



Determining relevance to FSA Incidents and/or NFCU
<b>Refer to Incidents with no further action by NFCU if:</b> Possible requirement that food currently on the market will need to be recalled or withdrawn (subject to risk assessment and management advice) and; No evidence of, or perceived likelihood of, deception or significant negligent or dangerous business practice. Refer to Incidents, no further action by NFCU.
<b>Refer to Incidents and flag for discussion at next DMM if:</b> Possible requirement that food currently on the market will need to be recalled or withdrawn (subject to risk assessment and management advice) and; There are also grounds to assess, at the time of decision making, this would constitute a matter where discussion should take place at the DMM.
<b>Bring the matter to the next Daily Management meeting, ensuring Incidents are present, if:</b> There is no anticipated presence, at the time of decision-making, of unsafe or otherwise unsuitable food being present on the market, and; There are also grounds to assess, at the time of decision making, this would constitute a matter where discussion should take place at the DMM.

Critical incident definition
A critical incident is one where the effectiveness of the response of the NFCU is likely to have an effect on the confidence of the public in respect of the NFCU being able to protect them from harm or loss.
Urgent vs Routine
<b>URGENT:</b> <ul style="list-style-type: none"><li>- An identified food safety risk or incident.</li><li>- Information regarding non-compliance or unlawful behaviour associated to current or former FSA approved premises.</li><li>- Matters relating to modern slavery or human trafficking.</li><li>- Matters where there is a credible threat or risk to public safety or public health.</li><li>- Time sensitive intelligence, referrals or requests.</li><li>- Media queries.</li><li>- Matters with credible reputational risk to NFCU or FSA.</li></ul>
<b>ROUTINE:</b> <ul style="list-style-type: none"><li>- FOI requests.</li><li>- General enquiries.</li><li>- Non-food crime or food safety webforms (hygiene, etc).</li><li>- Matters submitted for information only.</li></ul>

Criteria for recording intelligence on CLUE
<b>Intelligence will be recorded on CLUE only if it:</b> Is relevant to the prevention, detection, investigation or prosecution of crime; <b>AND</b> Relates to any offending where there is a risk of death, injury or illness from criminal behaviour; <b>OR</b> Relates to any FSA approved premises; <b>OR</b> Relates to a food business; the food industry; food supply chains, or; a food product, where one or more of the <b>scale criteria</b> are also met.
<b>Scale criteria:</b> Subject matter has a geographic reach across regional, national or international boundaries; <b>OR</b> Intelligence indicates a risk to confidence in the UK food industry or food supply chain; <b>OR</b> Intelligence suggests there may be an act of dishonesty where consumers and businesses are exposed to a loss, or risk of a loss; <b>OR</b> The dishonesty exploits a food business, food supply chain or food product to achieve a gain.

DMM criteria
<b>Matters meeting the following criteria will be raised at the DMM:</b> <ul style="list-style-type: none"><li>- Intelligence which meets or, if developed, could meet, NFCU threshold.</li><li>- Statutory requests.</li><li>- Matters pertaining to another NFCU operation, project or disruption.</li></ul>
DMM agenda
<b>1. New referrals</b> <ul style="list-style-type: none"><li>- Summary of referral, including food safety and food crime issues.</li><li>- Discussion of threat, risk, harm and opportunity.</li><li>- Consideration of courses of action.</li><li>- Confirmation of decisions and tasked actions.</li></ul>
<b>2. DMM task updates</b> <ul style="list-style-type: none"><li>- Task updates (task owners to lead).</li></ul>
<b>3. Team updates</b> <ul style="list-style-type: none"><li>- From previous 24hrs and look ahead 24 hrs (by exception).</li></ul>
<b>4. Any other business</b>

NFCU threshold criteria
Matters will be considered for adoption as NFCU tasked activity (intel development, outreach co-ordination, investigation or other disruption) if they meet the following criteria: <b>Scale and complexity test</b> <b>AND</b> <b>Control strategy / Intelligence Requirement</b> <b>AND</b> <b>UK impact or offender base</b> <b>OR</b> <b>Organisational risk / high harm issue</b>
Criteria for recording an Event on CLUE
<b>~ Criteria for recording an Event of Clue to be developed ~</b>

Who leads on what and who get what tasks?
Where more than one team in the NFCU is required to progress tasked activity, primacy will be allocated to one NFCU function and ownership of an Investigation entity on Clue assigned to ensure responsibility is clear. Primacy will be assigned to a team based on the following criteria: <b>Intelligence Development.</b> No confirmed criminality but intelligence, if developed, may constitute a matter meeting NFCU threshold. There is a requirement for a proactive approach, involving intel development, around an identified theme, e.g. Op OPSON. Tasks may include pursuit of HUMINT opportunities and field intelligence gathering. <b>Investigation.</b> There is a credible allegation of criminality, meeting the NFCU threshold, around which next steps are likely to require the gathering of evidence. Tasks will focus on the gathering of material in an evidentially compliant manner. <b>Prevention.</b> Opportunities exist to proactively reduce the exposure or vulnerability of businesses to food crime, where no viable lines of investigation or intelligence development exist. Tasks may include proactive messaging and deployment of existing Prevention tools (once developed). <b>Bureau.</b> Co-ordination, research and collation of intelligence is required, which does not require tactical or strategic leadership across investigations, intelligence development or prevention activity. Tasks may include systems research, GAIN enquiries and dissemination of intelligence to partners. <b>Outreach.</b> The matter does not require NFCU to lead the response but a strong element of inter-agency co-ordination (including across Local Authority boundaries) is required, and a single repository for associated decisions, progress notes and intelligence is desirable. Tasks may include coordination and development of intelligence with partners and stakeholder engagements. <b>Analysis.</b> A matter requires an early judgement based on our thematic and situational awareness (which does not relate to a specific or imminent tactical issue). A matter where the only intended next step is to consider sharing the issue, for example via the NFCU local authority bulletin. Tasks may include tactical analytical support and subject matter expert advice to support decisions on operational strategy. <b>Financial investigation.</b> Opportunities exist to undertake financial investigation, where no other viable lines of investigation or intelligence development exist. Tasks may include financial enquiries to support intelligence development or investigations. <b>Disclosure.</b> While the Disclosure Team may not routinely be assigned primacy for NFCU operational activity they must be informed at the outset of any tasked activity, to ensure appropriate disclosure advice is available from the start of any operation or project. Tasks will include providing support to tasked operations to manage disclosure obligations.

Tasking and Coordination Group agenda
<b>The Tasking and Coordination Group meets every 8 weeks to:</b> Review on-going tasked activity across all NFCU teams. Assess new bids for tasked activity. Agree operational resourcing and priorities for tasked activity. Assign actions to progress tasked activity.
Recording Outcomes
Disruptions arising from NFCU activity will be recorded on the Outcomes Register in CLUE, categorised by: 4P theme – Prepare, Prevent, Protect or Pursue NFCU role – Lead, Support or Coordinate Disruptions will be scored by the effort of the intervention (1 to 5) and the impact of the disruption (1 to 5) to give a total Disruption Score between 2 and 10. The date of the disruption and a brief description will also be recorded.