

Local Authority Enforcement Monitoring System

Reviewing the data summaries and applying adjustments

Version History.

Version No.	Date	Synopsis
1.0	16/01/2009	First distribution
2.0	29/03/2012	Updating weblinks

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Overview

This document gives a broad overview of the process for checking the data summaries and applying any necessary adjustments. This process should take place after the data have been uploaded - guidance on uploading data:

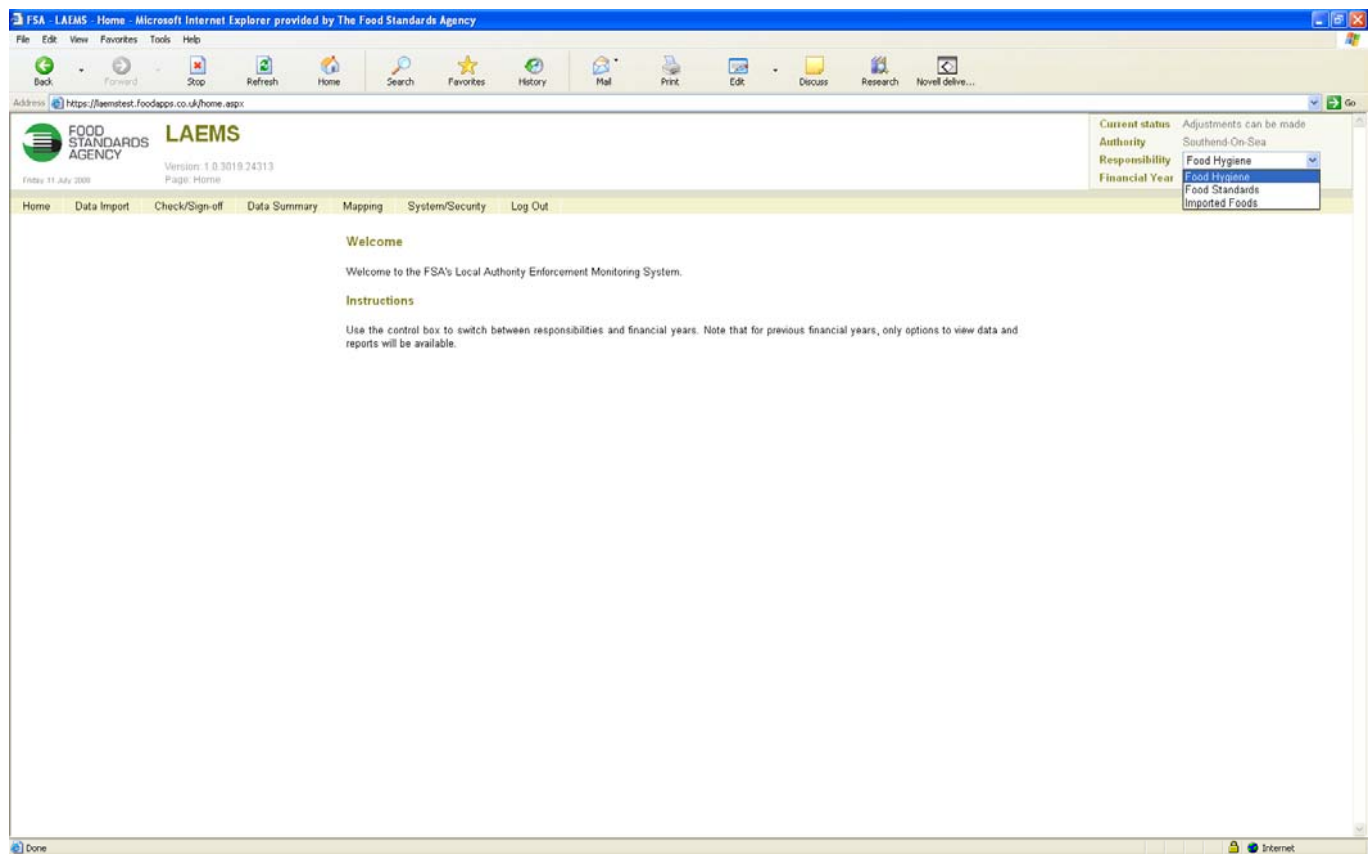
<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsdatadeliverymapping.pdf>

and the mapping carried out - guidance on mapping:

