

PERTH AND KINROSS COUNCIL

Community Safety Committee – 28 August 2013

Animal Health and Welfare Framework

Report by the Depute Director (Environment)

This report updates the Committee on the Animal Health and Welfare Framework in which Perth and Kinross Council's Animal Health and Welfare Section are participating, and invites Members to agree the Council's Animal Health and Welfare Service Plan.

1. BACKGROUND / MAIN ISSUES

- 1.1 Perth and Kinross Council has a statutory responsibility to deliver an animal health and welfare service in terms of the Animal Health Act 1981(as amended) and this is undertaken by competent and authorised officers within the Environment Service's Regulatory Services team. Currently two officers are fully authorised for this role, with two further members of the team undergoing training to reach the relevant level of competency.
- 1.2 Animal health and welfare responsibilities are wide-ranging and cover inspections of farms and abattoirs, responding to service requests and complaints, investigation and control of animal and zoonotic (i.e. can be transmitted to humans) diseases, and the disposal of animal by-products. An example of the type of work is attached in a case study (Appendix 1).
- 1.3 The health and welfare of animals is important to all of us, not just animal livestock owners or government. Disease outbreaks and the measures to control them can carry wide and costly consequences for public health, the economy and the environment. The Scottish Government's policy on disease control is that prevention is better than cure. This approach works by reducing the chances of a disease entering the animal population, and if it does then it can be quickly spotted and dealt with through the preventative measures. Animals therefore suffer less, while the livestock industry can work without the expensive, stressful, and restrictive disruptions caused by large scale disease outbreaks. e.g. the outbreak of foot and mouth disease in 2001 saw cases of the disease in farms across the UK, resulting in more than 10 million sheep and cattle being destroyed to halt its progress.
- 1.4 The Animal Health and Welfare Framework, has been developed by the Scottish Government (SG), Convention of Scottish Local Authorities (COSLA), the Society of Chief Officers for Environmental Health (SOCOEH) the Society of Chief Officers of Trading Standards in Scotland (SCOTSS), Local Government Regulation (LGR) and Animal Health Veterinary Laboratories Agency (AHVLA).

- 1.5 Copies of the draft Animal Health and Welfare Framework are available in the Elected Members Lounge. See link below
<http://www.scotland.gov.uk/Topics/farmingrural/Agriculture/animal-welfare/policies/Frame/framework>
- 1.6 The Framework links into the Animal Health and Welfare Strategy for Great Britain (<http://www.scotland.gov.uk/Publications/2005/01/20517/49824>) which aims to “develop a new partnership in which we can 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 Strategy applicable to the Framework are:
- Working in partnership
 - Understanding and accepting roles and responsibilities
 - Prevention is better than cure
 - Understanding the costs and benefits
 - Delivering and enforcing standards
- 1.7 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 this Regulation, taking account of identified risks associated with animals and their health and welfare.
- 1.8 The Framework requires that each local authority in Scotland has a Service Plan in place outlining activities for animal health and welfare. The Service Plan should be agreed with the Animal Health Veterinary Laboratories Agency (AHVLA) on a regular basis (annually, or as required if priorities change).
- 1.9 The Animal Health and Welfare Framework has 28 assessment criteria and specifies the standards of service delivery expected in respect of each criterion ranging from a minimum standard to in many cases, good practice or best practice. This enables local authorities to design and assess their services against the Framework criteria.

Local Authorities are expected to:

- Meet at least the minimum standards in the Activity Framework
- Work in co-operation with other LAs, organisations and agencies
- Foster local partnerships
- Support the Framework Steering Group for Scotland

2. PROPOSALS

- 2.1 The proposed Perth and Kinross Animal Health and Welfare Plan has been discussed and agreed with the local Lead Veterinary Officer of the AHVLA.

- 2.2 The majority of the activities in the proposed Perth and Kinross Service Plan were already being undertaken by the Animal Health & Welfare Section therefore these demands can be incorporated into the team's workload. The more open, united and focused approach, particularly with AH, is welcomed. While greater efforts will be required initially to ensure correct assessment of premises (requiring a change of the risk assessment system), and tidying up of data held, in the longer term this should prove to be very useful and ensure effective, accountable, consistent and co-ordinated delivery of animal health & welfare services.
- 2.3 The proposed Perth and Kinross Animal Health and Welfare Service Plan 2013/14 ensures the Council meets its statutory responsibilities, complies with the national Framework Agreement, and targets resources at key priorities.

