



Project Documentation

Local Authority Enforcement Monitoring System

Data Requirement – User Guidance

Version History.

Version No.	Date	Synopsis
1.0	15/01/2008	First distribution
2.0	27/03/12	Amendments to include imported food responsibility and remove references to animal feed and primary production responsibilities, as these are not now to be added to LAEMS

Purpose of the document

This document is designed to set out the data required for each premises for the Local Authority Enforcement Monitoring System (LAEMS), for a non-IT audience. The full data requirement, the final version of which was issued in November 2007, remains unchanged:

<http://www.food.gov.uk/multimedia/pdfs/laemxmlschemadescriptiondoc.pdf>

The following are explanations of the main headings and the data you will need to record:

Responsibility

Separate records will be required for each responsibility e.g. FS, FH and imported foods. We recognise that some Authorities undertake both FH and FS interventions at the same time. In these cases, you must ensure that the interventions for each responsibility can be distinguished from each other e.g. if an inspection is undertaken which covers both FS and FH you would need to record this as both a FH inspection and a FS inspection.

Premises

Individual premises must be separately identified by the use of either the PremisesID or details of the premises i.e. Owner, Business Name, Address, Town/city, Postcode. There needs to be consistency in the method of identification used in the data extracted from your system i.e. either all premises should be identified by their premises ID or all identified by the details of the premises (Owner, Address etc).

Please note: a record is required for each food premises which was trading in the financial year, regardless of whether or not any enforcement activities were carried out. For premises where no enforcement activities were carried out, these will still be required to form part of the premises profile.

Premises Type

The type of food business needs to be extracted for each premises. Details of the monitoring categories and the minimum requirement for premises type can be found at:

<http://www.food.gov.uk/enforcement/auditandmonitoring/laems/definitions/>

Please note: if you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories. See details on the mapping process at:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/guidemapmonitoring.pdf>

Approved/Registered Premises

For FH and FS, approved premises will be part of the 'normal' interventions scheme.

Interventions Due

The number of interventions due in the financial year. This should reflect the number of interventions which were actually due during the year e.g. if a premises was rated A at the start of the year and re-rated to C at intervention, then the number of interventions due would be one.

Ceased Trading

Record if the premises ceased trading during the year.

Risk Rating

The risk rating of the premises as at the end of the financial year i.e.

Food Hygiene: A, B, C, D, E, Unrated or Outside

Food Standards: A, B, C, Unrated or Outside

Complaints

Any complaints received against the premises. The categories required are 'Food' i.e. complaint about food or 'Hygiene of premises'.

Risk Scores

The individual risks scores as at the end of the year for the risk rating system used i.e. Code of Practice (CoP) or LACORS:

Food Hygiene (CoP): Type of food and method of handling, Method of processing, Consumers at risk, Confidence in management/control systems, Level of (current) compliance (hygiene), Level of (current) compliance (structural), Vulnerable groups, Risk of contamination

Food Standards (CoP): Risk to consumers and/or other businesses, Extent to which the activities of the business affect any hazard, Ease of compliance, Consumers at risk, Confidence in management/control systems, Level of (current) compliance.

Food Standards (LACORS): Confidence in business control systems

Please note:

- This information will not be required for those premises which have not yet been rated e.g. Unrated premises.
- Each of these scores must be provided for the relevant rating system/responsibility e.g. for vulnerable groups for FH, a score of either 0 or 22 must be supplied for each rated premises.

Interventions

The interventions carried out in relation to the premises in the year. The categories of intervention for monitoring can be found at:

<http://www.food.gov.uk/enforcement/auditandmonitoring/laems/definitions/>

Please note: if you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories. See details on the mapping process at:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/guidemapmonitoring.pdf>

Risk rating at intervention

This will enable each intervention to be assigned to the risk rating at which the intervention was undertaken e.g. if you inspect a B rated premises which, as a result of the inspection, is re-rated to D, the risk rating at intervention should be B.