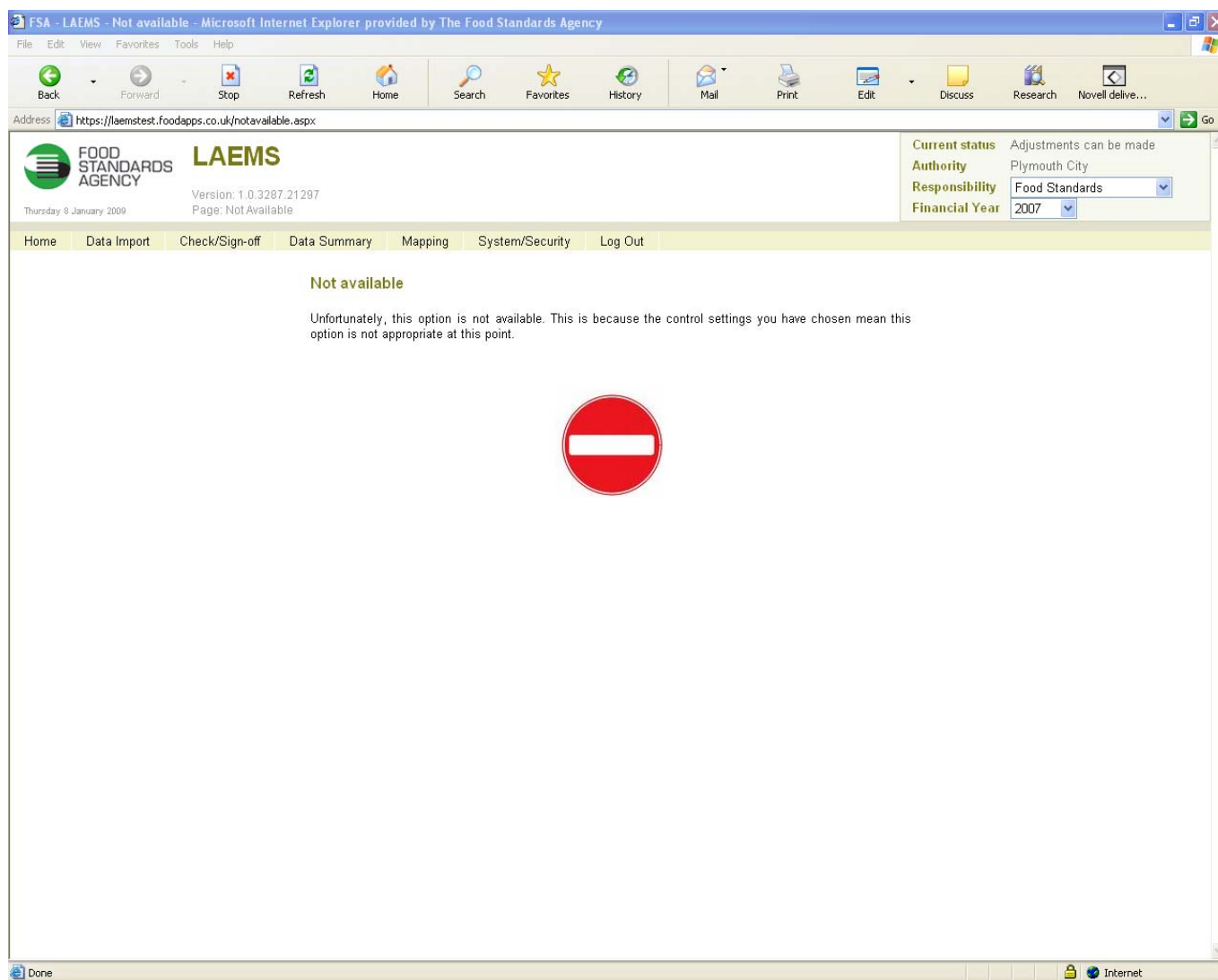
<http://www.food.gov.uk/multimedia/pdfs/enforcement/guidemapmonitoring.pdf>).

Reviewing the data

Firstly you should select the responsibility for which you wish to review data. This is located in the top right hand corner of the screen as follows:



