

AGENDA ITEM NO 5

TITLE: HOME BOARDING OF DOGS CONSULTATION RESPONSES AND RECOMMENDATION FOR APPROVAL OF LICENCE CONDITIONS

Committee: Licensing Committee

Date: 14 December 2011

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[L225]

1.0 ISSUE

1.1 To consider the responses to the Home Boarding of Dogs Consultation exercise and to recommend approval of licence conditions for adoption (Appendix 1).

2.0 RECOMMENDATION(S)

2.1 That Members approve the recommended licence conditions for adoption as detailed in Appendix 1. The revised conditions to apply to any new applications made for the home boarding of dogs within the district, and for existing licensees, for the licence period 2013.

3.0 BACKGROUND/OPTION

3.1 In recent years, a new type of animal boarding arrangement has developed in popularity for the boarding of dogs, which is known as home boarding. The dog is taken to another person's home where it is looked after and treated as if it is that person's own pet.

3.2 In response to the home boarding of dogs, LACORS developed a set of model licensing conditions. These conditions secure similar standards of care and attention for a home boarded dog as for a dog placed in a traditional licensed boarding establishment (Appendix 2).

3.3 The Animal Boarding Establishments Act 1963 gives local authorities the power to licence home boarding premises. The principal difference between the model conditions for dogs kept at an animal boarding premises and home boarding is that home boarded dogs must be housed inside the home and not a kennel.

3.4 In January 2010 the Council adopted the LACORS model conditions for the home boarding of dogs. The set of LACORS Home Boarding Model Conditions that the Council adopted in January 2010 did not consider the home boarding of dogs from different families. LACORS revised their initial

set of licence conditions for dogs from different families to be boarded at any one time in response to a number of queries from Councils (Appendix 3).

- 3.5 The Council then adopted the revised model conditions to allow home boarding of dogs from different families at the Licensing Committee on 20 September 2010.
- 3.6 Since the Council adopted the revised model licence conditions to allow dogs from different families to be boarded together, concern was expressed to the Council from the Commercial Dog Boarding Sector about safety implications it considers can result from boarding dogs from different families within a home environment.
- 3.7 Taking these concerns in to account, liaison was held with LACORS (Appendix 4) and a revised set of conditions were drafted and tabled at the Licensing Committee meeting on the 13 July 2011 (Appendix 5). A request that a consultation exercise be carried out for a 12 week period, and that the results of the consultation exercise and proposed licence conditions be brought back for consideration, was granted by Members.
- 3.8 The consultation document was posted on the Council web site, and copies were also sent to commercial and home boarders in the district, in addition to other relevant organisations. Responses received are detailed in Appendix 6.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The Animal Boarding Establishments Act 1963 makes it a legal requirement for persons boarding dogs to be licensed. This includes persons boarding dogs in a home environment, whether it is during the day ('day care') or overnight (Appendix 7).
- 4.2 The LACORS model conditions for home boarding establishments are adapted from the CIEH full model conditions for kennelling facilities. The CIEH conditions were drafted in discussion with key partners, including the British Veterinary Association (BVA), British Small Animal Association (BSAVA) and Pet Trade and Industry Association (PTIA).
- 4.3 Due to the fact that home boarding activities are licensable, licence conditions need to be in place to regulate home boarding establishments, and to act as standards to take enforcement action against where unlicensed activities are found to be taking place.
- 4.4 Licence conditions must balance the hazards with the likelihood (risk) of hazards occurring. Conditions should not be designed to curb or limit such activities simply because the home boarding of dogs from different families is not wanted in the area, to limit operations, or to have limiting conditions in place where there are perceived risks without any evidence.