3. CONCLUSION AND RECOMMENDATION

3.1 Members are asked to

1. Note the work of the animal health and welfare service and its status against the Framework Standard and
2. Formally approve the Service Plan for 2013/14.

Author

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Approved

Name	Designation	Signature
Barbara Renton	Depute Director (Environment)	<i>Barbara Renton</i>
Date 24/7/13		

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	None
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 This report contributes to the local outcomes of:

- Our Communities and people experiencing inequalities will have improved quality of life, life chances and health
- Our people will have improved health and wellbeing

Corporate Plan

1.2 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- Giving every child the best start in life;
- Developing educated, responsible and informed citizens;
- Promoting a prosperous, inclusive and sustainable economy;
- Supporting people to lead independent, healthy and active lives; and
- Creating a safe and sustainable place for future generations.

1.3 This report contributes to objectives iv and v.

2. Resource Implications

Financial

- 2.1 There are no financial implications arising directly from this report.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome: Assessed as not relevant for the purposes of the EqIA.

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 In respect of this proposal no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development.

Legal and Governance

- 3.6 The Head of Legal Services has been consulted in the preparation of this report.

Risk

- 3.7 There are no corporate risks associated with the proposals contained within this report.

4. Consultation

Internal

- 4.1 The Head of Legal Services and the Head of Democratic Services have been consulted on the content of this report and are in agreement with the proposals.

External

- 4.2 Not applicable.

5. Communication

- 5.1 Communication will be on-going with relevant internal and external stakeholders.

2. BACKGROUND PAPERS

No documents were relied upon.

3. APPENDICES

- Appendix 1 – Recent Case Study
- Appendix 2 – Animal Health and Welfare – Service Delivery Plan

Recent Case Studies

Wild boar incident. – Glenshee

A complaint was made to Scottish Society for the Prevention of Cruelty to Animals in November 2011 regarding the living conditions of a number of wild boar (20) which were being kept on a piece of land near Glenshee. The local Inspector passed the complaint to the Councils Animal Welfare Section.

The Councils' Animal Welfare Section were aware of these animals as the owner had been granted a licence in terms of the Dangerous Wild Animals Act 1976 by Perth & Kinross Council to allow him to keep the animals on this piece of land.

During the summer months the animals had existed on the land without any problems, but it was now November and no provision had been made for the dramatic change in weather conditions. The animals were living in swampy snow covered conditions with a shed for shelter which was flooded and had no bedding material.

The owner could not be contacted and it was discovered that he had gone abroad and left the husbandry of the animals to others. These people had a limited knowledge of livestock and were not provided with sufficient funds to maintain the wild boar properly.

The Councils Animal Welfare section, aided by a neighbouring farmer, undertook the day to day management of the 20 wild boar through December 2011 and the first two weeks of January 2012.

In January the owner of the animals was contacted by email, the situation was explained to him and he was advised that:-

- He was required to remove the animals to a place that conformed to the requirements of the licence issued under the Dangerous Wild Animals Act or have the animals disposed of in an appropriate manner, giving the Animal Welfare officers prior notification of the proposed relocation or disposal arrangements to ensure compliance with the appropriate legislation.
- The owner failed to comply with any of the above within the period given, and seemed oblivious to the welfare implications for his animals

In a normal animal welfare situation a protracted court procedure would have had to be entered into with the Council meeting the expense of looking after the animal's welfare with no guarantee that those expenses would be recoverable at the end of the legal proceedings.

The Animal Welfare officers invoked powers under Section 4 of the Dangerous Wild Animals Act 1976 to seize the 20 wild boar and dispose of them.

Six of the youngest animals were given to another wild boar breeder in the area as they could not go for slaughter. The remaining fourteen animals were slaughtered and the carcasses sold on for human consumption, there being no alternative way of dealing with the matter at that time.

The monies received for these 14 animals met most of the Council's expenses incurred during the operation.

(DRAFT)

ANIMAL HEALTH AND WELFARE SERVICE

SERVICE DELIVERY PLAN PERTH & KINROSS COUNCIL 2013-14

This plan is based on the present Animal Health and Welfare Framework.