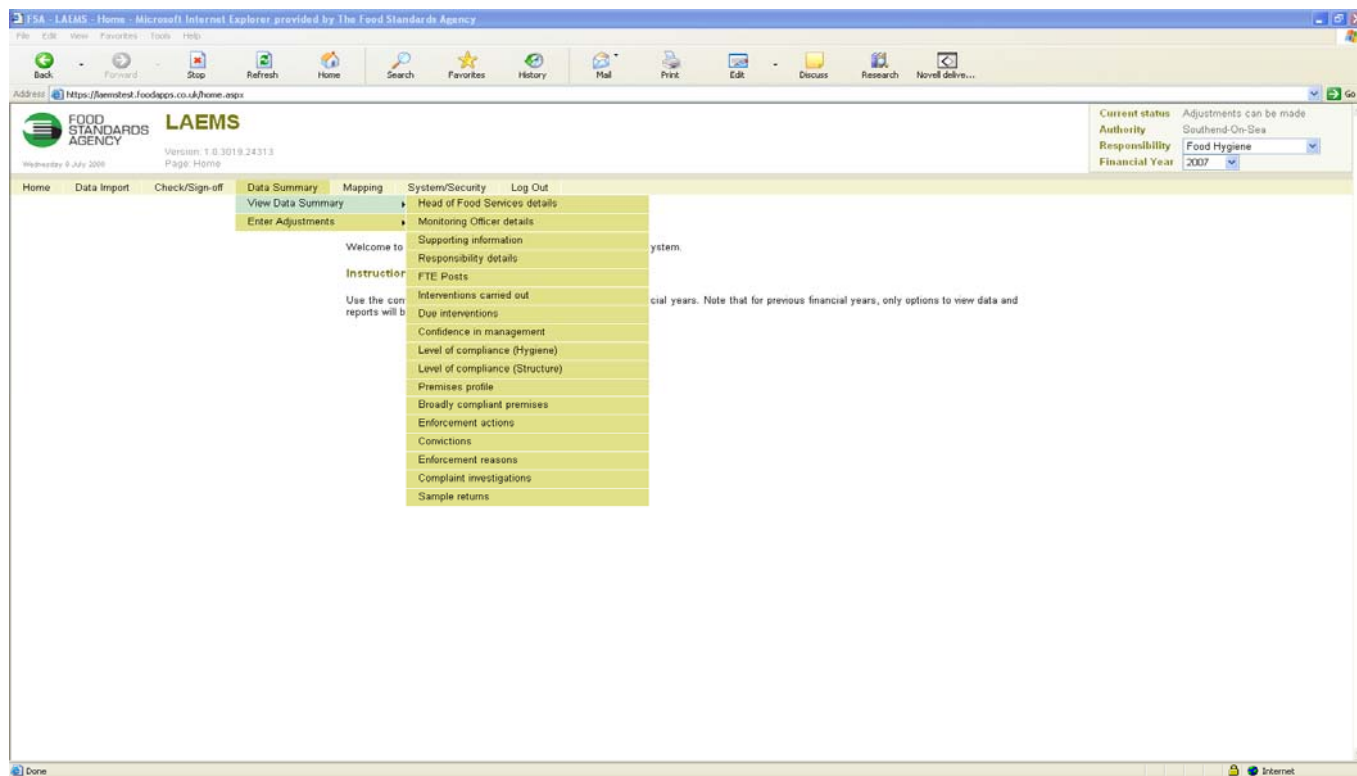
If you are navigating to a different responsibility from a screen which does not exist in the responsibility to which you are navigating, you will receive the following error screen:



For example, if you are in the screen 'Level of compliance (hygiene)' under the Food Hygiene responsibility and then change the responsibility to Food Standards, you will see the screen above. This is because the screen 'Level of compliance (hygiene)' does not exist for Food Standards.

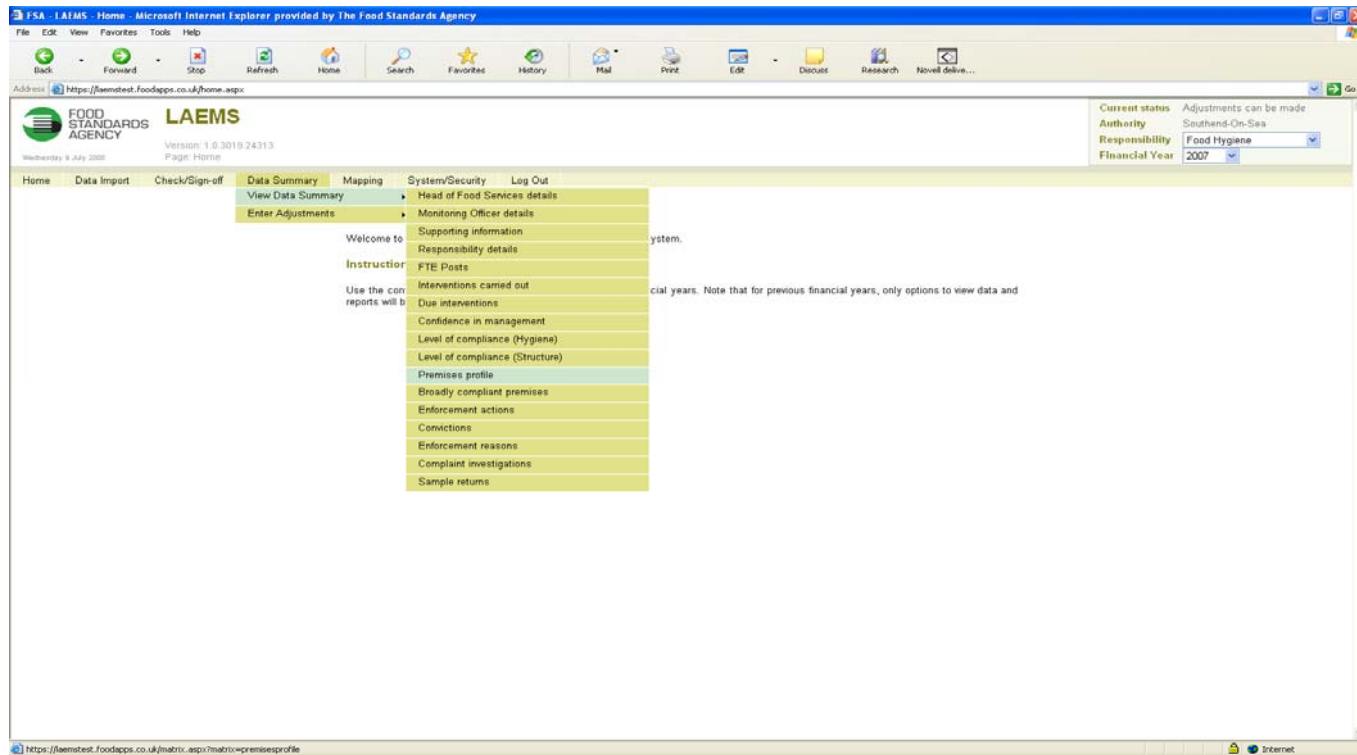
This is not a cause for concern and you should simply use the appropriate option under the 'Data Summary' drop-down menu to navigate to the required screen (see page 5).