- 4.5 Further to the consultation, it is recommended that a maximum limit on the number of dogs from different families to be boarded at any one time be determined on initial application by way of an Independent Veterinary Inspectors Report; rather than having a maximum number of dogs to be boarded at any one time.
- 4.6 Regulation 1 (4) of the Animal Boarding Establishments Act 1963 states that 'Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to a magistrates' court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.'
- 4.7 There are two licensed premises whose current conditions and the subsequent alteration of conditions need to be taken into account, and appeal provisions need to be considered. The attaching of licence conditions can give rise to an appeal to any home boarding licence applicant. Licence conditions must be proportionate.
- 4.8 The proposed revised conditions take into account many of the original concerns expressed by the Commercial Boarding establishment, and balance out and address those valid comments raised during the consultation process in relation to the possibility of bitches coming into season and the prohibition of boarding of entire males. The revised conditions/policy as in Appendix 1 mean that in practice:
- a) A detailed layout plan of the premises would need to be submitted with an application for home boarding, to show those rooms intended to be used for boarding and segregation. This would ensure that the shape, size and layout of the rooms intended for segregation and boarding are suitable for the number and type of dogs to be boarded.
 - b) A report from a Veterinary Inspector appointed by the Council would be considered as part of the initial application process. The Veterinary Inspectors report would take into consideration the applicants suitability and knowledge of handling dogs, in addition to the number and size of rooms available and the layout of the boarding area. Disease and infection control measures would be considered, in addition to all other relevant licence condition requirements. The Veterinary Inspector would assess and recommend the maximum number of dogs it considers suitable for the particular premises, in line with the environment, licensee and number and type of resident dogs. Where necessary, the Veterinary Inspector would recommend specific licence conditions unique to that business be attached to a licence.
 - c) A licence would not be granted where children under the age of 16 reside in a property used for the home boarding of dogs. The original LACORS Model

Licence Conditions stated that homes where children under 5 years were resident would not be licensed.

- d) A minimum age of 18 years to be able to walk dogs. This was not included in the original LACORS conditions, but alleviates fears of young persons being in charge of dog walking duties.
 - e) Entire males to only be boarded with members of the same household; unless there is express written consent from other dog owners. This addresses the issue of bitches that may come into season, which as highlighted through the consultation process can be difficult to determine. It puts the onus on the owner of a bitch who could come into season, as to whether to board their dog, knowing that there could be entire males present, and provides an opportunity for the home boarder to take bookings accordingly. During the consultation process, it was also highlighted that by having the (original) proposed condition of no entire males permitted, it rules out family households being boarded together, which for someone who owns several dogs, may mean in practice that they could not be boarded together.
 - f) Resident dogs to be castrated. This prevents any risk of bitches that may come into season during boarding from falling pregnant. It also alleviates the difficulty, as identified during the consultation process of being able to determine in advance whether a bitch is likely to come into season. Having liaised with Veterinary Inspectors, it is also considered good practice for home boarding that resident dogs are castrated.
 - g) Staff and licensees would need to demonstrate knowledge and training in line with licence conditions, and as suggested through the consultation period, knowledge of canine body language, recognition of signs of stress in dogs, first aid and recognition of early signs of ill health. Resolution of dog-to-dog conflict and dog-to-human conflict. As part of being licensed, applicants would be encouraged to complete on line training or other recognised training courses available, as best practice.
 - h) Applicants who are applying to board a maximum of 3 dogs from the same household would be exempt from a Veterinary Inspection on initial application, as the dogs to be boarded are from the same household, and a maximum number has been set. A detailed layout plan would need to be submitted with the application, and an assessment along the same lines as the Veterinary Inspector would be implemented by an Authorised Officer.
- 4.9 Discussions with local veterinary practices in relation to the proposed initial licence inspection have proved positive, in terms of the scope of assessment and the advice and guidance that can be offered to both the Council and any potential licensee. The Veterinary Inspector would assess the layout of the premises, the rooms to be used, cleanliness, the feeding provisions, inspection of the gardens, infection control, and would recommend based on their findings the number of dogs to be permitted for

boarding, including any specific conditions relevant to that premises. Veterinary Practices have indicated a visit of approximately ½ hour to carry out the assessment and travel time.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 Licensees can appeal to the Magistrates Court, where they are aggrieved by any condition subject to which such a licence is proposed to be granted (section 1 (4) Animal Boarding Establishments Act 1963). There are currently two licensed Home Boarding establishments whose licence conditions would be altered by way of revision to the licence conditions. The Council would need to be able to demonstrate that the addition of such licence conditions is fair, proportionate and reasonable. The introduction of the proposed scheme would involve an initial veterinary inspectors assessment on application for any person wanting to home board dogs from different families. This would equate to approximately ½ hour inspection and travel, and would be met by the Licensee. Licensees wishing to board a maximum of 3 dogs from the same family would be exempt from a veterinary inspectors inspection on initial application.

