

Economic Development

Rural Economy

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Rural Support Scheme (RSS) 2018

Application and Guidance

Receiving financial support via the Rural Support Scheme (RSS) is based on eligible rural businesses demonstrating compliance with market led and internationally recognised assurance schemes.

Beginning at a basic level and developing over time to advanced levels, these assurance schemes will demonstrate to consumers, taxpayers and government regulators that rural businesses are behaving responsibly with regard to sustainable food production and public goods provision.

Better provision of public goods, with a strong emphasis on improving water quality, is an increasingly vital requirement to be met by rural businesses in exchange for continued public financial support.

The assurance schemes chosen under the RSS, 'Red Tractor' and 'LEAF Marque', are already successfully subscribed to voluntarily by various agricultural businesses in Jersey, from very small to very large, demonstrating that they are achievable locally.

'Red Tractor' and 'LEAF Marque' are also prerequisites for businesses supplying food to many of the major UK supermarkets, illustrating that the market wishes to be able to reassure its customers that its suppliers are taking their wider environmental sustainability responsibilities seriously.

New in 2018 is a requirement to develop safeguarding of children and vulnerable adults. The whole of society, including rural businesses, have a responsibility to safeguard children and vulnerable adults whether they are living on a farm, visiting or playing on farmland. If you have children living in employees accommodation or visiting your farm you are now required to develop and implement a safeguarding policy and procedure and take appropriate actions to ensure safeguarding responsibilities are met. Advice and guidance can be sought from The Safeguarding Partnership Board at <https://safeguarding.je/>

How does the RSS work?

The RSS has three levels or tiers, with businesses developing in a phased way as they move through the Scheme. This means completing a basic entry Tier 1 in the first year of your scheme membership before progression to Tier 2, then to Tier 3. Businesses already meeting Tier 1 requirements can enter at Tier 2. Businesses meeting Tier 2 requirements can enter at Tier 3.

Tier 1

Conventional Agriculturalists & Smallholders (Arable/Dairy/Livestock)

Tier 1 requires compliance with a Red Tractor Standard (Dairy, Fresh Produce or Beef and Lamb Standard) by the end of October in your first year of membership. Most of Jersey's rural businesses achieved this compliance by October 2018.

The Red Tractor Standard is a nationally recognised, entry-level, independent UK whole chain food scheme that assures good standards of food safety, animal welfare and environmental protection from farm to pack. The Red Tractor logo is the leading quality kite mark in the UK.

Industry-wide adoption of Red Tractor in Tier 1 of the RSS allows Government and the public to directly purchase a basic level of Good Agricultural and Environmental Practice (GAEP) that links directly to market requirements.

Livery Businesses

Livery businesses are not catered for in the Red Tractor scheme. Instead Livery businesses will be required to become an Approved Member of the British Horse Society (BHS) by the end of October in their first year of RSS membership.

Egg Producers

Egg producers are not catered for in the Red Tractor scheme and the costs involved in the British Red Lion Scheme (BRL) annual levy payments are too high for the scale of production in Jersey. Because of this egg producers were asked under the 2017 RSS to work collaboratively with the Environment Department and the States Veterinary Officer (SVO) to produce and implement an Egg Producers Plan leading to the Island flock and related infrastructure reaching standards equivalent to BRL by 2019.

This would have avoided accreditation costs but ensured preparedness if local supermarkets were to impose BRL in the future. This approach was rejected by egg producers who did not enter the RSS in 2017. Instead they informed the Department that Safe and Local Supplier Approval (SALSA) was a sufficient accreditation scheme for local egg buyers.

SALSA certification is granted to suppliers who are able to demonstrate to an auditor that they are able to produce safe and legal food and are committed to continually meeting the requirements of the SALSA standard. SALSA accreditation has been designed specifically with small and micro producers in mind and will benefit an organisation that is looking to supply national buyers on a local or regional level, wants a recognised food certification which demonstrates they are producing products in safe and legal manner and wishes to avoid the high costs associated with other schemes (like the BRL) which are designed for larger operations.

Egg producers who have reached SALSA accreditation are eligible to enter the RSS from 2018.

Organic Producers

Organic businesses are not catered for by the Red Tractor scheme. Instead Organic accreditation under a UK recognised body will be required and will allow direct access into Tier 3.

New organic entrants, or those converting from conventional to organic should discuss their RSS application with the Rural Economy Team.

Businesses with both organic and conventional production must pass through Tier 1 & 2.

Other

Red Tractor cannot audit all rural businesses and sometimes alternative equivalent audits need to be used. Please speak to the Rural Economy Team if this is the case for your business.

