



Specification **Animal Health & Welfare Contract Service – Greater London Authorities**

Scope of Service

Since the 1850's the City of London Corporation the Local Authority for the Square mile in the City of London the commercial heart of Britain has played an important role in the development of Animal Health & Welfare.

The City's Animal Health & Welfare Service team consists of qualified and experienced Veterinary Officers, Animal Health Inspectors and Animal Health Officers. It is through this resource the City is able to offer an Animal Health Agency contract service to other Local Authorities whose animal health & welfare facilities are less extensive.

Under a service level agreement The City of London will provide an Animal Health Expertise under contract to inspect premises where the Local Authority has a statutory duty to enforce legislation.

This specification relates to the types of premises inspected and the recommended inspection schedule

Definitions

Any reference to the *authority* means a Local Authority contracted to the City of London Animal Health & Welfare Services. The use of the word *contractor* means the City of London Corporation who undertakes to supply the services to the *authority*.

Animal Health Inspector (AHI)

Veterinary Officer (VO)

Veterinary Officer Approved for Riding Establishments) REVO

Service Level Agreement SLA

Part 1

Premises and Inspection Schedule

1. Pet Vending – Sale of Pets (Including from a private Dwelling)

Pet Animal Act 1951(as Amended)

Licence expires of 31st December on the year it was issued

Recommended that inspections are carried out via a risk assessment of each premises to include the risk both to Animal Welfare and compliance with Licence Conditions

Recommended Inspection Schedule

With Puppies	3 Inspections per year	AHI
With Small Mammals – Kittens – Birds	2 Inspections per year	AHI
Reptiles – Fish	1 Annual Licence Inspection	AHI
Complaint	Inspection On Request	AHI or VO

2. Boarding of Animals (Dogs and Cats) Animal Boarding Establishments

Animal Boarding Establishment Act 1963 (as amended)

Licence expires of 31st December on the year it was issued

Recommended that inspections are carried out via a risk assessment of each premises to include the risk both to Animal Welfare and compliance with Licence Conditions

Recommended Inspection Schedule

Large Volume Kennels (Over 30 dogs and / or over 50 cats)	2 Inspections per year	AHI
Small Volume Kennels & Catteries	1 Inspections per year	AHI
Dog Day Care Crèche	1 Licence Inspection	AHI
Home Dog Boarder	Bi-annual Licence inspection	AHI
Complaint	Inspection On Request	AHI or VO

3. Keeping of Dangerous Wild Animals

Dangerous Wild Animals Act 1976 (As amended)

Licence is valid for 2 years from date of issue

Recommended that inspections are carried out via a risk assessment of each premises to include the risk both to Animal Welfare and compliance with Licence Conditions

Inspections must be carried out by a Veterinary Inspector

Recommended Inspection Schedule

Premises with Species listed on the schedule of the Dangerous Wild Animals Act 1976	1 Bi-annual inspection	VO
Complaint	Inspection On Request	AHI or VO
Premises where DWA listed animals are being used for display or performance	Inspection On Request	AHI or VO

4. Breeding of Dogs (As a business and / or over 4 litters per rolling 12 months)

Breeding of Dogs Act 1973 and 1991

Breeding and Sale of Dogs (Welfare) Act 1999

The Sale of Dogs (Identification Tags) Regulations 1999

Licence is valid for 1 years from date of issue

Recommended that inspections are carried out via a risk assessment of each premises to include the risk both to Animal Welfare and compliance with Licence Conditions

Inspections must be carried out by a Veterinary Inspector for New applicants

Recommended Inspection Schedule

New Applicant	Full Licence inspection	VO
5 litter or over	2 visits per year	AHI
Under 5 litters	1 visit per year	AHI
Member of Kennel Club Assured Breeders scheme	1 visit per year	AHI
Complaint	Inspection On Request	AHI or VO

5. Riding Establishments

Riding Establishment Act 1964 and 1970

Licence is valid for 1 years from date of issue

Recommended that inspections are carried out via a risk assessment of each premises to include the risk both to Animal Welfare and compliance with Licence Conditions

Inspections must be carried out by a current member of the RCVS / BVA Inspectorate of approved Veterinary Surgeons (RE Act 1964 S. 2(3))

Recommended Inspection Schedule

Riding Establishment	Annual Licence Inspection	REVO
Complaint	Inspection On Request	AHI or VO

6. Performing Animals – Inspection where animals are to be trained and exhibited

Performing Animals (Regulation) Act 1925

On application a certificate is issued for life by the Local Authority where the animals are kept and trained (not the local authority to which they are taken to perform.)

If an application is made by a person on no fixed abode in the UK then these registrations can only be issued by:

The City of London,

The Cities of Birmingham, Bristol, Cardiff, Kingston-Upon-Hull, Leeds, Liverpool, Manchester and Newcastle-on-Tyne; and then County Boroughs of Plymouth and Southampton.