5.2 Equality Impact Assessment (INRA) completed.

6.0 APPENDICES

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| 6.1 | Appendix 1 | Proposed revised conditions for adoption. |
| 6.2 | Appendix 2 | LACORS original Home Boarding Model Licensing Conditions and CIEH Model Licence Conditions. |
| 6.3 | Appendix 3 | Revised LACORS conditions to allow dogs from different families to be home boarded. |
| 6.4 | Appendix 4 | Letter to and response from LACORS. |
| 6.5 | Appendix 5 | Revised Licence Conditions tabled 13 July 2011. |
| 6.6 | Appendix 6 | Consultation responses received. Only available in paper format |
| 6.7 | Appendix 7 | Equality Impact Assessment |

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Licensing Committee Report, Agenda Item 5, 13 July 2011	Room SF209 The Grange Ely	Elizabeth Bailey Principal Environmental Health Officer (Commercial) (01353) 665555 E-mail: Elizabeth.bailey@eastcambs.gov.uk
Licensing Committee Report, Agenda Item 6, 20 September 2010		
Licensing Committee Report, Agenda Item 6, 13 January 2010		
Animal Boarding Establishments Act 1963		

PROPOSED CONDITIONS SUBJECT TO WHICH THE DOMESTIC ANIMAL BOARDING LICENCE (DOGS) IS GRANTED

Application process.

Application form to be completed and submitted to the Council with the licence fee and a detailed layout plan to show which rooms are proposed for the boarding of dogs.

On the first time of applying for a home boarding licence to board dogs from different families, an Independent Veterinary Inspectors Report is to be completed to assess the premises suitability to home board the intended number of dogs applied for.

The Veterinary Inspectors Report will consider the applicants' suitability to hold a home boarding licence, and will determine the maximum number of dogs to be boarded at any one time. This assessment will take into account the number of resident dogs.

Application forms are to be accompanied with a detailed plan of the layout of the property showing areas for feeding and sleeping, an isolation area in event of illness, and separation areas for each of the dogs to be boarded.

The requirement for an Independent Veterinary Inspectors report on the first time of applying for a home boarding of dogs licence would not be required where an application for a home boarding licence for 3 or less dogs from the same household to be boarded at any one time is made. As part of the application process, an assessment would be made on the premises suitability to home board the intended number of dogs to apply for in addition to the number of resident dogs and the applicants suitability.

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Where dogs from different families are permitted to board together by the Council, it must be ensured that Public Liability Insurance covers the activity and number of dogs being boarded from different households at any one time.

- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males are permitted to be boarded where no other dogs from different families are being boarded; unless there is specific written permission from other dog owners that they consent to their dogs being boarded with entire males that may be present during the boarding period.
- 1.7 Entire male resident dogs over the age of 9 months are not permitted.
- 1.8 With regard to the boarding of dogs from different families, the premises must be constructed to allow adequate space for dogs; sufficient space available to be able to keep dogs separately if required, and for the separation of dogs showing signs of disease.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The absolute maximum number of dogs to be kept at any one time is X, with a maximum of X additional resident dog(s). (The maximum numbers are subject to Veterinary and Inspector approval of the suitability of each individual premises and licensee to operate a home boarding establishment).
- 3.2 Where dogs from different families are permitted by the Licensing Authority to be boarded together at any one time, the additional requirements are to be followed
- 3.3 To obtain specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others
- 3.4 To conduct a mandatory, trial (documented) familiarisation session for all dogs prior to stay.
- 3.5 To ensure separation of dogs from different households in secure areas when left unattended.
- 3.6 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 3.7 Where puppies under six months of age are boarded with other dogs, including resident dogs, a trial (documented) socialisation period must be implemented, with no difficulties having been identified.
- 3.8 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.9 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be visiting the property.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required. These areas must be secure, so that dogs cannot escape or open doors/windows.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 A written training policy for staff must be provided including the licensee(s) as well. Systematic training of staff and licensees must be demonstrated to have been carried out. Training/ knowledge to include canine body language, recognition of signs of stress in dogs, administering of first aid and identifying early warning signs of ill health. Resolution of dog to dog and dog to human conflict.

5.2 CLEANLINESS

- 5.2.1 All areas where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

5.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.

5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

5.4 KITCHEN FACILITIES

5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.

5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

5.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.

5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.

5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.

- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

5.7 REGISTER

5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog, any identification system such as microchip number, tattoo
- Description, breed, age and gender of dog
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Name, address and telephone number of dog's veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements
- Declaration as to whether dog has been castrated/ neutered
- Declaration that owner consents to their dog to be boarded with entire dogs (Resident dogs over 9 months are not permitted to be entire)

5.7.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

5.7.4 If medication is to be administered, this must be recorded.

5.7.4 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 SUPERVISION

5.8.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.