Tier 2

Tier 2 requires Tier 1 compliance plus completion of the Linking Environment and Farming (LEAF) Sustainable Farming Review (SFR) by October of your second year of RSS membership. For most businesses this will be October 2018.

The Linking Environment and Farming (LEAF) Marque Scheme has been selected as the delivery mechanism for Tier 2. The LEAF Marque Scheme is an internationally recognised benchmark supporting integrated agricultural and environmental practice and will add brand value to Jersey produce whilst reassuring customers and Government that Jersey producers are operating in a professional, thoughtful and responsible manner. It is a higher level farming standard that fits with the external image of 'quality' that the Island wishes to convey across all sectors.

Tier 3

To enter Tier 3, conventional businesses must have attained Tier 1 compliance in year one, completed the Tier 2 LEAF SFR in year 2 and be on track to becoming LEAF Marque accredited by the end of October in the third year of RSS membership.

Certified organic businesses, BHS Members and SALSA Egg Producers can also enter Tier 3.

Finally applicants must undergo a Jersey Business 'Health Check' to ensure they have the necessary business plan and skills sets before further public funds are made available to them.

Tier 3 enables businesses to apply for the RIS and CES grants available in that year. The grants are aimed at productivity and environmental improvements, training and diversification, precision farming equipment, development of alternative crops, processing infrastructure etc.

What is required to qualify for Rural Support Scheme payments in 2018?

- I. You must be either *bona fide* agriculturalist (£40,000 gross margin *) or smallholder (minimum £5,000 gross margin) to be entitled to Rural Support Scheme payments. Holdings generating less than the £5,000 gross margin per annum threshold do not qualify.
- II. All RSS applicants must have the following documents prepared, implemented and available for inspection at 24 hrs notice:
 - Water Pollution Contingency Plan
 - Soil Protection Plan
 - Pesticide Application Records
 - Crop Nutrient Management Plan
 - Waste Management Plan and Disposal Record
 - Farm Manure and Organic Waste Management Plan
- III. All RSS applicants must supply a Financial Declaration (signed by a certified accountant) for the 2017 financial year the by 30th June 2018.

IV. All RSS applicants must supply a list of fields to be farmed and the major crop planned for each of those fields when making the RSS application

* Gross margin = enterprise output – variable costs (purchased feeds, veterinary fees, seeds and fertilisers. Gross Margin does not include fixed costs such as rent, labour and machinery costs).

Conventional Commercial Agriculturalists (Arable/Dairy/Livestock)

Tier 1 applicants:

Provide proof of compliance (Red Tractor accreditation certificate or equivalent) by 31st October 2018 at the latest.

Tier 2 applicants

Provide proof of compliance with tier 1 and have completed the LEAF Sustainable Farming Review (SFR) by 31st October 2018.

Tier 3 applicants

Provide proof of compliance with tier 1 and tier 2 as above.

Have achieved LEAF Marque accreditation by October 31st 2018.

Have undergone a Jersey Business “Health Check” by October 31st 2018.

Equine Businesses

Tier 1 and 2 applicants

Provide proof of compliance with The British Horse Society (BHS) by 31st October 2018, and retain membership annually to remain eligible for the RSS.

Tier 3

Have undergone a Jersey Business “Health Check” by October 31st 2018.

Egg Producers

Tier 1 and 2 applicants

Provide proof of SALSA accreditation by 31st October 2018

Tier 3

Have undergone a Jersey Business “Health Check” by October 31st 2018.

Organic Producers

Tier 3 Only

Provide proof of organic certification by a recognised certification body by October 31st 2018. Have undergone a Jersey Business “Health Check” by October 31st 2018.

Early Payment

Ministers and the Jersey Farmers Union have negotiated an agreement that due to extreme weather in early 2018 damaging early crops, some businesses might benefit from early payment of the RSS before achieving compliance in 2018. If you would like to take advantage of this offer please contact the Rural Economy Team.

Early payment is conditional upon specified criteria. As such early payment will not be available to all businesses, and those businesses considered entitled may only receive a portion of the award as an early payment rather than the full award. Early payments will not preclude those recipients from the 2018 compliance requirements. Failure to comply any or all 2018 compliance requirements will result in some or all of the early payment being required to be repaid at the discretion of the Department.

Normal Payment

Normal payments will be made after you have achieved compliance in 2018

Compliance for most in 2018 consists of:

- Completion of the LEAF SFR by October 31st 2018
- Provision of signed audited accounts by 30 June 2018 if your RSS exceeds £75,000
- Provision of a signed Financial Return Form by 30 June 2018 if your RSS payment is less than £74,999.
- Meeting all terms of the signed declaration.