Enforcement

The enforcement actions carried out in relation to the premises in the year. The categories for enforcement actions can be found at:

<http://www.food.gov.uk/enforcement/auditandmonitoring/laems/definitions/>

Please note: if you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories. See details on the mapping process at:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/guidemapmonitoring.pdf>

Enforcement Reason

For prosecutions only, the reason(s) for enforcement action is also required. The categories of enforcement reasons can be found at:

<http://www.food.gov.uk/enforcement/auditandmonitoring/laems/definitions/>

Please note if there was more than one reason for the prosecution, please list all that apply.

If you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories. See details on the mapping process at:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/guidemapmonitoring.pdf>

Conviction

For convictions, these should be reported for the year in which the conviction was secured e.g. if the court case commences in 2010/11, but concludes with a conviction in 2011/12, then this conviction should be reported with the data for 2011/12.

Conviction Reason

The reason for the conviction

Sample

The product type. Details of the sampling categories can be found at:

<http://www.food.gov.uk/enforcement/auditandmonitoring/laems/definitions/>

Please note: if you record data at a greater level of detail than the LAEMS requirement, you can use the categories you currently record and utilise the mapping facility on LAEMS to map these categories to the required monitoring categories. See details on the mapping process at:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/guidemapmonitoring.pdf>

Sample Detail

The type of analysis/check(s) carried out i.e. Microbiological contamination, Other contamination, Composition, Labelling and presentation and Others

Please note: you can utilise the mapping facility on LAEMS to map these categories to the required monitoring categories.

Sample Result

Only need to record if the sample was found to be unsatisfactory and/or if the sample resulted in prosecution.

Please note: you can utilise the mapping facility on LAEMS to map these categories to the required monitoring categories.

For satisfactory samples, no result is required i.e. all samples without a result are assumed to be satisfactory.

Country of Origin

The country of origin of the product sampled. A list of country codes can be found at:

<http://www.food.gov.uk/multimedia/spreadsheets/laemxmlvaluelists.xls>.

Please note: for imported foods i.e. products from outside of the EU, you will need to additionally complete the 'Sampling at points of entry and inland' section of the imported foods return. See imported food return guidance at:

<http://www.food.gov.uk/enforcement/auditandmonitoring/laems/laemsiportguide>

Additional Information

The full data requirement

<http://www.food.gov.uk/multimedia/pdfs/laemxmlschemadescriptiondoc.pdf>

gives details of the information required in addition to those for each premises i.e. contact details, number of Full Time Equivalents etc.

Example of a premises record:

Premises Record	Data to be supplied	Comments
ID	ABCD1234	LA Premises ID Code used to identify record
Type	Fish and chip shop	Does not match required monitoring categories - mapping facility will be used
Interventions Due	1	The number of interventions due in the financial year
Risk rating	B	The risk rating as at the end of the year
Complaints	Food	Complaints received about the premises - three about the food and one about the hygiene of the premises
	Hygiene of premises	
	Food	
	Food	
Type of food and method of handling	30	Risk score as at the end of the year
Method of processing	0	Risk score as at the end of the year
Consumers at risk	5	Risk score as at the end of the year
Confidence in management/control systems	20	Risk score as at the end of the year
Level of (current) compliance (hygiene)	15	Risk score as at the end of the year
Level of (current) compliance (structural)	15	Risk score as at the end of the year
Vulnerable groups	0	Risk score as at the end of the year
Risk of contamination	0	Risk score as at the end of the year
Intervention	Full Inspection	Does not match required monitoring categories - mapping facility will be used
Risk rating at intervention	B	
Intervention	Visit to take samples	Does not match required monitoring categories - mapping facility will be used
Risk rating at intervention	B	
Intervention	Informal written warning	Does not match required monitoring categories - mapping facility will be used
Reason	Hygiene procedures	Does not match required monitoring categories - mapping facility will be used
	Hygiene of staff	Does not match required monitoring categories - mapping facility will be used
Sample	Buttered Roll	Does not match required monitoring categories - mapping facility will be used
Country of origin	GB	
Sample detail	Contamination (Micro)	Does not match required monitoring categories - mapping facility will be used
Result		Sample was satisfactory, so no result returned