5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis. (see 4.5 above)

5.8.3 No home where there are persons under 16 years of age are resident will be licensed.

5.8.4 Only people over 18 years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

- 5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 5.9.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.
- 5.10 FIRE / EMERGENCY PRECAUTIONS
- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

Commercial Model Boarding Licence Conditions.

CONDITIONS SUBJECT TO WHICH THE ANIMAL BOARDING LICENCE (DOGS) IS GRANTED

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs. Use of the term 'kennel' relates to combined sleeping *and* individual exercise areas.
- LICENCE DISPLAY**
- 2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.
- CONSTRUCTION**
- 3.1 **GENERAL**
- 3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 3.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.
- 3.1.3 Fencing materials must be secure and safe.
- 3.1.4 Sleeping areas of kennels must be insulated as to prevent extremes of temperature.
- 3.1.5 The construction must be such that the security of the dog is ensured.
- 3.1.6 All exterior wood must be properly treated against wood rot. Only products which are not toxic to dogs may be used.
- 3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 3.2 **WALLS AND PARTITIONS**
- 3.2.1 Walls which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious and resealed as necessary.
- 3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
- 3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m. (4ft).
- 3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.
- 3.3 **FLOORS**
- 3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
- 3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 3.3.3 In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
- 3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.
- 3.4 **CEILINGS**
- 3.4.1 Ceilings must be capable of being easily cleansed and disinfected.
- 3.5 **DOORS**
- 3.5.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
- 3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.
- 3.6 **WINDOWS**
- 3.6.1 All windows which pose a security risk must be escape proof at all times.
- 3.7 **DRAINAGE**
- 3.7.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal team.
- 3.8 **LIGHTING**
- 3.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 3.8.2 Adequate supplementary lighting must be provided throughout the establishment.
- 3.9 **VENTILATION**
- 3.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.
- 3.10 **MAINTENANCE**
- 3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.
- NUMBER OF ANIMALS**
- 4.1 **NUMBER OF DOGS PERMITTED**
- 4.1.1 The maximum number of dogs to be kept at any one time is (TO BE DETERMINED BY THE LOCAL AUTHORITY).
- 4.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.
- 4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq m. (25 sq ft).
- 4.1.4 No animals other than dogs are to be boarded within the licensed facilities without written approval of the local authority.
- 4.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.
- 4.2 **KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES**
- 4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).
- 4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
- 4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at the shoulder) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
- 4.2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.
- 4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 4.2.6 Exercise areas must not be used as bedding areas.

MANAGEMENT

5.1 TRAINING

5.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 TEMPERATURE IN KENNELS

5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).

5.2.3 In isolation kennels, there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

5.3 CLEANLINESS

5.3.1 All kennels, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance or disease control and dog comfort.

5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Each kennel must be thoroughly cleansed and disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all such waste must be incinerated.

5.3.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

5.4 FOOD AND WATER SUPPLIES

5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in clean condition.

5.4.3 Eating vessels must be cleansed after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

5.6 DISEASE CONTROL AND VACCINATION

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

5.6.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. ictero-haemorrhagiae*) and Canine Parvovirus and other relevant diseases. The Course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record

that this proof has been supplied must be kept on site throughout the period that the dog is boarded.

5.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

5.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.

5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

5.7.2 In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15ft) (See also temperature control).

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

5.8 REGISTER

5.8.1 A register must be kept of all dogs boarded. The information kept must include the following

- date of arrival
- name of dog, any identification system such as microchip, number of tattoo
- description, breed, age and gender of dog
- name, address and telephone number of owner or keeper
- name, address and telephone number of dog's veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutrition requirements.

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.9 IDENTIFICATION OF KENNELS

5.9.1 Each kennel must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

5.11 FIRE PRECAUTIONS

5.11.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions where dogs are to be evacuated to in the event of a fire or other emergency.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.

5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.



ORIGINAL HOME BOARDING MODEL CONDITIONS

**LACORS MODEL LICENCE CONDITIONS FOR HOME BOARDING (DOGS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.**

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time is (enter number).
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 CLEANLINESS

- 5.2.1 All areas where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 5.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

5.4 KITCHEN FACILITIES

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

- 5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.

5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

5.7 REGISTER

5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog, any identification system such as microchip number, tattoo
- Description, breed, age and gender of dog
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Name, address and telephone number of dog's veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements

5.7.2 Such a register is to be available for inspection at all times by an officer of
Licensing Authority, veterinary surgeon.

