

# AGENDA ITEM No. 3

NORTH LANARKSHIRE COUNCIL

## REPORT

To: ENVIRONMENTAL SERVICES COMMITTEE	Subject: ANIMAL HEALTH AND WELFARE SERVICE PLAN 2016-17	
From: EXECUTIVE DIRECTOR, REGENERATION & ENVIRONMENTAL SERVICES		
Date: 16 AUGUST 2016	Ref: KW/PB	

### 1. Purpose

- 1.1 This report seeks the Committee's approval for the Trading Standards Animal Health and Welfare Service Plan for 2016-17 in accordance with the Animal Health and Welfare Framework.

### 2. Background

- 2.1 The Framework provides a risk based approach to animal health and welfare duties carried out by local authorities. It was created in partnership with the Scottish Government, Convention of Scottish Local Authorities (COSLA), Society of Chief Officers of Trading Standards Scotland (SCOTSS), Society of Chief Officers of Environmental Health in Scotland (SOCOEHS) and the Animal & Plant Health Agency (APHA).
- 2.2 Under the Framework local authorities are expected to:
- provide an annual Service Plan, containing an activity matrix and a Local Authority Profile;
  - meet at least the minimum standard of practice delivery for priority activities in the activity matrix;
  - discuss relative priorities and adjustments to Service Plans with the Regional Veterinary Lead (RVL) of APHA on a regular basis;
  - provide statutory returns (or any other occasional return) as required;
  - work in co-operation with other local authorities, organisations and agencies as appropriate including supporting regional initiatives and projects and fostering local partnerships;
  - support the Framework Steering Group for Scotland;
  - meet the minimum standards for dealing with farm animal welfare complaints under the Animal Health & Welfare (Scotland) Act 2006.

### 3. Proposal

- 3.1 The local authority profile for the Council for 2016-17 has been completed and is attached as an appendix to this report. The profile provides a simple overview of the pattern of work expected during the year based on the number and types of premises in North Lanarkshire. The profile shows 1 high risk farm, 2 abattoirs, 3 medium risk farms and approximately 215 low risk farm holdings.

- 3.2 The Service Plan providing a structured plan of work to be carried out in North Lanarkshire has been completed and submitted as required to the Scottish Government and a copy has been placed on the MARS system. The plan is designed to help manage the risk of animal disease incursion, control spread and maintain and improve standards of animal welfare. The framework agreement requires that the plan agreed with the RVL should be approved by the Council.
- 3.3 The Service Plan is completed on a template based on the local authority activity matrix contained in the Framework Agreement. It covers a number of different areas including business advice, enforcement activities, partnership working and contingency planning. For each activity identified in the Service Plan the Council was asked to identify which standard was to be met, how that would be achieved and what target was set. For each activity that is applicable, the Council has agreed to meet the identified levels of "minimum standard/priority activity", "good practice" or "better practice" for the duration of the Framework Agreement, in accordance with the RVL agreement. This will continue to be reviewed annually with the RVL.

#### **4. Financial Implications**

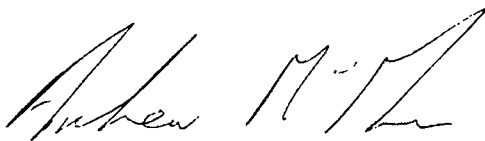
- 4.1 All Animal Health & Welfare enforcement activities are contained within the Trading Standards budget and there are no additional financial implications arising from these proposals.

#### **5. Corporate Considerations**

- 5.1 The Council is under a statutory duty to enforce principal legislation dealing with Animal Health and the Framework Agreement requires it to approve an agreed Service Plan for that purpose.

#### **6. Recommendation**

- 6.1 That the Committee:
- a) approves the Animal Health & Welfare Service Plan for 2016/17; and
  - b) otherwise notes the contents of this report.



**ANDREW MCPHERSON**  
**HEAD OF REGULATORY SERVICES AND WASTE SOLUTIONS**

Local Government Access to Information Act: For further information please contact Paul Bannister, Business Manager, Trading Standards on 01236 856460.