If you wish to discuss your individual compliance requirements contact the Rural Economy Team.

Penalties

RSS members must comply with the relevant Jersey legislation (see Annex 1) and the relevant codes of Good Agricultural and Environmental Practice such as the Water Code; Animal Welfare Codes and the Pesticide Code of Practice.

If there is a breach of any of these it may result in a financial penalty as detailed below:

- 1) The penalty for a first breach will be a reduction in payment of between 1 and 5% depending on the seriousness of the breach (minor breaches may only incur a ‘warning’ in the first instance).
- 2) A subsequent breach of the same requirement or regulation will see the original penalty multiplied by 3; the maximum therefore being a 15% reduction.
- 3) Subsequent breaches will result in possible exclusion from the RSS, to be decided by the Appeals Panel.
- 4) For gross breach of any of the above RSS eligibility will be lost and all payments could be reclaimed.

Appeals Panel

An Appeals Panel will be convened as required to arbitrate on any disagreements regarding the payment of the RSS.

Rural Support Scheme (RSS) 2018 – Application Form

Your signed declaration informing us of your intent to apply for any of the RSS tiers during 2018 and a list of fields to be farmed and the major crop planned must be received by **31st May 2018**.

Business Name	
Address	
Tel:	
Mob:	
Email:	

Conventional Producers - Please indicate your progress

Tier 1:	Please Tick	Office use
I am already a Red Tractor or agreed equivalent Member		
Copy of Red Tractor Certificate or equivalent attached		
OR		
I will become Red Tractor or agreed equivalent by 31 st October 2018		
Tier 2:		
Copy of Red Tractor Certificate or equivalent attached		
I will complete the LEAF SFR by 31 st October 2018		
Tier 3 – able to access CES and RIS		
Copy of Red Tractor Certificate or equivalent attached		
I will be LEAF Marque Accredited by 31 st October 2018		
I will complete a Jersey Business health check by 31 st October 2018		

Organic Producers - Please indicate your Organic Certification progress

Tier 3 – able to access CES and RIS	Please Tick	Office use
I am already organically accredited by (please state organisation):		
My Accreditation Number is:		
OR		
Organic conversion period agreed by Rural Economy Team		

Livery Businesses - Please indicate your BHS progress

Tier 1 & 2:	Please Tick	Office use
I am already a BHS Member (please indicate level):		
My BHS Registration Number is:		
OR		
I will become a BHS member by 31 st October 2018		
Tier 3 – able to access CES and RIS		
I am already a BHS Member (please indicate level):		
My BHS Registration Number is:		
I will complete a Jersey Business health check by 31 st October 2018		

Egg Producers- Please indicate your SALSA progress

Tier 1 & 2:	Please Tick	Office use
I am already a SALSA Member		
SALSA Registration Number:		
OR		
I will become a SALSA member by 31 st October 2018		
Tier 3 – able to access CES and RIS		
I am already a SALSA Member		
SALSA Registration Number:		
I will complete a Jersey Business health check by 31 st October 2018		

Declaration for Rural Support Scheme (RSS) 2018

Important Information:

Before signing this form please read the **declaration notes** and **consent information** carefully. The notes set out your agreement and understanding of the conditions required under the RSS scheme. The consent information explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how Economic Development, Tourism, Sport and Culture handles personal data please visit www.gov.je/howweuseyourinfo

Declaration notes

I confirm on behalf of the business listed above that the business:

- 1) Wishes to apply for the Rural Support Scheme Payment for 2018.
- 2) Agrees to provide 2017 signed audited accounts by 30th June 2018 if grants or subsidies received from the States of Jersey **exceed** £75,000 (cumulatively for all grants and or subsidies).

Agrees to provide signed accounts Financial Return Form by 30 June 2018 if grants or subsidies received from the States of Jersey are **less than** £74,999 (cumulatively for all grants and or subsidies).
- 3) Understands that this information may be used in whole or part for the purpose of producing aggregated information that may be used or subsequently published by the States of Jersey (you may apply for an exemption from publication of your accounts but not from their submission. Please contact Economic Development, Tourism, Sport and Culture for further details).
- 4) Agrees to provide signed accounts for the payment received in 2017 should I/we not claim SAP in 2018.
- 5) Understands and accepts that the Treasury may make accounts publicly available if grants or subsidies received from the States of Jersey **exceed** £75,000 (cumulatively for all grants and or subsidies received by the business).
- 6) Understands and accepts that the Comptroller and Auditor General (C&AG) may audit any States funded individual or organization where the grant received is greater than £5,000.
- 7) Understands and accepts that the Comptroller and Auditor General (C&AG) may audit any States funded individual or organization where the grant is less than £5,000 but represents at least 50% of the total amount/income received during that year.
- 8) Agrees to officers from the relevant departments accessing information held on the business by assurance providers including but not limited to LEAF, Red Tractor, Acoura, NSF, SAI Global, SALSA, KIWA, BHS.
- 9) Accepts that the event of non-compliance with the RSS terms and conditions, Laws or Codes of Practice penalties will be imposed which could lead to RSS payments being re-claimed.
- 10) Agrees to include the receipt of all government grants as income in the annual accounts of the business it was intended to support. The business may also be required to demonstrate that it has robust corporate governance arrangements in place that ensure the future viability of the business.
- 11) Understands that failure to submit all documents in accordance with the deadlines given will result in the application not being processed.
- 12) Understands that, if in receipt of an agricultural loan in arrears, any payments due may be withheld to offset arrears.