From the drop-down menu 'Data Summary' you will, if you have the necessary security level to enter adjustments, have two options: 'View Data Summary' and 'Enter Adjustments'. For details of the permissions associated with each user level, please see the guidance on managing passwords: <http://www.food.gov.uk/multimedia/pdfs/enforcement/laemspasswords.pdf> (page 6 refers):

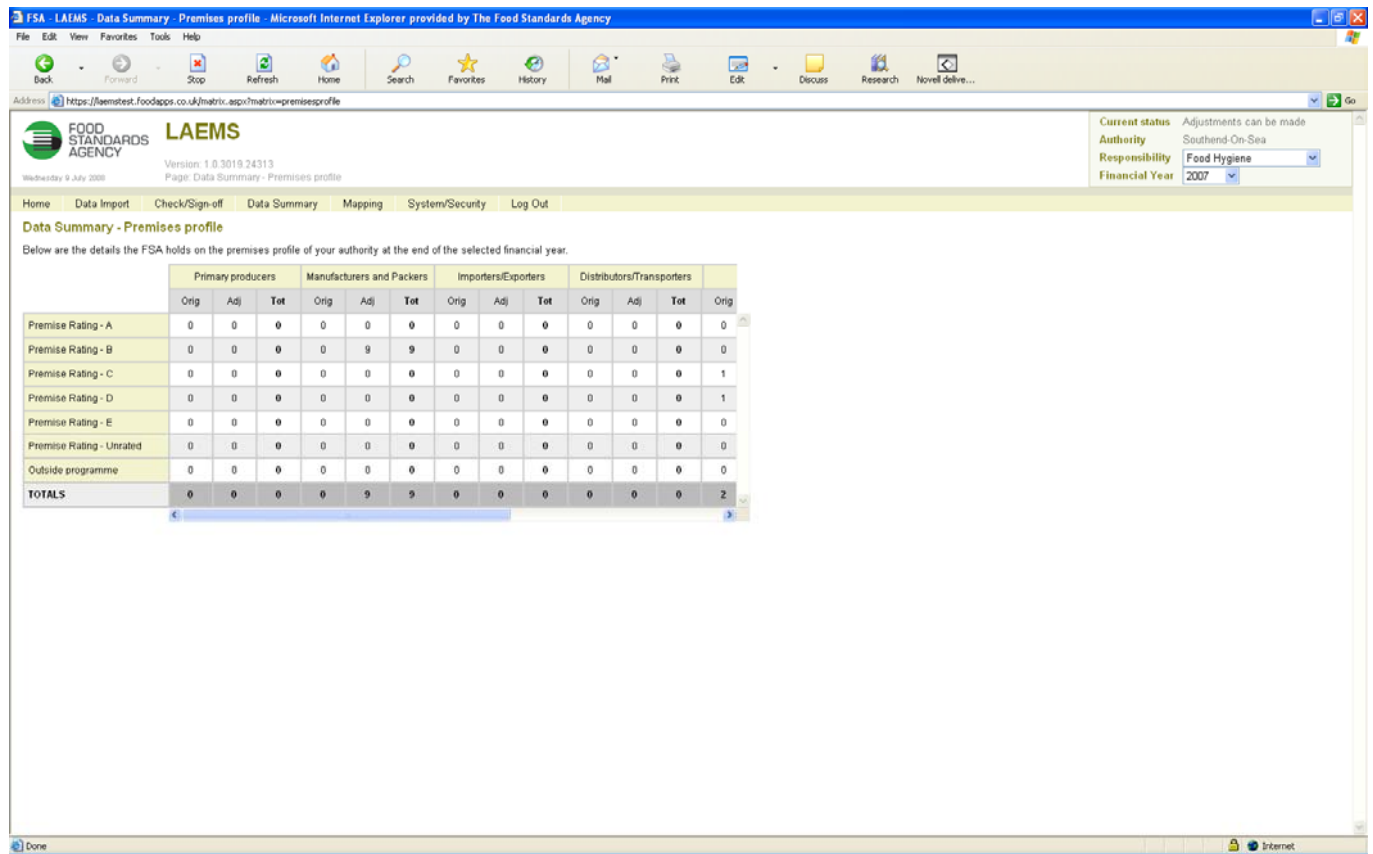


Select the required option. In 'View Data Summary', you will be able to look at the data, whereas selecting 'Enter Adjustments' will allow you to enter adjustments, if your security level allows.