# Appendix

## Local Authority Profile

Name of LA North Lanarkshire Council Financial year 2016/17

### 1. Staffing

Role	Number of officers	FTE (full time equivalent) for AH&W Framework
Management	2	0.1
Admin/data input	1	0.1
Inspector/operational	1	0.5

### 2. Data input

Local authority Database used APP Civica

Will interface with AMES be installed / considered? No

### 3. Work Load - Critical Control Areas (CCA)

#### a) with defined work patterns

Type of CCA	No.	Operating pattern (markets) or throughput (slaughterhouses)
Markets, & Assembly Centres	0	
Slaughterhouses	2	1. Wishaw – annual throughput 9550 cattle, 23053 sheep, 3829 pigs, 15 goats. 2. Shotts – annual throughput 3676 cattle, 8821 sheep, 7594 pigs, 16 goats.
Shows, sales and one-off events	0	

#### b) without defined work patterns

Type of CCA	No.
Ports	0
Dealers	0

#### 4. Total risk assessed premises including CCAs

According to the risk assessment of premises carried out by the local authority

	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
No. of premises (including 3(a) & (b) above)	3	3	215 approx



**North Lanarkshire Council**

**ANIMAL HEALTH AND  
WELFARE  
SERVICE PLAN**

**2016 – 17**

**TRADING STANDARDS SERVICE**

## Service Plan and guidance for completion

1. The purpose of completing a Service Plan annually is:
  - to provide a structured plan of the work for the local authority area during the financial year; and
  - to highlight changes from previous years.
2. The template should be completed and presented to APHA by the deadline and should not be altered unnecessarily.

### Specific guidance on completing the Service Plan

3. You should record the standard which you propose meeting during the year, as described in columns 3, 4 and 5 of the Activity Framework (Section 5) and complete each box in the column headed “Local authority planned level of service delivery” as follows:

- |   |
|---|
| <ol style="list-style-type: none"><li>a) Standard to be met.</li><li>b) How the standard will be achieved.</li><li>c) Numbers and target percentage where applicable.</li></ol> |
|---|

4. If no activity is planned in an area (for example, in Section 5.2, if you do not have a slaughterhouse in your area) please insert not applicable.
5. It is appreciated that the information supplied may need to be reviewed and updated during the year, as circumstances change.
6. Most importantly, the Service Plan should be discussed and agreed with your RVL and respective local authority committees, if appropriate (so that understanding is reached regarding what can be realistically achieved, what local factors need to be taken into account and, above all, how the Plan helps to manage the risk of animal disease incursion, control spread and maintain and improve standards of animal welfare). Local authorities may after discussion with their RVL agree not to meet certain minimum standards/priority activities.

# Local Authority: North Lanarkshire Council

## Service Plan for year: 01/04/2016 to 31/03/2017

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>1. Planning the Delivery of the Local Authority Animal Health Function</b>		
<p>1.1 Profile of Local Authority area and associated animal health and welfare workload</p>	<p>Analysis of critical control points by type, number, days of operation, including:</p> <ul style="list-style-type: none"> <li>• premises used for sales (e.g. auction markets etc.)</li> <li>• abattoirs/slaughter houses</li> </ul> <p>Analysis of agricultural premises according to risk</p> <p>Summary of staff engaged in Animal Health and Welfare work</p> <p><b>Outcomes 3 and 5</b></p>	<p>a) Minimum Standard/Priority Activity - completion of profile annually</p> <p>b) Profile attached to Service Plan and submitted to Animal &amp; Plant Health Agency (APHA) Regional Veterinary Lead (RVL).</p> <p>c) March 2016</p>
<p>1.2 Annual Service Plan for delivery of services in Animal Health and Welfare</p>	<p>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.</p> <p><b>Outcomes 3, 4, and 5</b></p>	<p>a) Minimum Standard/Priority Activity – Service Plan produced and agreed by RVL annually</p> <p>b) Completed and submitted to RVL.</p> <p>c) March 2016</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
1.3 Risk Assessment	<p>Premises risk assessed in accordance with the national risk scheme detailed in Section 4 or other comparable risk assessment scheme.</p> <p>Risk based inspection programme</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Existing risk assessment of premises to be reviewed following visit or intervention at premises. Risk based inspection programme for year to be produced according to risk factors in APP premises database.</p> <p>c) Inspection programme to be produced by end of March 2016, and to be completed by end of March 2017. Co-ordination of planned visits with RVL as required.</p>
<b>2. Training and Development</b>		
<p>2.1 Training for new officers</p> <p>On-going professional development</p>	<p>Officers are authorised to enforce all relevant legislation.</p> <p>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</p> <p>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.</p> <p>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</p> <p><b>Outcome 5</b></p>	<p>a) Minimum Standard/Priority Activity – succession planning – alternative measures will be effected as and when required to maintain staffing capability.</p> <p>b) Through the corporate performance review and development scheme (PRD), officers will have training needs identified in relation to the service delivery plan. This will include internal training, shadowing, meetings, e-learning, external courses and cascading of information. All enforcement staff have access to full legal reference via on-line Westlaw facility.</p> <p>c) Minimum 10 hours CPD. PRD review 6 monthly.</p>