The intended outcomes of the framework are to:-

- o Effectively reduce the risk of animal disease incursion and spread, thereby protecting public and animal health;
- o Improve animal welfare;
- o Promote a joined-up approach between all agencies involved in animal health & welfare;
- o Improve provision of management information to local and national government on the delivery of animal health & welfare services, and to allow the UK to fulfil its obligations to the European Union;
- o Meet the objectives of delivering and enforcing standards, of the Animal Health & Welfare Strategy: and the Scottish Government's objective ' well treated and healthy farm (and domestic) animals;
- o Protect local communities, including the effects on the local economy;

The Service Plan contains two parts namely the risk profile in terms of activities associated with animal health and welfare controls and a table which illustrates the planned level of local authority service delivery to achieve the Framework outcomes.

The table in the Plan is split into 9 different components to address the necessary outcomes in terms of the following

- 1. Planning the Delivery of the Local Authority Animal Health Function**
- 2. Training and Development**
- 3. Licensing Activities**
- 4. Education and advice to maximise compliance**

- 5. Enforcement activities to maximise Animal Health and Welfare Compliance**
- 6. Partnership working and intelligence driven enforcement**
- 7. Post enforcement reporting and AMES data entry activities**
- 8. Contingency planning and emergency action**
- 9. Additional activities**

The left hand column of the table describes the relevant outcomes for each component whilst the right hand column of the table describes the local authority planned level of service for each of the 9 components as follows

a) The service delivered is intended to meet the standard defined within the Animal Health & Welfare Framework, Local Authority Activity Matrix as Minimum Practice, Good Practice or Better Practice level

b) How the intended level of service will meet the standard to be achieved: i.e. what arrangements exist in Perth & Kinross which will allow the authority to reach the identified standard.

c) The number of activities to be carried out or target percentage to be met, where applicable

Animal Health and welfare Service Profile

Perth & Kinross Council 2013-14

1. Staffing

Role	Number of officers	FTE (full time equivalent) for AH&W Framework
Management	1	0.2
Admin/data input	0	0
Inspector/operational	4	1

2. Data input

Local authority Database used - Civica

3. Work Load - Critical Control Areas (CCA)

a) Activities with defined work patterns

Type of CCA	No.	Operating pattern (markets) or throughput (slaughterhouses)
Markets, & Assembly Centres	0	
Slaughterhouses	2	ABP Slaughterhouse Large throughput cattle. Two Sisters Slaughterhouse Coupar Angus. Large throughput poultry.
Shows, sales and one-off events	9+	Perth Show Braco Show Alyth Show Kinross Show Blair Show Aberfeldy Show Strathardle Show Scone Game Fair Bird Liberation in Perth, Crieff & Coupar Angus(Racing Pigeons)

b) Activities without defined work patterns

Type of CCA	No.
Ports	1
Dealers	3

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)	108	257	1199

Perth and Kinross Council		
Service Plan for year: 1 January 2013 to 31 March 2014		
	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
1. Planning the Delivery of the Local Authority Animal Health Function		
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: • abattoirs / slaughter houses Analysis of agricultural premises according to risk Summary of staff engaged in Animal Health and Welfare work Outcomes 3 and 5	a) Minimum b) Profile completed annually and distributed to Regional Veterinary Leads. thus showing that we are open and transparent with our partners . c) See profile

Inspection Figures:

High Risk – annually

Medium Risk and Low Risk – alternative enforcement Strategy – visited dependent on complaints or other intelligence