The following example selects 'View Data Summary' and then chooses to look at the data summary for the 'Premises Profile'.



The premises profile in the 'view data summary' option:



You will notice that each field is split into three cells – Orig, Adj and Tot.

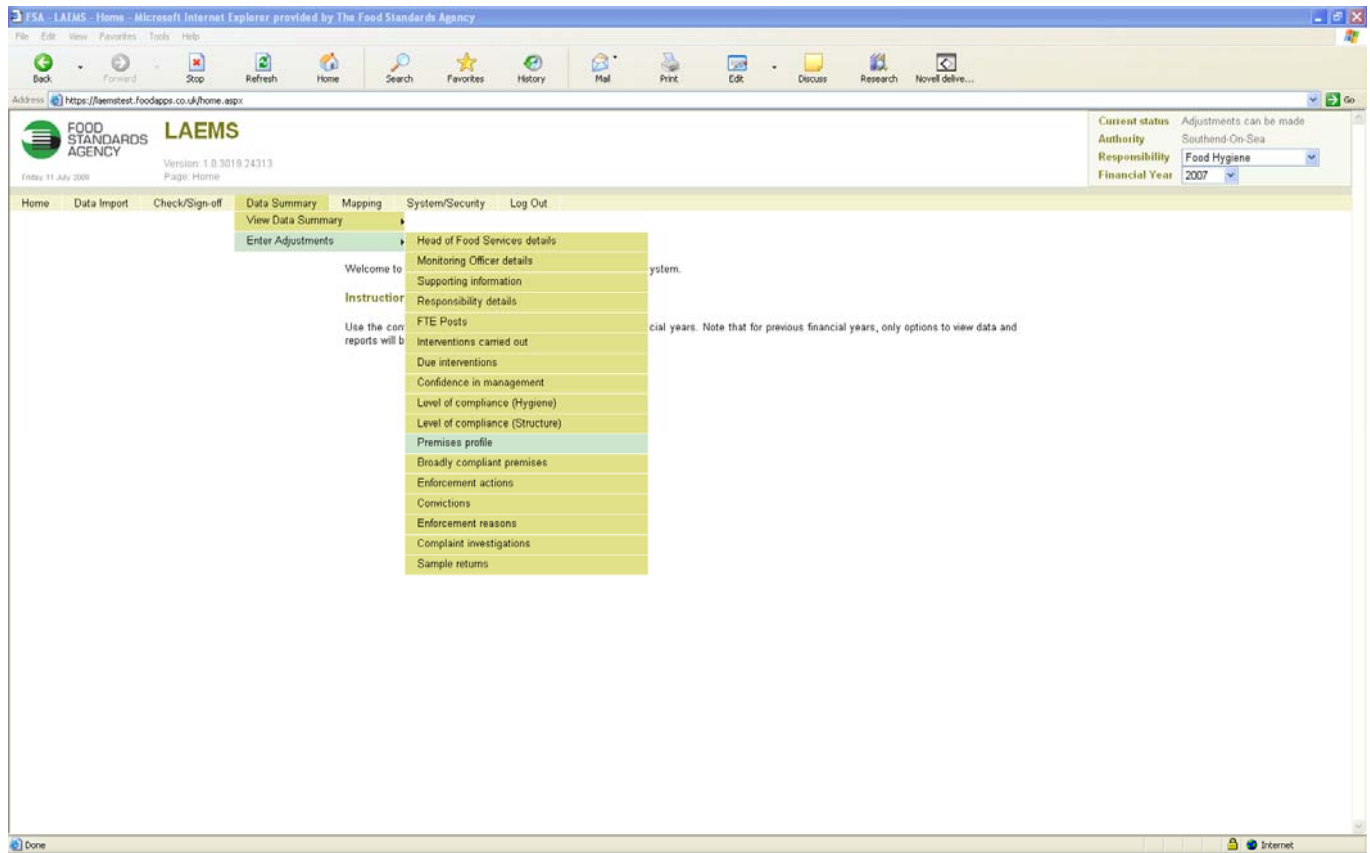
Orig – these are the ‘original’ data as supplied via the xml file from data exported from the LA system.