	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>3. Licensing Activities</b>		
3.1 Issuing of pig movement licences	<p>Receipt of licence applications Assessment and issue of licences</p> <p><b>Outcomes 1 and 4</b></p>	<p>a) None required.</p> <p>b) N/A</p> <p>c) N/A</p>
<b>4. Education and advice to maximise compliance</b>		
4.1 Education and advice	<p>Guidance provided to businesses on all aspects of Animal Health and Welfare for which Local Authorities are responsible, including any movement licensing requirements.</p> <p>Delivery targets should be set in accordance with individual Local Authority 'charter' response times.</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Provision of advice and guidance to businesses during office hours. Voicemail facility to collect calls out of hours. Up to date information is available on the Council website, including links to legislation and guidance.</p> <p>c) To be completed in accordance with Audit Scotland SPI for business advice requests – within 14 days.</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
4.2 Proactive activity	<p>Proactive involvement in education and training events with stakeholder organisations etc.</p> <p>Joined up approach to education and advice through liaison with the Scottish Government, Local Government Regulation and Animal Health</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Liaise with other bodies to promote business advice. Arrange talks to stakeholder groups upon request.</p> <p>c) As required</p>
<b>5. Enforcement activities to maximise Animal Health and Welfare compliance</b>		
5.1 Attendance at Critical Control Areas- Livestock markets, Sales, and Assembly Centres	<p>Highly visible preventative enforcement presence. Attendance at markets and other sales, and Assembly Centres to ensure compliance, in particular with:</p> <ul style="list-style-type: none"> <li>• Biosecurity (vehicles, premises and people)</li> <li>• Livestock identification</li> <li>• Welfare</li> <li>• Transport</li> <li>• Licensing and record keeping</li> <li>• Specific pre movement licensing</li> <li>• All other relevant legislation</li> </ul> <p>Exact attendance levels and times according to status of gathering</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Not applicable</p> <p>b) N/A</p> <p>c) N/A</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<p>5.2 Attendance at Critical Control Areas - slaughter houses</p> <p><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 MHS are responsible for enforcement in the slaughterhouse itself, and Local Authorities should liaise with MHS with regard to any need to enter the slaughterhouse production area.</i></p>	<p>Attendance at slaughter houses (high and low through put, red meat and poultry(white meat) in liaison with MHS to ensure legislative compliance, in particular with:</p> <ul style="list-style-type: none"> <li>• Biosecurity (vehicles, premises and people)</li> <li>• Livestock identification</li>   <li>• Welfare</li> <li>• Transport</li> <li>• Licensing and record keeping</li> <li>• Specific pre movement licensing</li> <li>• All other relevant legislation</li> </ul> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Attendance at Shotts and Wishaw slaughterhouses to include referrals from Meat Hygiene Service (MHS).</p> <p>c) Frequency to be reviewed with RVL  Shotts – attendance minimum quarterly  Wishaw – attendance minimum monthly</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.3 Attendance at Critical Control Areas - high risk traders	Identification of high risk traders  Visits/inspections to verify legislative compliance  <b>Outcomes 1, 2, 5 and 6</b>	a) Minimum Standard/Priority Activity  b) One mixed livestock farm identified which we understand is also trading as a horse dealer.  c) Planned visits and inspections to be undertaken in accordance with risk factoring.
5.4 Attendance at Critical Control Areas - Ports (excluding BIPs)	Attendance at Ports to ensure legislative compliance, in particular with: <ul style="list-style-type: none"> <li>• Biosecurity (vehicles, premises and people)</li> <li>• Livestock identification</li> <li>• Welfare</li> <li>• Transport</li> <li>• Import/export documentation</li> <li>• All other relevant legislation</li> </ul> <b>Outcomes 1, 2, 5 and 6</b>	a) Not applicable  b) N/A  c) N/A
5.5 Attendance at Critical Control Areas - High Risk Farms (Other than high risk traders)	Visits/inspections to verify legislative compliance  <b>Outcomes 1, 2, 5 and 6</b>	a) Minimum Standard/Priority Activity  b) Planned visits to farms identified and factored as high risk premises. Written reports and notification of any major non compliances found during inspections will be reported to relevant agencies.  c) Annual visit.