5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

5.7.4 If medication is to be administered, this must be recorded.

5.7.4 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 SUPERVISION

5.8.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.

5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.

5.8.3 No home where there are children under 5 years of age will be licensed.

5.8.4 Only people over 16 years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.

5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.

5.9.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.

5.9.4 If there is a pond, it must be covered to avoid drowning.

5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.

5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.

5.10 FIRE / EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

November 2005



LACORS model home boarding conditions
Update and clarification, 14th October 2009

In November 2005, LACORS published [model conditions](#) for the home boarding of dogs. LACORS has drafted this update in response to a number of queries received from councils, particularly in relation to the number of dogs from different households that can be boarded at any one time. This update has been agreed by the LACORS Companion Animal Focus Group.

1) Using the model conditions

The LACORS model conditions are a template which councils can choose to use, adapt or amend as appropriate. The conditions can also be amended and adapted to take account of the specific circumstances (e.g. structure, expertise) of a particular premises, in line with the views of the officer, council licensing policy and any veterinary advice.

2) Dogs from different households

Condition 3.2 of the LACORS model licence conditions for home boarding states that:

“Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.”

The model condition is intended to protect the safety of the dogs and to protect the licensee from any claim for a dog attack, injury, etc. As dogs in home boarding situations have the freedom to move around, there are risks that are not present in boarding kennels. For example, if dogs that are strangers to each other are left unattended, there is the potential for one dog to turn on another (e.g. over feeding time, or to become protective over an area/corner of a room).

LACORS is aware that some councils are choosing to relax this requirement provided the licensee is able to meet a number of additional requirements/ licence conditions. Examples of additional requirements include:

- Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
- A mandatory, trial (documented) familiarisation session for all dogs prior to stay.
- Separation of dogs from different households in secure areas when left unattended.
- Separate feeding of dogs to minimise the likelihood of dispute and aggression.

Both the overall number of dogs to be boarded, and the number of dogs from different households to be boarded, will usually be dependent on the size of the

premises and outside area. As with any decisions relating to the number of dogs allowed to be boarded, consideration is also given to whether the premises are constructed to allow:

- Adequate space for dogs (condition 4.3)
- Sufficient space available to be able to keep dogs separately if required (condition 4.5)
- The separation of dogs showing signs of disease (condition 5.6.1).

Measures put in place to ensure disease control will particularly important in circumstances where dogs from more than one household can be boarded together. To minimise the risk and spread of disease, it is vital that all dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis, Canine Parvovirus and other relevant diseases (as stated in condition 5.5.2). LACORS is aware that some councils are additionally requiring that dogs boarded together are vaccinated against Bordetella kennel cough. Where necessary, councils should seek veterinary advice on vaccination, worming and flea treatment.

It is also recommended that the Licensee check that their Public Liability Insurance company will cover dogs boarded from different households.

3) Age of dogs that can be boarded

Condition 1.6 of the LACORS model conditions states that:

“Puppies under 6 months of age must not be boarded with other dogs including resident dogs.”

The LACORS Companion Animal Focus Group discussed this condition and were of the opinion that, providing they were suitably vaccinated and difficulties had not been identified during a trial socialisation period, dogs under 6 months could be boarded.

4) Further guidance

[LACORS - licensing home boarders](#)

In October 2005, LACORS issued guidance on whether host families and/or agencies required a Boarding Establishment Licence.

[LACORS - day boarding of animals](#)

This LACORS advice from January 2007 seeks to clarify whether those engaged in the day boarding of animals require a licence under the Animal Boarding Establishments Act.

[LACORS - boarding of animals other than cats and dogs](#)

In April 2007, LACORS clarified that the boarding of animals other than cats and dogs (e.g. exotics and small mammals such as rabbits and guinea pigs) is outside the scope of the Animal Boarding Establishments Act 1963 and does not require a licence.

[CIEH - model conditions for dog boarding establishments](#)

The LACORS model conditions for home boarding establishments are adapted from the CIEH full model conditions for kennelling facilities. The CIEH conditions were drafted in discussion with key partners, including the British Veterinary Association (BVA), British Small Animal Association (BSAVA) and Pet Trade and Industry Association (PTIA).

[Animal Welfare Act](#)

Both the LACORS model home boarding and CIEH boarding establishment conditions were drafted prior to the introduction of the Animal Welfare Act 2006. Anyone running a boarding establishment must also comply with the Animal Welfare Act and must ensure that the welfare needs of animals in their care are met. More information about the Animal Welfare Act can be found on the [Defra website](#).