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
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. Outcomes 3, 4, and 5	a) Minimum Standard b) Annual Service plan produced and agreed with Regional Veterinary Leads annually. Any Significant changes to be notified and discussed with Regional Veterinary Leads c) N/A
1.3 Risk Assessment	Premises risk assessed in accordance with the national risk scheme detailed in Section 4 Risk based inspection programme Outcomes 1, 2, 5 and 6	a) Good Practice b) Discussion as required with Regional Veterinary Leads . High risk premises identified. Premises risk assessment reviewed as part of planned visit. (At present annual visits) c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
2. Training and Development 2.1 Training for new officers On-going professional development	Officers are authorised to enforce all relevant legislation. 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 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. 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 Outcome 5	a) Minimum Standard b) Relevant training and events attended with Continual Professional Development (CPD) record for each officer. Animal Health and Welfare Officers-2 officers hold an agricultural related qualification, and 2 officers are working towards relevant qualifications Training includes external training & internal training All external training documented. Personal Development Plans are in place and reviewed at least annually, by Perth & Kinross Councils Employee Review and Development Scheme. Trading Standards Officer (5) –authorised for Animal Health and Welfare duties and can be utilised in exceptional circumstances eg, serving notices during disease outbreaks. Also used to assist in gathering intelligence. But not up to date via CPD Animal Welfare specific. c) Minimum 10 hrs CPD per Inspector with records able to stand up to external Audit. Officers have access on line to Scottish Legislation & Lexis Nexis. (A subscription on line service for legal advice)

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
3. Licensing Activities		
3.1 Issuing of animal Movement licenses during National disease outbreak situations. ie Foot & Mouth disease.	Receipt of licence applications Assessment and issue of Licences Outcomes 1,4 and 6	a) Good Practice Note. Now only carried out when the need arises. (e.g. during a National Disease outbreak situation) b) N/A c) N/A
4. Education and advice to maximise compliance		
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 response times. Outcomes 1, 2, 5 and 6	a) Better Practice b) Telephone advice available during office hours. Advice and guidance available from website. Includes guidance notes & appropriate sections of Scottish Government & Defra websites. If no access to internet information can be printed off and posted. Guidance notes relating to pigs sent to all new keepers of pigs- this covers movement controls and notification and disposal of animal by-products. c) Target for response is 3 working days and completion within 14 working days.

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
4.2 Proactive activity	Proactive involvement or lead in education and training events with stakeholder organisations etc. Joined up approach to education and advice through liaison with the Scottish Government, Local Government Regulation and Animal Health Outcomes 1, 2, 5 and 6	a) Minimum Standard b) National Level- Participate in Animal Health & Welfare Panel Groups, liaise with Scottish Government, Animal Health Veterinary Laboratory and other bodies as well as National Farmers Union and other representatives. Respond to Consultation documents Local Level- Participate in both welfare and general enforcement meetings with Animal Health Veterinary Laboratory and Scottish Government Rural Payments and Inspection Directorate c) Target - Meetings are held 6 monthly but organised by Regional Veterinary Leads

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5. Enforcement activities to maximise Animal Health and Welfare compliance 5.1 Attendance at Critical Control Areas- Farm Sales, and Assembly Centres	Highly visible preventative enforcement presence. Attendance at Farm sales, and Assembly Centres to ensure compliance, in particular with: • Biosecurity (vehicles, premises and people) • Livestock identification • Welfare • Transport • Licensing and record keeping • Specific pre movement licensing • All other relevant legislation Exact attendance levels and times according to status of gathering Outcomes 1, 2, 5 and 6	a) Minimum Standard b) 4 officers employed (although other work overtakes officers and only 1 full officer dedicated to Animal Health and Welfare duties) Uniform worn displaying their office. Attendance at most Farm sales and collection centres. c) Minimum 75% of sales and shows attended.

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.2 Attendance at Critical Control Areas - slaughter houses <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 Food Standards Agency Operations Division are responsible for enforcement in the slaughterhouse itself, and Local Authorities should liaise with Food Standards Agency Operations Division with regard to any need to enter the slaughterhouse production area.</i>	Attendance at slaughter houses (high and low through put, red meat and poultry(white meat) in liaison with Food Standards Agency Operations Division to ensure legislative compliance, in particular with: • Biosecurity (vehicles, premises and people) • Livestock identification • Welfare • Transport • Licensing and record keeping • Specific pre movement licensing • All other relevant legislation Outcomes 1, 2, 5 and 6	a) Minimum Standard b) Established good rapport with official Veterinary Surgeons at abattoir in the area who also inform Animal Health and Welfare Section of any infringements/problems encountered Appropriate action is then taken Official Veterinary Surgeons promptly advised of any findings. Reactive only as LA has excellent direct links with Food Standards Agency Operations Division (Formerly Meat Hygiene Service) that mitigate risk Regular liaison with Food Standards Agency , although regular attendance at the red meat Abattoir (at least weekly) c) No set target for Liaison but complaint response time is 1 working day