Adj – these are any adjustments entered at the data summary level

Tot – these are the total figure i.e. Orig + Adj

Making adjustments

The following example selects 'Enter Adjustments' and then chooses the data summary for the 'Premises Profile'. You will notice that the selected options appear in a light green colour.



The following data summary screens are available:

Food Hygiene

- 1) Head of Food Service details – contact details for the Head of Service
- 2) Monitoring officer details – contact details for the officer responsible for monitoring
- 3) Supporting information – text box to record any additional information
- 4) Responsibility details – contact details for the lead officer
- 5) FTE Posts – posts allocated to food and posts occupied during the year
- 6) Interventions carried – number of food premises as at 31st March, interventions carried out in the year (by type of intervention) and premises subject to official control
- 7) Due interventions – the number of interventions carried out and the due interventions outstanding, by risk rating
- 8) Confidence in Management – the number of premises receiving each confidence in management score, shown by risk rating
- 9) Level of compliance (Hygiene) - the number of premises receiving each level of (current) compliance (hygiene) score, shown by risk rating
- 10) Level of compliance (Structure) - the number of premises receiving each level of (current) compliance (structure) score, shown by risk rating
- 11) Premises profile – premises shown by premises category and risk rating
- 12) Broadly compliant premises – the number of broadly compliant premises by risk rating

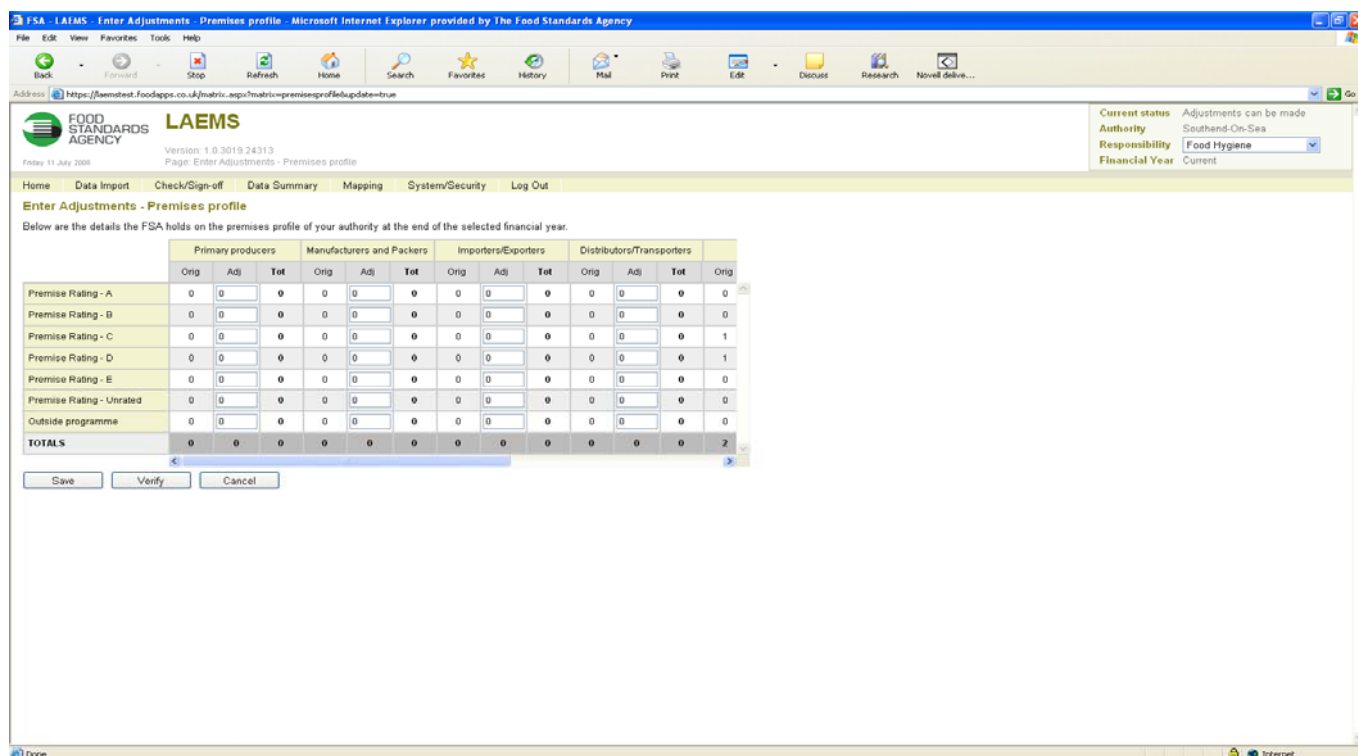
- 13) Enforcement actions – the number of premises subject to enforcement actions (written warnings, prohibition orders etc), shown by premises category
- 14) Convictions – the number of premises convicted, shown by premises category
- 15) Enforcement reasons – the reasons for enforcement actions, shown by premises category
- 16) Complaint investigations – the number of complaints
- 17) Samples – shown by product type and type of analysis

