appropriate follow up action within 5 working days of apparent irregularity of AML breach report on receipt/notification	AHO ADMIN	Reactive Undertaken as (4.1g) & (7.1c)	<ul style="list-style-type: none"> <li>No of investigations</li> </ul>	

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4.1 (c)	Attendance at critical control points	A visible presence during market hours at 100% of markets plus attending for a minimum of 50% of operating hours	AHO	2 AHO's attending on rota basis Service commitment 100 days	<ul style="list-style-type: none"> <li>No of markets attended</li> <li>No of hours spent at market by AHO's</li> <li>No of hours spent at market by other officers</li> </ul>	
4.1 (d)		b) collection centre as (a) above plus 10% of destination (pending facility being provided by Newark Livestock Market)	AHO	Undertaken as part of the market inspection as above	<ul style="list-style-type: none"> <li>As above</li> </ul>	
4.1 (e)		c) slaughter markets as (a) above plus 10% per week of cattle and sheep destination checks	AHO	Undertaken as part of the market inspection as above	<ul style="list-style-type: none"> <li>No of destination checks</li> </ul>	
4.1 (f)	Transport inspections	Checks of id, transport, unloading (outside slaughterhouse buildings, markets and shows) Liaison with MHS	AHO	Undertaken as part of 4.1(g) below	<ul style="list-style-type: none"> <li>No of vehicles checked FLARE/AMES reports</li> </ul>	

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<p><b>4.1 (g)</b></p>	<p>Premise visits and inspections for legislative compliance according to risk assessment, local intelligence and information from AMLS/AMES</p>	<p>i) Farm Inspections 6/12 – 195 premises identified &amp; tagged for inspection 12/12 – 200 premises to be identified &amp; tagged for inspection</p> <p>ii) New Holdings</p> <p>iii) Slaughterhouses (red meat)</p> <p>iv) Slaughterhouse (white meat)</p> <p>v) Knackers</p> <p>vi) Hunt kennels</p> <p>vii) Haulier/dealers</p> <p>viii) Premises with ABP approval (not farm incinerators)</p> <p>ix) Landfill sites</p> <p>to include out of hours checks as appropriate</p>	<p>AHO</p>	<p>110 days</p> <p>40 days</p> <p>6 days</p> <p>1/2 day</p> <p>1/2 day</p> <p>1/2 day</p> <p>during market</p> <p>3 days</p> <p>3 ½ days</p>	<ul style="list-style-type: none"> <li>• No of inspections, FLARE/AMES reports</li> <li>• SVS notifications FLARE/AMES reports</li> </ul>	
<p><b>4.2</b></p>	<p>Standby &amp; on call</p>	<p>Emergency contact details updated and forwarded to DVM</p>	<p>TL</p>	<p>20 minutes</p>	<ul style="list-style-type: none"> <li>• 2 updates sent</li> </ul>	

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5.1 (a)	High risk livestock movements  see also 4.1(g)	As 4.1(g) All high risk identified following veterinary advice to be inspected	AHO	As above	<ul style="list-style-type: none"> <li>FLARE, AMES reports</li> </ul>	
5.1 (b)	Planned inspections  see also 4.1(g)	As 4.1(g) Including out of hours where appropriate – <i>identified above</i> 95% of reported incidents to be investigated	AHO	As above	<ul style="list-style-type: none"> <li>FLARE, AMES reports</li> </ul>	
5.1 (c)	High Risk illegal movements	Breaches Working toward investigation of 95% of reported incidents. <i>Presently a backlog of breaches most of which are on/off movements</i>	AHO	26 days	<ul style="list-style-type: none"> <li>FLARE, AMES reports</li> </ul>	
5.1 (d)	Lower risk livestock	Undertake selective checks on basis of information from AMLS	AHO	As above	<ul style="list-style-type: none"> <li>FLARE, AMES reports</li> </ul>	
5.1 (e)	Vehicle bio security Cleansing and Disinfecting compliance	Bio security declarations Checks on undertakings to cleanse & disinfect. Numbers determined by local intelligence	AHO ADMIN	3 days	<ul style="list-style-type: none"> <li>File kept of incoming forms</li> <li>File of standard letters sent</li> <li>File of referrals</li> <li>FLARE, AMES reporting</li> </ul>	

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<b>5.1 (f)</b>	In-transit checks Notts C C Project	Blue light checks (Mermaid checks)  Routine inspection with vehicle inspectorate (VoSA) and with Police as available	AHO TL	4days  4days	<ul style="list-style-type: none"> <li>FLARE/AMES reports</li> <li>FLARE/AMES reporting</li> </ul>	
<b>5.1 (g)</b>	Movement declarations AML1	Cross check and follow up self declarations Working to reconcile 10% of random slaughter cattle movement through NLM and all slaughter sheep entered. On a monthly basis	AHO	24 days	<ul style="list-style-type: none"> <li>FLARE/AMES reports</li> </ul>	
<b>6.1 (a)</b>	Identified infringements	Identified breaches incl. bio- security, licensing, post FMD measures, welfare, illegal imports, by products & Other disease control enforcement work. Will investigate 100% and take appropriate action. For AMLS see 4.1(b)	AHO ADMIN	2 days	<ul style="list-style-type: none"> <li>Flare, AMES reports</li> </ul>	
<b>6.1 (b)</b>	Intelligence lead actions Referrals or IT identified infringements (CTS, AMES etc)	100% to be investigated and appropriate action taken	AHO ADMIN	9 days	<ul style="list-style-type: none"> <li>Flare, AMES reports</li> </ul>	
<b>6.1 (c)</b>	Intelligence lead actions Complaints and general public	100% to be investigated and appropriate action taken	TL AHO ADMIN	7 days	<ul style="list-style-type: none"> <li>Flare, AMES reports</li> <li>No of complaints</li> </ul>	