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.6 Visits and inspections to other premises	<p>Visits to verify legislative compliance.</p> <p>Commercial hauliers  Farms (including own livestock vehicle)  Agricultural Shows and farm dispersal sales  Animal by products premises including  Knackers/Hunt kennels/renderers</p> <p>Any other premises of livestock origin and destination</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Visits to hauliers and farms in accordance with service plan.</p> <p>c) Frequency of visits in accordance with existing risk assessments of premises. Animal by-products premises – joint visit with APHA if required. To avoid duplication, joint visits with APHA for cross-compliance will be undertaken where possible.</p>
5.7 In transit checks	<p>Roadside checks (in conjunction with police)</p> <p>Police led multi agency roadside checks  local authority led checks for animal health and welfare compliance only (including co-ordination with adjacent Local Authorities)</p> <p>National exercises and operations</p> <p><b>Outcomes 1, 2, 3, 4 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Vehicle checks in association with Police and other multi-agency operations may be undertaken upon request, if an out-of-hours service can be provided for the exercise.</p> <p>c) Subject to availability of Police resources and if an out-of-hours service can be provided where necessary, attend all checks as notified or requested.</p>
5.8 Vehicle biosecurity – cleansing and disinfecting compliance	<p>Checks on vehicles to ensure cleansing and disinfection carried out at premises other than where they have delivered livestock</p> <p><b>Outcomes 1, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Routine slaughterhouse visits.</p> <p>c) In accordance with planned visit schedule and in response to intelligence received.</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
5.9 Out of operating hours checks	<p>Checks out of normal specified operating hours or subsequent days for:</p> <p>Markets Slaughter houses Premises used for collection of animals for slaughter or for further rearing or finishing</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) In response to intelligence received.</p> <p>c) On an 'as required' basis.</p>
5.10 Stand by and on call arrangements	<p>Emergency inter-agency contact regarding disease and other enforcement incidents</p> <p><b>Outcomes 1, 2, 3, 4 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) In accordance with Council contingency planning arrangements and Protective Services standby officer/s if appropriate.</p> <p>c) All local authorities have a system which provides nominated enforcement duty staff on call out-of-hours.</p>
<b>6. Partnership working and intelligence driven enforcement</b>		
6.1 Identified Infringements	<p>Identified breaches of legislation, including biosecurity, licensing, welfare, livestock identification, standstill breaches, illegal imports, by products, and other disease control work.</p> <p>Irregularities found on documentary checks followed up</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) In accordance with Protective Services enforcement policy and associated quality procedures.</p> <p>c) Enforcement action will be taken within the applicable statutory time limits.</p>

	<b>Content and relevant outcome(s)</b>	<b>Local Authority Planned Level of Service Delivery</b>
6.2 Intelligence / Information and systems	Provision and collection of Intelligence Information  <b>Outcomes 1, 2, 5 and 6</b>	a) Minimum Standard/Priority Activity  b) Use of APP Civica database to record information. Use of Memex intelligence database where appropriate. Sharing intelligence with other local authorities and operational partners as required.  c) Database entries to be made within times stipulated in protocols.
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  <b>Outcomes 1, 2, 5 and 6</b>	a) Minimum Standard/Priority Activity  b) Use of intelligence where available to drive delivery, in accordance with Protective Services enforcement policy and associated quality procedures. Engagement with clients and stakeholders to inform of complaints and concerns.  c) Complaints to be completed within statutory KPI timescale, i.e. within 14 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  <b>Outcomes 1, 2, 3, 4 and 6</b>	a) Minimum Standard/Priority Activity  b) Cross border working, joint exercises with neighbouring authorities and training of other local authorities and partner agencies.  c) As required