Food Standards

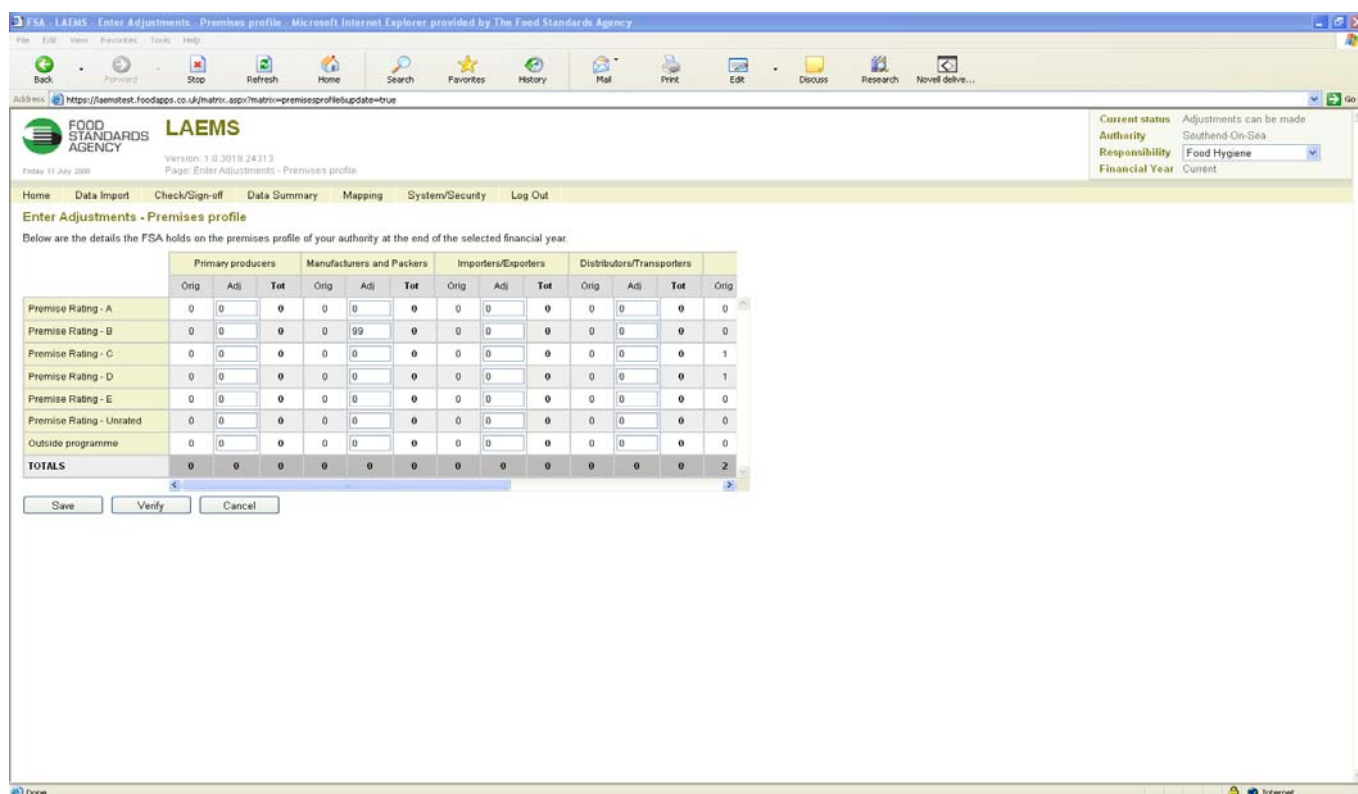
- 1) Head of Food Service details – contact details for the Head of Service
- 2) Monitoring officer details – contact details for the officer responsible for monitoring
- 3) Supporting information - text box to record any additional information
- 4) Responsibility details – contact details for the lead officer
- 5) FTE Posts – posts allocated to food and posts occupied during the year
- 6) Interventions carried – number of food premises as at 31st March, interventions carried out in the year (by type of intervention) and premises subject to official control
- 7) Due interventions – the number of interventions carried out and the due interventions outstanding, by risk rating
- 8) Confidence in Management – the number of premises receiving each confidence in management score, shown by risk rating *
- 9) Level of compliance - the number of premises receiving each level of (current) compliance score, shown by risk rating *
- 10) Premises profile – premises shown by premises category and risk rating
- 11) Broadly compliant premises – the number of broadly compliant premises by risk rating
- 12) Enforcement actions – the number of premises subject to enforcement actions (written warnings, prohibition orders etc), shown by premises category
- 13) Convictions – the number of premises convicted, shown by premises category
- 14) Enforcement reasons – the reasons for enforcement actions, shown by premises category
- 15) Complaint investigations – the number of complaints
- 16) Samples – shown by product type and type of analysis

* - for authorities using the LACORS risk rating scheme, a single screen will be available, showing Confidence in Business' Control Systems (The Local Element)

This is the view for making adjustments. You will notice that the 'Adj' cells look different from the earlier 'View Data Summary' example. Figures can now be entered in these cells to adjust the data.



