

To: Heads of Service in all Local Authorities in Scotland
cc: REHIS, COSLA, SFELC

21 April 2016

Ref: Ref: FSS/ENF/16/006

Dear Colleague,

Local authority monitoring returns for 2015/16 now available

FOR ACTION

Category: Hygiene/Standards/Imported food

The LAEMS system has been amended and it is now available.

Monitoring returns for 2015/16 should now be uploaded to LAEMS, having been checked and signed off by Heads of Service.

The deadline for this is now **17 June 2016**.

Please bring this letter to the attention of the appropriate people within your local authority so the necessary action can be taken.

There has been an unexpected delay in opening up LAEMS for the 2015/16 returns and we apologise for any inconvenience this may have caused. The delay resulted from our IT supplier taking longer than anticipated to migrate LAEMS to a new server. As a result the timetable has changed.

Timetable for 2015/16 returns: It would be greatly appreciated if the returns could be uploaded to LAEMS, having been checked and signed off by the Head of Service by **17 June 2016**. This will enable us to collate the data and provide information back to local authorities to similar timescales as last year. I would ask you to please contact the LAEMS Team directly soon as possible if you envisage any difficulties in meeting the deadline.

Publication of data - Our aim is to publish the 2015/16 national report and individual local authority data in November. Should you wish to consult the 2014/15 statistics, the annual report and individual local authority statistics are available at:

<http://www.food.gov.uk/enforcement/monitoring/laems/mondatabyyear/enforcement-data-2014-2015>

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

Guidance: Comprehensive guidance on the LAEMS process is available at <http://www.food.gov.uk/sites/default/files/multimedia/pdfs/enforcement/laemsguidance.pdf>. This has been revised to improve the format, address comments received and to include a new annex on sampling. There is also a new short LAEMS top tips document available on the FSA website at <http://www.food.gov.uk/sites/default/files/laems-top-tips.pdf> which provides advice on preparing monitoring returns and reporting on LAEMS. Please also see the Annex to this letter which includes some important information about the returns.

Further information or questions: If you experience any problems whilst uploading your LAEMS data, we are here to help you so please get in touch with the LAEMS team whose contact details are:

Esther Heller: 020 7276 8756

Gosia Patyjewicz: 020 7276 8419

E-mail: laems@foodstandards.gsi.gov.uk

Thank you for your continued support on LAEMS.

Yours sincerely,

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Annex - Important information for submitting 2015/16 LAEMS returns

Creating new users/resetting passwords

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

LAs that have used UKFSS to record their samples for the whole of the 2015/16 reporting year have the option to use UKFSS data as the sample part of their relevant LAEMS return. If UKFSS data are to be used for either or both the food hygiene and food standards responsibilities or for imported foods, please add a note to the supplementary information. The FSA will download reports from UKFSS and send these to LAs to check and confirm. To avoid discrepancies between UKFSS and LA data, please remind your laboratories to record results for 2015/16 on UKFSS by **early April**.

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.

NTSB risk assessments for food standards

Food standards authorities that have moved to National Trading Standards Boards for food standards risk assessments should submit their 'xml' files to
laems@foodstandards.gsi.gov.uk prior to uploading.