

**To: Heads of Service,
Monitoring Officers in Local Authorities
Port Health Authorities**

cc:

21 January 2008

Reference: ENF/NI/08/006

Dear Colleagues,

LOCAL AUTHORITY ENFORCEMENT MONITORING SYSTEM (LAEMS)

I am writing to update you on the progress of the implementation of LAEMS and clarify what you need to do.

Under LAEMS you will be required to extract data from your database to an xml file which you will upload to LAEMS. Your software supplier will provide you with the facility to do this.

The xml file(s) will need to contain a record for every food premises, including the associated premises type, risk rating, all individual elements of the risk score and any interventions, enforcement or sampling activities carried out on the premises in the financial year.

Where we are now:

We met with all known suppliers of LA software during the summer of 2007 to demonstrate the system and clarify the requirements. Your software supplier should have, or currently/shortly be, developing the means of extracting data from your system. The schedule for rolling-out these updates will differ between the software suppliers. You will wish to ensure that you are aware of when your supplier will be providing you with this update.

What you need to do:

- 1) Read the guidance issued by the FSA. As a minimum, we would recommend that you read:

(i) The general specification:

<http://www.food.gov.uk/enforcement/ocddata/laems/generalinfo/>



INVESTOR IN PEOPLE

Room 404, Aviation House, 125 Kingsway, London WC2B 6NH

Tel: 020 7276 8412 Fax: 020 7276 8412

E-mail: stuart.grice@foodstandards.gsi.gov.uk



(ii) The guidance on the delivery process and mapping
<http://www.food.gov.uk/enforcement/ocddata/laems/generalinfo/>

(iii) The data requirement – a version for a non-IT audience, showing the requirement for premises records is now available at:
<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsdataguidance.pdf>.

- 2) Ensure that, for 2008/09 onwards, you record data at the necessary level of detail. Details of the required data can be found on the FSA website at:
<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsdataguidance.pdf>.
You will wish to liaise with your software provider to ensure that you are recording the data in the correct manner which will work with the data extract facility for your software package.
- 3) Schedule the installation of the update to your system to facilitate the extraction of data from your system. This update will be made available by your software supplier.
- 4) Ensure that a representative from your Authority attends the training provided by the Agency. This training is scheduled for March 2008. We will contact you with details of the training sessions shortly. The training will give the necessary detail to enable the testing of LAEMS.
- 5) Schedule a time when this representative can test the extract facility and upload data to LAEMS.

Mapping

The mapping of your data to the required monitoring categories will be carried out after you upload data to LAEMS. Details of the process can be found on the FSA website at: <http://www.food.gov.uk/enforcement/ocddata/laems/generalinfo/>

A series of questions and answers are available on the FSA website at:
<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsga15jan08.pdf>.

However, If you have any additional queries about LAEMS, you can either contact us via email to laems@foodstandards.gsi.gov.uk or telephone Michael Harding on 0207 276 8427.

Yours faithfully

Stuart Grice
Unit Head: Audit and Monitoring