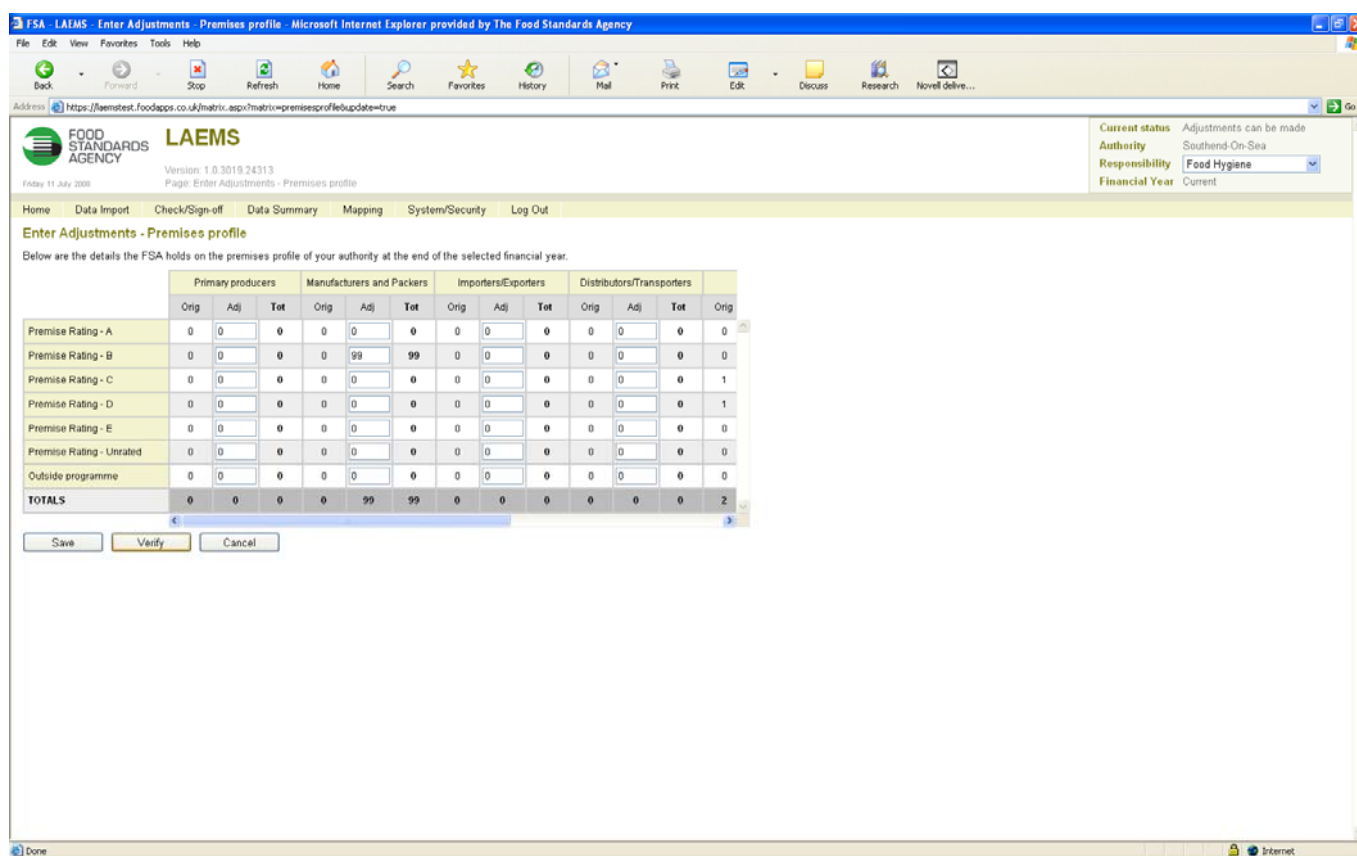
In the following example an adjustment of 99 has been entered for B rated Manufacturers and Packers:



Pressing the 'Verify' button will show the impact of the adjustment(s), but will not save it/them i.e. if you navigate away from the screen or exit LAEMS, on your return the adjustment will return to the previous saved value (in this example, zero). The verify function is useful when entering a number of adjustments to the same screen, so that you can see the total when the adjustments are used.

To save the adjustment, you should press the save button. If, after saving an adjustment, you find that the figure needs to be changed further, you can simply overwrite the existing adjustment with a new figure.

You will see that the adjustment has now been added to the original figure to give a new total figure.



Please note: minus or plus figures can be entered as adjustments. If you need to decrease the original figure then you should simply enter a negative adjustment e.g. -4 would subtract 4 from the original figure.

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