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					<ul style="list-style-type: none"> <li>• No of complaints received where no further action</li> <li>• No closed</li> <li>• No of complaints open for more than 30 days</li> </ul>	
<b>(6.1 (d))</b>	Specialist enforcement and investigation techniques	Surveillance etc To be undertaken as required	TL AHO	N/A	<ul style="list-style-type: none"> <li>• Flare, AMES reports</li> </ul>	
<b>6.1 (e)</b>	Cross border and multi agency working	<p>Regular working with other LA's, partners and agencies and key partners</p> <p>Respond to Service requests initiated by Key partners and consumers Provide of farming information as appropriate</p> <p>Provide H/A investigation service as required i.e. animal tracing purposes</p> <p>Investigations into possible infringements as appropriate i.e. RSPCA</p> <p>Carry out record inspections as requested by State Veterinary Service (Records not seen)</p> <p>Dealing with documentation requests as appropriate</p>	TL AHO	<p>1 day</p> <p>3 days</p> <p>1 day</p> <p>7 days</p> <p>1 day</p>	<ul style="list-style-type: none"> <li>• Flare, AMES reports</li> <li>• No of service requests and no of service requests received where no further action</li> <li>• No closed within 30 days</li> <li>• Files</li> <li>• Response letters</li> <li>• Inspection carried out</li> </ul>	

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		To attend meeting at TSEM and National Panel	TL	8 days		
		To attend Defra/SVS liaison meetings And SVS Framework review meetings		4 days		
<b>7.1 (a)</b>	Data entry, report writing and non court case work	Officer report writing Will be carried out as required FLARE Inputting	AHO TL	250 days	<ul style="list-style-type: none"> <li>• Time monitoring</li> <li>• FLARE, AMES reports</li> </ul>	
<b>7.1 (b)</b>	Prosecution casework	Further investigation, evidence gathering, court appearances and post court documentation as required	TSM TL AHO	60 days	<ul style="list-style-type: none"> <li>• No of Reports submitted for consideration</li> </ul>	
<b>7.1 (c)</b>	Animal Movement Enforcement System (AMES) Entry of data onto systems	Follow up reports, data entry, management information, generation license regime compliance, data entry issues and other work following practical enforcement activities. Recording data	Admin	176 days	<ul style="list-style-type: none"> <li>• Flare, AMES reports</li> </ul>	
<b>7.1 (d)</b>	Intelligence information and systems	file system introduced and maintained	Admin AHO	5 days	<ul style="list-style-type: none"> <li>• Files maintained and updated</li> </ul>	

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7.1 (e)	Management of information on enforcement activities carried out by Defra and LA	Provide management information using AMES system	TL ADMIN	Throughout the year	<ul style="list-style-type: none"> <li>No of reports produced</li> </ul>	
7.1 (f)	Evaluation of enforcement and activities review	<p>Officer supervision</p> <p>Team meetings</p> <p>EPDRS</p> <p>Defra Review Meeting</p>	TL AHO ADMIN	<p>TL 6 days AHO 6days Admin 6 days</p> <p>TL 6 days AHO 6 days Admin 6days</p> <p>TL 6 days AHO 6days Admin 6 days</p> <p>2 days</p>	<ul style="list-style-type: none"> <li>No of supervisions, Team meetings, EPDRS</li> </ul>	
(7.1 (g)	Audit arrangements possibly Audit Commission	Systems to be developed as advised by Defra Financial records to be kept to support direct funding claims	TSM TL	6 hours	<ul style="list-style-type: none"> <li>No of reports</li> </ul>	
8.1 (a)	Planning with Defra and other agencies as appropriate	Rabies plan maintenance, NCC emergency planning Section disease contingency Business planning	TL	8 days	<ul style="list-style-type: none"> <li>No of regional plans reviewed and maintained plan</li> </ul>	

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8.1 (b)	Updating of emergency plan	Maintain Regional Rabies Plan for SVS region Will participate in contingency planning, training and exercises	AHO	5 days	<ul style="list-style-type: none"> <li>Maintenance of the SVS Regional Plan</li> </ul>	
8.1 (c)	Emergency action,	Defra plan for Generic Exotic Diseases. Lacors/National panel producing national plans to be adopted Will provide full emergency range of services under relevant emergency plan when disease emergency declared by Defra	TSM TL AHO	NA	<ul style="list-style-type: none"> <li>Contingency plans</li> </ul>	Rabies & Avian Flu complete