Recommended that inspections are carried out via a risk assessment of each premises to include the risk both to Animal Welfare and compliance with Licence Conditions

Recommended Inspection Schedule

Premises keeping and training animals to perform and exhibit – new applicant	Inspection on request	AHI or VO
Premises keeping and training animals to perform and exhibit – existing registration application to alter schedule	Inspection on request	AHI or VO
Complaint	On Request	AHI or VO

7. Zoo’s – Keepers of non-domesticated species where the premise is open to the public for free or payment on 7 more days in a year

The Zoo licence Act 1981

Zoo licence is valid for 4 years for a new applicant and 6 years there after

The Zoo licence inspection regime is statutory and dependant on the size of zoo and species kept

All initial application inspections, renewal inspections and periodical inspections must be carried out by a Defra nominated inspectors – The Local Authority must provide a vet at all of these inspections where there is no exemption under the act from a full zoo licence. The Local Authority is also required to provide an officer who is recommended to be Health & Safety competent

Where a Zoo is not scheduled to have a Periodical inspection in a year then the Local Authority should carry out an informal inspection

City of London can provided officers for the following inspections

Full Zoo licence Renewal – Periodical or initial new application inspection	VO and AHI
14.2 or 14.1 Zoo licence Renewal – Periodical or initial new application inspection	AHI or VO
Informal Inspections	AHI or VO
Special Inspections	AHI or VO
14.1a Application for dispensation	VO

8. Circuses

The Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012

These regulations are enforced by the Secretary of State and cover “wild animal” with the definition of an animal that is a member of a species not normally domesticated in Great Britain - Any circus licensed under the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012 will be subject to at least three inspections a year by a Defra appointed veterinary inspector. At least one of these inspections will be at winter quarters, at least one inspection will be whilst the circus is on tour and at least one inspection will be unannounced. Further announced or unannounced inspections may be undertaken in response to changes in a circus’ stock list or complaints received

The Regulations do not cover the use of Domestic animals in Circuses and their welfare is regulated by The Animal Welfare Act 2006 – The Performing Animals (Regulations) Act 1925 and during transport by The Welfare of Animals Transport (England) Order 2007

Recommended Inspection Schedule

Circus with performing Domestic Animals	Inspection on request	AHI or VO
Circus with performing Wild Animals	Inspection on request (to assess welfare on site) (this would be in addition to a Defra inspection	AHI or VO
Complaint	Inspection On Request	AHI or VO

**9. Farms – Keepers of Farm Livestock both commercially and in Domestic premises including at transport, shows, display and slaughter
Horse Sales and Markets including Travellers Horse Fairs**

The keeping, movement, showing, display and slaughter of Farm livestock is regulated by a raft of Domestic and European legislation. This includes Regulations and Orders made under, The Animal Health Act 1981 as amended, The Animal Welfare Act 2006 and the European Communities Act.

Inspections are carried out under a Defra Risk Framework agreed between Local Authorities and Defra post Foot and Mouth outbreak in 2001- The risk matrix is based on type of premises, volume of livestock and compliance with regulations.

Recommended Inspection Schedule

High Risk Premises	1 visit per year	AHI or VO
Medium Risk Premises	1 Visit every 3 years	AHI or VO
Low risk Premises	1 visit every 5 years	AHI or VO
Complaint	Inspection visit on request	AHI or VO

Part 2

General Provisions

Under SLA the Contractor will undertake inspections as per the agreement with the authority

The SLA will be reviewed on an annual basis or on request by either the contractor or the authority

Post an inspection under the SLA the contractor will provide a written report to the authority with 14 days

For inspections outside of the SLA a request should be made by the authority to the contractor via email to veterinary.harc@cityoflondon.gov.uk

The authority should be kept up to date by the contractor as to the current status of any ongoing cases or investigation and liaison with outside agencies

The contractor will assist the authority in the preparation of legal cases for enforcement, including collection of evidence, statement and report writing, attending and assisting with conducting formal PACE interviews. The contractor's officer will attend court in support of the authority, who will be taking any legal case within its jurisdiction.

Service charges, Payments and invoicing

The contractor shall provide full details to the authority of its Inspection charges on an annual basis

The contractor will notify the authority of the charges to be invoice in October of each year

The authority in return will provide the authority with a Purchase Order for the charges

Invoices will be sent out by the contractor to the authority in October- November of each year on receipt of a purchase order

Add hoc invoices can be raised on request of the authority to the contractor in writing

Personal and Performance monitoring

The contractor shall provide its staff with a form of identification that is acceptable by the authority and which staff shall display on their clothing at all times when they are on the authority's business.

The authority shall provide the contractors officers with authorisation to act under the relevant legislation

Personnel will present themselves to the public in a courteous manner.

The contractor will provide staff training appropriate to their tasks and should be able to demonstrate good working practices.

The authority will continuously review and monitor the performance of the contractor against the specification and other prescribed requirements of the contract, in order to ensure consistency and quality of service.

Meetings will be held between the client and contractor on an annual basis to discuss and agree compliance with the contract, benchmarking, value for money and other initiatives towards continuous improvement.

The contractor will provide a written report to the authority after every inspection

Confidentiality

The contractor, its employees and agents should ensure at all times confidentiality and not disclose to any person information in relation to the provisions of the service contract.

The contractor should ensure that any representations made by the press or media receive no comment and are immediately referred for action to the authority.