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.3 Attendance at Critical Control Areas - Dealers/Agents	Identification of Dealers and Agents Visits/inspections to verify legislative compliance Outcomes 1, 2, 5 and 6	a) Good Practice b) In conjunction with Regional Veterinary Lead compile & maintain list of known dealers & agents. Review annually. Visits made where considered necessary & if no other agency such as Scottish Government, Animal Health intending to visit. Once inspection carried out inspection sheet left. (Inspection sheets being introduced) c) Risk assess and plan for visit frequency (At present annual visits)
5.4 Attendance at Critical Control Areas - Ports (excluding Border Inspection Posts)	Attendance at Ports to ensure legislative compliance, in particular with: • Biosecurity (vehicles, premises and people) • Import/export documentation • All other relevant legislation Outcomes 1, 2, 5 and 6	a) Minimum Standard b) High risk premises so at least annual visit, port is run by Perth & Kinross Council therefore close working relationship with port staff exists. Warning signs exhibited also contact details. No commercial quarantine premises within Perth & Kinross but have contact details for Scottish quarantine premises. c) NA

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.5 Attendance at Critical Control Areas - High risk Farms (Other than dealers or agents)	Visits/inspections to verify legislative compliance Outcomes 1, 2, 5 and 6	a) Good Practice b) Identify high risk premises. Visit according to visit programme. Inspection sheet left at time of visit. (Just starting leaving inspection sheet) All premises visited are re- assessed for risk & database updated. Written report given at time of inspection. (Inspection sheet) revisit when Actionable infringements have occurred. c) Visit target is annual
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 Incinerators. Any other premises of livestock origin and destination Outcomes 1, 2, 5 and 6	a) Good Practice b) Other visits carried out according to intelligence received and take account of visits by other agencies. Checks on British Cattle Movement Society, Scottish Animal Movement Unit and The Scottish livestock traceability research team (Scot EID) carried out regarding animal movement. Inspection programme takes into account other agency inspections e.g. Scottish Government Rural Payments and Inspections Directorate /AHVLA to avoid duplication or arrange joint visits where necessary. Low / Medium risk premises to be assessed reactively/Proactively using matrix Inspection sheet left at time of visit c) Visit may be based on Intelligence gathered via complaints etc.

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
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 Outcomes 1, 2, 3, 4 and 6	a) Minimum Standard b) Carry out Multi agency roadside checks when invited by police. Proactive. Also including intelligence driven reactive stop. Can be outside normal working hours Will act on intelligence, involving police if felt appropriate, to investigate suspected breaches of Animal Health and Welfare legislation. Participate in national exercises if requested. c) Na
5.8 Postal record recall checks (if carried out) on livestock premises	Postal recall checks and verification according to risk Non responses subject to follow up action as appropriate (including, if necessary premises visit inspection) Outcomes 1, 2, 5 and 6	a) This approach where records are requested to be sent to services daily has never been adopted by Scottish Authorities. b) N/A c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.10 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 Outcomes 1, 5 and 6	a) Minimum Standard b) Reactive Hauliers/farmers transport regularly checked during attendance at abattoir and When visiting farms. Otherwise intelligence led checks to ensure compliance with cleansing and disinfecting/ construction requirements c) N/A
5.11 Out of operating hours checks	Checks out of normal specified operating hours or subsequent days for: Slaughter houses Premises used for collection of animals for slaughter or for further rearing or finishing Outcomes 1, 2, 5 and 6	a) Minimum Standard b) According to Identified risk or intelligence led checks to ensure compliance with cleansing and disinfecting / vehicle construction requirements. c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.12 Stand by and on call arrangements	Emergency interagency contact regarding disease and other enforcement incidents Outcomes 1, 2, 3, 4 and 6	a) Minimum standard b) 24/7 365 day emergency contact through Perth and Kinross Council Contact Centre on 01738 476476, contact can also be made through Emergency Planning but this is currently under review. No routine standby of Animal Health and Welfare officers outwith office hours. c) N/A
6. Partnership working and intelligence driven enforcement		
6.1 Identified Infringements	Identified breaches of legislation, including biosecurity, licensing, welfare, livestock identification, standstill breaches, illegal imports, by products, and other disease control work. Irregularities found on documentary checks followed up Outcomes 1, 2, 5 and 6	a) Minimum standard b) Identified breaches of legislation investigated and appropriate action taken in accordance with the local authority's Animal Health & Welfare Enforcement Policy. Also provide enforcement support to AHVLA to investigate breaches and prepare cases for Procurator Fiscal. c) Policy to respond to 95% of complaints within 3 working days.