- 13) Agrees to provide for inspection by Officers from relevant departments (within 24 hour notice) the business' implemented Water Pollution Contingency Plan, Soil Protection Plan, Pesticide Application Records, Crop Nutrient Management Plan, Waste Management Plan and Disposal Record, Farm Manure and Organic Waste Management Plan:
- a. Waste Management Plan and Disposal Record: a current Waste Disposal Record showing the date, amount and disposal route of all wastes emanating from the farm. An undertaking to dispose of all farm waste materials in an approved way within the current year, pay any relevant disposal charge and keep appropriate records. Should you take on tenancy of new land where waste has been left by a previous tenant please report this to us, to avoid your own liability for its disposal.
 - b. Farm Manure and Organic Waste Management Plan: if you keep livestock, import organic manures, sewage sludge or compost, or allow others to apply these to the land on which you claim you need to have a current plan in place. This includes an assessment of storage capacity and available spreading land, a risk assessment of the fields to be applied to and of the pre-application field and weather conditions, as well as records of the date and amount of any applications of slurry, manure, compost, sewage/sludge (pellets) applied in fields claimed for. To have evidence of using suitably qualified advice prior to application of fertilisers.
 - c. Pesticide Application Records: Keep records of the date and amount of any application of pesticides applied in fields claimed for. To have evidence of using suitably qualified advice prior to application of pesticides.
 - d. Water Pollution Contingency Plan: This is for the farm premises and will include the following elements:
 - i. a map of watercourses on the farm, drainage systems (e.g. dirty water, yard and surface water drains)
 - ii. fuel and oil facilities
 - iii. fertilizer usage and storage areas
 - iv. pesticide usage and storage areas
 - v. details of management procedures and equipment in place to minimize the risk of pollution should a spill occur.
 - e. Crop Nutrient Management Plan: This is for each field or parcel of land farmed showing the recommended crop nutrient requirement (based on a recent soil analysis) and also records of the actual amount of fertiliser and organic matter applied.
 - f. Soil Protection Plan: A plan to demonstrate sustainable soil management and the identification of fields at risk of soil problems such as compaction, waterlogging or erosion, listing measures to control soil losses.
 - g. Templates are available for all the above on gov.je
- 14) Understands and will abide by the conditions set out in all sections of this RSS document.
- 15) Understands that the submission of false or misleading information will lead to penalties being imposed against the business and may require full/or part repayment of any RSS payment, and that suspected fraudulent activity will be reported to the police.
- 16) Agrees to abide by all relevant current Jersey legislation – See list of laws attached in Annex 1
- 17) Agrees to comply with Codes of Good Agricultural and Environmental Practice (GAEP)

- a. GAEP for the Welfare of livestock (cattle, sheep, goats, pigs, poultry, and horses) are guidelines which set minimum standards for environment, public health, animal and plant health, and animal welfare. Contravention of GAEP or the Welfare Codes will result in your RSS being reduced. Copies of the Pesticide, Water and Animal Welfare Codes are available from Howard Davis Farm or on www.gov.je
 - b. Please also refer to the DEFRA 'A Code of Good Agricultural Practice for Farmers, growers and land managers', Protecting our Water, Soil and Air, available from TSO at www.tsoshop.co.uk
- 18) Agrees to provide a list of fields you intend to farm and the main crops planned for each field when you make your RSS application.

Safeguarding:

We hereby acknowledge that vulnerable people have a right to be safe and that adults have a responsibility to protect them. We hereby acknowledge and confirm that where our business has children and or vulnerable adults working on, living on (whether or not directly employed) or visiting our business premises (land and buildings), we have a direct responsibility in respect to the safeguarding of those individuals and we will take appropriate actions to ensure those responsibilities are met.