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>7. Post enforcement reporting and AMES data entry activities</b>		
7.1 Animal Health and Welfare Management and Enforcement System (AMES)	<p>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).</p> <p>Use of AMES for management information and report generation</p> <p>Recording of data on infringements</p> <p><b>Outcomes 1, 2, 3, 4, 5 and 6</b></p> <p><b>NB use of AMEs to record data is “Good Practice” and is not required for “Minimum Standard/Priority Activity”.</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Use of APP Civica database to record all activities and actions.</p> <p>c) Annual internal audit of data input.</p> <p><b>NB – this authority does not have access to the AMES system</b></p>
7.2 Management information	<p>Collation of management information data for internal use and provision to the Scottish Government and APHA.</p> <p><b>Outcomes 3, 4 and 5</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) APP Civica database used to record enforcement action as in 7.1 above to facilitate generation of accurate management records.</p> <p>c) Statutory returns prepared and submitted as required.</p>



	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>8. Contingency planning and emergency action</b>		
8.1 Animal Health, Scottish Government , COSLA and local authority emergency preparedness	<p>Planning and contributing to emergency preparedness plans with Animal Health, Scottish Government and other agencies as appropriate</p> <p><b>Outcomes 1, 3, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Review plans in conjunction with civil contingency colleagues. Plans include specific plans for rabies, anthrax and exotics. Liaise with APHA, local authority partners and Regional Resilience Partnership to examine anthrax and other contingency plans with a view to developing a national standard.</p> <p>c) Annually.</p>
8.2 Testing and Training	<p>Testing, training, practising and evaluating activities in relation to the emergency plan</p> <p><b>Outcomes 1, 3, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Participate in planned exercises. Produce written reports to evaluate and update plans.</p> <p>c) As required.</p>
8.3 Emergency Action	<p>Provision of full emergency range of services under the emergency plan, when disease emergency declared by the Scottish Government</p> <p><b>Outcomes 1, 3, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) Action as required.</p> <p>c) As required.</p>

	Content and relevant outcome(s)	Local Authority Planned Level of Service Delivery
<b>9. Additional Activities</b>		
9.1 National priorities	<p>Provide details in Service Plan (Annex C) of identified priorities as agreed with the VLs and the Scottish Government</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) As agreed with RVL in respect of national priorities for animal health and welfare regulation. To include where required: responding to exotic notifiable diseases; action to control illegal activity relating to the importation, transport or distribution of animals, animal products and animal by-products; protecting public health by controlling zoonotic disease; taking action to improve the welfare of kept animals on farms or during transit.</p> <p>c) As required.</p>
9.2 Regional priorities	<p>Agree regional priorities, with the VL at regional animal health and welfare panel meetings for consideration in annual service planning</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) As agreed with RVL in respect of Framework agreed regional priorities. To include where required: compliance with registration, movement reporting, standstill rules and restrictions relating to Bovine Viral Diarrhoea (BVD) measures; compliance with new regulation regarding porcine epidemic diarrhoea (PED) now being a notifiable disease; in urban areas, focus on issues arising from import of pet animals and action required to ensure effective regulation to mitigate risks to animal and public health; ensure that drug residues do not enter the food chain for all species including equines.</p> <p>c) As required.</p>

	<b>Content and relevant outcome(s)</b>	<b>Local Authority Planned Level of Service Delivery</b>
9.3 Local priorities	<p>As determined by local authority in agreement with the APHA Veterinary Lead, or representative.</p> <p><b>Outcomes 1, 2, 5 and 6</b></p>	<p>a) Minimum Standard/Priority Activity</p> <p>b) As agreed with RVL.</p> <p>c) As agreed with RVL.</p>

## Local Authority Profile

**Name of LA** North Lanarkshire Council **Financial year** 2016/17

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