

To: Heads of Environmental Health Service; Lead Food Officers,

Cc: SFELC, REHIS, SoCOEH

ENF. Letter Ref: FSS/ENF/17/011 – Update 1

Local Authority Enforcement Monitoring System (LAEMS) returns 2016-17

Dear Colleague,

Further to my earlier letter of 28 March I would like to apologise for any confusion caused. Further discussions have resulted in the following outcomes.

- Food Standards Scotland have the capability to produce a sampling report from UKFSS that we can provide to FSA for the LAEMS return.
- We are liaising with MacLaren West to do this in time for LAs to verify the data and provide a signed off return by the 31 May.

In order to maintain this timescale we have instructed MacLaren West to start compiling sampling returns from **26 April**, so LA users are requested to ensure that all of their sampling information for 2016/17 has been uploaded onto **UKFSS** prior to this date. FSS will then send reports to the relevant LAs during the first 2 weeks in May for verification but it is assumed that by this point UKFSS records will provide an accurate reflection of the sampling activities of LA users between 1 April 2016 and 31 March 2017. Therefore we do not expect there to be a need for substantive changes to be made prior to submitting the returns to FSA on 31 May.

As a result of this please note that LA's do not have to enter sampling data on LAEMS for 2016-2017. Updated text from the original letter follows.

Local Authority returns should be uploaded to LAEMS and signed off by the Head of Service by **31 May 2017 at the very latest**. Please contact the LAEMS team at laems@foodstandards.gsi.gov.uk as soon as possible if you envisage any difficulties in meeting the deadline of **31 May 2017**. Advice and guidance to help is attached below in the Annex.

It is each LA's responsibility to ensure that their return is submitted by the above deadline, that the data in the summary tables is accurate and that it has been

validated prior to sign off by the Head of Service. In previous years inaccurate data has been reported in some cases, or a number of LAs have submitted returns after our deadline, requiring a significant amount of clarification and follow up action by FSS. This has resulted in a delay to the publication of our data and our report on the national summary which is required as part of the National Control Plan under Regulation (EC) No, 882/2004.

Should local authorities fail to contact us or to submit their validated monitoring returns by the deadline of 31 May we will be notifying the relevant Chief Executive. Authorities will also be highlighted in the published data.

Important changes from 2017/18: As part of our commitment to deliver on the UK's legal obligations to publish data in a timely manner, FSS are changing the way local authority activity data is reported from 1 April 2017 for the period 2017/18 by using the Scottish National Database.

However, for the present reporting year 2016/17 each Local Authority will still require to complete their LAEMS return as usual and thereafter will move onto the SND in a phased roll out. Further information on the timescale for transition from the FHIS UK Platform will be given in due course.

FSS are also intending to establish a Development Group, consisting of Local Authority representatives, with the function of governance of the SND and further assessing how the data can be used to influence performance standards and Food Law enforcement activity. Further details will be made available as soon as practicable.

Thank you for your continued support.

Yours sincerely,

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Annex - Important information

Access to LAEMS

The LAEMS database can be accessed at <https://laems.foodapps.co.uk/>

Should you wish to consult the 2015/16 statistics, the annual report and individual local authority statistics are available at:
www.food.gov.uk/enforcement/monitoring/laems/mondatabyyear/enforcement-data-2015-16

Guidance

Comprehensive guidance on the LAEMS process is available at
www.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/laemsguidance.pdf.

And a short LAEMS top tips document (revised January 2017) is available at
www.food.gov.uk/sites/default/files/laems-top-tips.pdf
which provides advice on preparing monitoring returns and reporting on LAEMS.

Creating new users/resetting passwords

Each LA has at least one LAEMS administrator who is able to manage other users' accounts, to create new users or re-set passwords – see the guidance for more information. Please **only** email the FSA's LAEMS team, remembering to **provide your user name and local authority (LA) code**, when your administrator is not available.

Sampling/enforcement data

In recent years most LA's in Scotland have used UKFSS to record their sampling activity and to reduce the administrative burden of having to complete the sampling section of the LAEMS return. **We will continue to use UKFSS to produce the sample return for the 2016/17 LAEMS report for these users and all LAs are asked to ensure that UKFSS is accurate at 26th April 2017.**

Any Local Authority not using UKFSS should continue to use LAEMS for reporting sampling results.

Imported food data

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:

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.

Further information or questions: If you experience any problems whilst uploading your LAEMS data, please e-mail: laems@foodstandards.gsi.gov.uk