Guidance on safeguarding (including procedures and the reporting of concerns) can be found by visiting safeguarding.je or by contacting the Safeguarding Partnership Board.

From 2019, the Department will require an additional confirmation that where your business has children and or vulnerable adults working on, living on (whether or not directly employed) or visiting your business premises (land and buildings), your business operates appropriate documented policies and procedures in respect to the safeguarding of children and at risk and vulnerable individuals.

Consent information

I am aware and agree to the information supplied in this form, together with any other accompanying information, being used for the purpose(s) of processing this grant application in accordance with the Rural Support Scheme (RSS). The RSS Scheme is jointly administered by the Department for Economic Development, Tourism, Sport and Culture and the Department of the Environment and as such I understand that both departments will have access to the information supplied.

I am aware and agree to the information supplied in this form, together with any other accompanying information, to be shared with the Rural Support Scheme Independent Panel for the purpose of reviewing this application and awarding any funding if deemed successful.

I agree that the general information supplied will be used for the purpose of providing published statistics relating to the RSS scheme, however my personal information will not be disclosed to any other party without my consent or unless there is a legal requirement for you to do so.

I understand that under Jersey's Data Protection Law I have the right to withdraw my consent to the further processing of my information. However, I understand that this may cause delays in processing my application, affect my grant payments or cause me to be in breach of other legal requirements. (Should you wish to exercise this right please contact us on tel. 441600)

Name (please print)		
Signature		Date

Please indicate (tick) the capacity in which you have signed this declaration:

- a) as the owner of the business
- b) as a partner of the business
- c) as a director

Please indicate to whom (name of business only) payments should be made:*

.....

*N.B. Payments will only be made to companies and not to individuals unless a sole trader.
 Payments may only be made to the recipients of the grant and cannot be made to third parties.

Applications must reach the Rural Economy Team at Howard Davis Farm by **31st May 2018**.

Please contact the Rural Economy Team for administrative queries and form submission (allruraleconomy@gov.je)

Annex 1 - Relevant Laws

Agricultural (Loans) (Jersey) Regulations 1974
Agricultural (Loans and Guarantees) (Jersey) Law 1974
Agricultural Returns (Jersey) Law 1947
Agricultural Land (Control of Sales and Leases) (Jersey) Law 1974
Animal Health (Jersey) Law 2016
European Communities Legislation (Implementation) (Cattle Identification) (Jersey) Regulations 2002
Artificial Insemination of Domestic Animals (Jersey) Order 2008
Animal Welfare (Jersey) Law 2004 (as amended)
Artificial Insemination of Domestic Animals (Bovine Semen) (Jersey) Order 2008
Animal Welfare (Poisons) (Jersey) Order 2007
Blight Disease (Jersey) Order 1982
European Communities Legislation (Implementation) (Bovine Semen) Jersey Regulations 2008
Certificates of Origin (Produce of the Soil) (Jersey) Law 1961
Community Provisions (Bovine Embryos) (Jersey) Regulations 2010
Conservation of Wildlife (Jersey) Law 2000
European Union legislation (Implementation) (Jersey) Law 2014
Drainage (Jersey) Law 2005
EU Legislation (Milk and Dairies) (Jersey) Order 2017
Data Protection (Jersey) Law 2018
European Communities Legislation (Bluetongue) (Jersey) Regulations 2008
Planning and Building (Jersey) Law 2002
Food and Environment Protection Act 1985 (Jersey) (Amendment) Order 1997
Medicines (Jersey) Law 1995
Community Provisions (Welfare of Animals During Transport) (Jersey) Regulations 2013
Food Safety (Jersey) Law 1966 Milk and Dairies (General Provisions) (Jersey) Order. 1992
Pesticides (Jersey) Law 1991
EU Legislation (Transmissible Spongiform Encephalopathies) (Jersey) Regulations 2015
Pesticides (Maximum Residue Levels in Food) (Jersey) Order 1991
Pesticides (General Provisions) (Jersey) Order 1991
Plant Health (Jersey) Law 2003 (Appointed Day) Act 2005
Plant Health (Jersey) Order 2005
Protection of Agricultural Land (Jersey) Law 1964
Slaughter of Animals (Jersey) Law 1962
Stem and Bulb eelworm (Jersey) Order 1971
Veterinary Surgeons (Jersey) Law 1999
Waste Management (Jersey) Law 2005
Water Pollution (Jersey) Law, 2000 (inc. Water Code (Jersey) 2009)
Weeds (Jersey) Law 1961
Water Resources (Jersey) Law 2007
Weights & Measures (Jersey) Law 1967

Compliance with legislation which comes into force, is amended, repealed and/or replaced during the period is required.