

To: Heads of Service and Lead Officers (Food) in all Local Authorities in Scotland

21 April 2015

Ref : FSS/ENF/15/02

Dear Colleagues

**Local Authority Enforcement Monitoring System (LAEMS)  
Request for 2014/15 Returns**

I would be grateful if your 2014/15 monitoring returns could be **uploaded** to LAEMS. However, we are aware of a problem with the LAEMS database at the business rules validation stage and we are working with our IT supplier to urgently try to rectify this. We will let you know once this is resolved so that the returns can then be validated, checked and signed off by the Head of Service.

The objective is to have the deadline for sign off as **Friday 29 May 2015**. This should enable us to collate the data and provide information back to local authorities following similar timescales as last year.

I would ask you to please contact me as soon as possible if you envisage any difficulties in meeting this deadline.

Technical assistance on issues arising from uploading should be directed in the first instance to:

Esther Heller	020 7276 8756
Gosia Patyjewicz	020 7276 8419
E-mail:	<a href="mailto:laems@foodstandards.gsi.gov.uk">laems@foodstandards.gsi.gov.uk</a>

Our aim is to publish the 2014/15 national report and individual local authority data in November. Should you wish to consult the 2013/14 statistics, the annual report and individual local authority statistics are available at:

<http://www.food.gov.uk/enforcement/monitoring/laems/mondatabyyear/ocd201314>

As a reminder, the LAEMS database can be accessed at <https://laems.foodapps.co.uk/> and comprehensive guidance on the LAEMS process is available at <http://www.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/laemsguidance.pdf>.

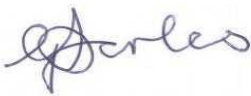
The Annex to this letter also includes some important information about the returns so please refer to that.

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Similar letters to colleagues in local authorities in England and Wales are being sent from the FSA offices in London and Cardiff. This year the monitoring returns for Northern Ireland have been collected early in advance of the imminent change to public administration that is taking place.

Thank you for your continued support on this issue. and if you experience any problems whilst uploading your LAEMS data, we are here to help you so please get in touch.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'G Forbes', written in a cursive style.

Graham Forbes  
Auditor

Annex :

## Annex - Important information for submitting 2014/15 LAEMS returns

### Creating new users/resetting passwords

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If you need to create new users or re-set passwords, your local authority LAEMS IT User has the facility to do this – see the guidance for more information.

If your IT user is not available you can still email us and we will do this for you, but please provide your user name and local authority (LA) code.

### Sampling/enforcement data

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LAs that have used UKFSS to record their samples for the whole of the 2014/15 reporting year have the option to use UKFSS data as the sample part of their relevant LAEMS return (food hygiene, food standards and imported food).

The FSA will download reports from UKFSS once we are assured that all relevant sample results have been uploaded by the laboratories. These reports will be sent to LAs to confirm whether they wish to use LAEMS or UKFSS data for their sample returns.

Could LAs/PHAs inputting food hygiene and food standards returns on LAEMS please remember to also complete their imported food return on LAEMS. LAs/PHAs (both those with points of entry and inland) are reminded to enter enforcement action data relating to imported foods onto the imported food section of LAEMS as these data are not on UKFSS.

Guidance on completing your imported food return is available at: <http://www.food.gov.uk/sites/default/files/leamsimportsguidance.pdf>.

Please note that if no imported food control data are submitted via LAEMS or UKFSS, the FSA will assume a nil return.