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
6.2 Intelligence / Information and systems	Provision and collection of Intelligence Information Outcomes 1, 2, 5 and 6	a) Good Practice b) Record work in Civica database and share information via the Knowledge Hub Make use of MEMEX (National information system) c) N/A
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 Outcomes 1, 2, 5 and 6	a) Minimum Standard b) If unable to respond to non statutory welfare complaint will notify AHVLA immediately to investigate, c) Aim to respond to complaints within 3 working days
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 Outcomes 1, 2, 3, 4 and 6	a) Minimum Standard b) Reactive work with other Local Authorities and agencies and regular contact to keep others informed of anything of interest Have working relationship with neighbouring authorities. Willing to participate in any joint training exercises/initiatives Willing to have officers from other LAs for mentoring in Animal Health and Welfare team. c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
7. Post enforcement reporting and AMES data entry activities		
7.1 Animal Health and Welfare Management and Enforcement System (AMES)	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). Use of AMES for management information and report generation Recording of data on infringements	a) N/A b) Ames has not been adopted by Scottish Authorities. c) N/A.

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
7.2 Management information	Collation of management information data for internal use and provision to the Scottish Government and Animal Health, Outcomes 3, 4 and 5	a) Good practice b) Statutory returns made at required time. Civica used to record all every day. Work. c) Welfare of Animals in Transport Orders return and AHVLA return (Quarterly)
8. Contingency planning and emergency action 8.1 Animal Health, Scottish Government, COSLA and local authority emergency preparedness	Planning and contributing to emergency preparedness plans with Animal Health, Scottish Government and other agencies as appropriate Outcomes 1, 3, 5 and 6	a) Minimum Standard b) Plans reviewed as required. Also involved with Tayside Co-ordination group re their plans Joint Generic Animal Disease Plan (including for Rabies) drawn up & adopted by Perth and Kinross Council Emergency Planning Group & consistent with Scottish Government and Animal Health generic plans for disease outbreaks. No specific diseases identified as high risk for the local authority area as a result of local intelligence. Perth and Kinross Council also has an Anthrax Response Plan (internal) – actioned & reviewed in 2010. (Review due again in the near future) c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
8.2 Testing and Training	Testing, training, practising and evaluating activities in relation to the emergency plan Outcomes 1, 3, 5 and 6	a) Minimum Standard b) Participation in Emergency Planning exercises, organised by AHVLA, Scottish Government. Contact details for LAs reviewed regularly. All contact details for contingency plans are held and reviewed by Perth and Kinross Council's Health, Safety and Wellbeing Manager. c) N/A
8.3 Emergency Action	Provision of full emergency range of services under the emergency plan, when disease emergency declared by the Scottish Government Outcomes 1, 3, 5 and 6	a) Minimum Standard b) Officers in place within the AH&W service and the council as a whole to meet our responsibilities in a disease outbreak situation Respond, as appropriate to confirmed disease, & give best endeavours to Assist AHVLA within the limited resources available. c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
9. Additional Activities		
9.1 National priorities	Provide details in Service Plan (Annex C) of identified priorities as agreed with the DVM and the Scottish Government Outcomes 1, 2, 5 and 6	a) Minimum standard b) To be agreed with DVM • Assist AHVLA in notifiable disease outbreaks. c) N/A
9.2 Regional priorities	Agree regional priorities, with the DVM at regional animal health and welfare panel meetings for consideration in annual service planning Outcomes 1, 2, 5 and 6	a) Minimum Standard b) To be agreed with DVM • Participate in AHW Framework with Director of AHVLA Scotland & his representatives. c) N/A

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
9.3 Local priorities	As determined by local authority in agreement with DVM Outcomes 1, 2, 5 and 6	a) Minimum standard b) To be agreed with DVM • Participate in industry & enforcement meetings • Assist in enforcement case work c) n/a