

WEST BERKSHIRE DISTRICT COUNCIL-DEFRA ACTIVITY FRAMEWORK 2004/5

FUNCTION	ACTIVITY	TARGETS	PERFORMANCE INDICATORS	LEVEL OF SERVICE DELIVERY	RESOURCE FTE
1.Enforcement planning					
1.1 Enforcement structure & plan	Profile of LA area & associated animal health & welfare workload	Produce new profile each year	Updated profile by 1/4/04	minimum	
1.2 Risk assessment	Risk assess all animal health premises within West Berkshire	Risk assess 100% unrated premises by 31/3/05	% of premises risk assessed	minimum	
1.3 Intelligence	Intelligence gathering, processing & dissemination	100% response to requests for information/assistance from external agencies	% of requests for information/assistance responded to	minimum	
1.4(a) Consultation & liaison	Consultation with DVM on risk assessment. Review, adjust as necessary & document changes.	Annual meeting with DVM	Meeting with new DVM by 1/8/2004	good	
1.4(b)	Documented liaison with other relevant agencies	Consult all agencies annually	% agencies consulted	minimum	
2. Continuous professional development					
2.1 Knowledge & training	Ensure staff have sufficient knowledge, training & maintain CPD	All staff trained	% staff trained	good	

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3. Pre movement licensing activities					
3.1 Education & advice	Provide 'one stop' shop of advice. React to requests for advice	95% of enquires responded to within 2 days	% of enquiries responded to within 2 days	good	
3.2 Issuing of licenses	Review applications & issue licenses	100% of licenses issued within 3 days of receipt	% issued within 3 days	minimum	
3.3 Investigation of AMLS movement license refusals	Co-operation with applicants & AHDO's	100% resolution of licence refusals within 3 days	% licence refusals resolved within 3 days	minimum	
3.4 Recording of animal movements	Pig/sheep movement data capture & recording of exemptions.	100% movements recorded onto AMLS within 3 working days of receipt	% movements recorded within 3 days	minimum	
3.5 Error management	Monitoring of AMLS & all other licensing systems.	100% errors identified & actioned within 2 days	5% errors identified within 2 days	minimum	

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4. Ongoing enforcement activities to maximise AH & welfare compliance					
4.1(a) Routine activities to support compliance	Education & advice. Proactive activity	95% of requests for information complied with	% of requests responded to	minimum	
4.1(b) Document checks	Follow up document checks & reconciliation of suspected irregularities on AMLS/AMES	95% of irregularities followed up	% of irregularities followed up	minimum	
4.1 ©-(f) Attendance at critical control points	Markets - none in area Collection centres- - none in area Slaughterhouses-none in area	N/A	N/A	N/A	N/A
4.1 (g) Attendance at critical control points	Premises visits & inspection	10% of high risk inspected within 2 months of changed regime	% of high risk premises inspected within 2 months of changed regime	minimum	
4.1 (h) Postal recall	Postal recall of records- not carried out in area	N/A	N/A	N/A	N/A
4.1 (I) Out of hours checks	Out of hours checks of markets /slaughterhouses	N/A	N/A	N/A	N/A
4.2 Standby & on call	Response, standby & on-call arrangements	All Out of Hours staff trained in AH matters by 1/9/04	% of staff on OOH rota trained in AH matters	minimum	

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5. Targeted enforcement action					
5.1 (a) Planned enforcement activities based on veterinary risk	Identify & target 'high risk' livestock movements & take planned appropriate enforcement action	Identify all high risk movements & take appropriate action	% of identified activities targeted with planned enforcement action	minimum	
5.1 (b)	Investigation of irregular movements at markets/slaughterhouses-none in area	N/A	N/A	N/A	N/A
5.1 ©	Investigation of all other illegal movements	100% of suspected illegal movements investigated	% of illegal movements investigated	minimum	
5.1 (d)	Checks on lower risk animal movements	1% of lower risk movements checked	% of lower risk movements checked	minimum	
5.1 (e)	Checks on vehicle biosecurity, C&D compliance	25% checks of undertaking forms	% of checks of undertaking forms	good	
5.1 (f)	In transit checks of animal vehicles	3 sessions per year	No. of sessions per year	minimum	
5.1 (g)	Follow up of movement declarations	10% of self declarations followed up	% of self declarations followed up	minimum	
6. Reactive & intelligence-driven enforcement					
6.1 (a) Unplanned, reactive or demand led enforcement	Identify & investigate infringements	95% of infringements investigated	% of infringements investigated	minimum	

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6.1 (b)	Intelligence-led actions as result of external enforcement agencies	95% of infringements investigated	% of infringements investigated	minimum	
6.1 (c)	Intelligence-led actions as result of complaints from public	95% of infringements investigated	% of infringements investigated	minimum	
6.1 (d)	Intelligence-led actions using specialised enforcement & investigation techniques as required	95% of infringements investigated	% of infringements investigated	minimum	
6.1 (e)	Cross border & multi-agency working as required	Identify & assess all cross cutting issues. Communicate to interested parties	% of issues identified communicated to interested parties	minimum	
7. Post-enforcement reporting & AMES data entry activities				minimum	
7.1 (a)	Data entry, report writing & casework	As required	% of cases where appropriate action taken in accordance with enforcement concordat	minimum	
7.1 (b)	Prosecutions & associated casework & court attendance	As required	% of cases where appropriate action taken in accordance with enforcement concordat	minimum	
7.1 (c) AMES	Entry of information onto system	Data entered within 3 days	% of data entered within 3 days	minimum	

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7.1 (d)	Set up & maintain intelligence systems	Identify & liase with appropriate agencies	No of identified agencies liased with	minimum	
7.1 (e)	Provide management information on enforcement activities	Framework in accordance with guidelines	Framework signed as compliant by DVM	minimum	
7.1 (f)	Periodic review & evaluation of enforcement strategy & activities	Annual review by DVM	Framework signed as compliant by DVM	minimum	
7.1 (g)	Ensure records are maintained for future audit, and PI's are reportable from FLARE/AMES	Annual review of FLARE	Review completed	minimum	
8. Contingency Planning					
8.1 (a) Defra/LA emergency planning	Liase with appropriate agencies & maintain emergency plans	All legally required AH emergency plans in place	No of plans in existence	good	
8.1 (b)	Plans reviewed & staff trained	Annual review of plans	Review take place annually	minimum	
8.1 ©	Full range of services available from LA as requested by Defra, when disease emergency declared by Defra.	As requested	Plan activated if required	minimum	