LACORS contact:

Gemma Cantelo

Tel: 020 7665 3866

Email: gemma.cantelo@lacors.gov.uk

This matter is being dealt with by:

Telephone: 01353 665555

E-mail:

My Ref:

Your Ref:

2nd March, 2011

Dear,

**LACORS Revised Model Conditions- Home Boarding of Dogs from different families.
East Cambridgeshire District Council.**

As you are aware, East Cambridgeshire District Council adopted the LACORS revised model conditions for the home boarding of dogs from different families in 2010.

Since the adoption of the conditions and having subsequently issued a licence to a domestic premises in the District to permit boarding of dogs from different families, the Council has received complaints and concerns from commercially run dog boarding business proprietors.

The main concerns centre around the safety of the dogs being boarded in the home, and the safety of persons operating home boarding establishments, including visitors and residents connected to the home boarding establishment.

Such is the concern, that it has been requested that the Council revisit its decision to adopt the revised LACORS conditions for boarding of dogs from different families.

The commercial boarding establishments feel that it is only a matter of time until a person or dog is mauled to death due to dogs from different families being mixed at any one time.

Because of the concerns raised, I would very much appreciate some background information on the revised model conditions to allow dogs from different families to be boarded together.

The information will assist the Council in deciding upon the best course of action, and provide further advice and guidance.

It is therefore requested that at the panel meeting on the 9th March, 2011, the following points be considered and for advice and information to be provided.

1. What were the reasons for the model conditions being introduced nationally to allow the home boarding of dogs?
2. Why were the model conditions then amended to permit the boarding of dogs from different families?
3. Given that model conditions exist to permit the boarding of dogs from different families, is it therefore implied that the practice of boarding dogs from different families is considered to be safe?
4. In light of the concerns expressed, does the Committee consider any additional controls/licence conditions should be introduced, or should any of the existing conditions be amended? If so, what additional controls / amendments should be put into place?
5. Given the current model conditions in place, does the committee feel that the concerns expressed are relevant?

Any other information discussed at the panel meeting to assist in our review would be welcomed.

Thank you very much for tabling the agenda item relating to the home boarding of dogs from different families, and I look forward to the responses and further information.

Yours sincerely,



My Ref:
Your Ref:
Please ask for:
Tel:
Email:

13/05/2011

Dear



**Re: LACORS Revised Model Conditions- Home Boarding of Dogs from different families.
East Cambridgeshire District Council.**

I refer to your letter querying the LACORS Revised Model Conditions specifically in relation to the boarding of dogs from different families

Your letter and specific questions were discussed at the LACORS Companion Animal Focus Group meeting held on 9th March 2011 and I have compiled the group's answers to those questions below.

1. What were the reasons for the model conditions being introduced nationally to allow the home boarding of dogs?

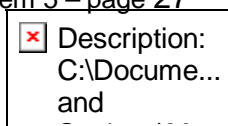
A: The original model home boarding conditions which were published in November 2005 came about due to regular queries from local authorities to LACORS, following local authorities becoming aware of this new type of business practice within their area. The queries centred on whether this type of business should be licenced or not and if so what licence conditions should be applied as the existing licence conditions were specifically for traditional commercial boarding kennels. The model conditions were intended to assist local authorities and aid in promoting consistency of enforcement nationally.

2. Why were the model conditions then amended to permit the boarding of dogs from different families?

A: The model conditions were subsequently amended to allow those local authorities that wished to consider, where appropriate that a premises, with additional licence requirements could accommodate more than one dog from different families. LACORS highlighted examples of additional licence conditions that local authorities should consider where this practice was to be allowed i.e.

- Specific written consent of each dog owner
- A mandatory trial for socialisation of different dogs
- Separation of dogs from different households when left unattended and during feeding

These additional conditions are by no means exhaustive and local authorities can add any other condition that they feel appropriate to the premises given the individual circumstances of each application. The amended model conditions were not intended for home boarders to be able start taking large number of dogs to compete with recognised commercial kennels, merely to allow properties that had sufficient space and proprietors with sufficient knowledge / experience to take an additional one or two dogs.



3. Given that model conditions exist to permit the boarding of dogs from different families, is it therefore implied that the practice of boarding dogs from different families is considered to be safe?

A: Not quite sure in what context you mean safe, do you mean safe for the proprietor of the business or do you mean safe for the individual dogs from different families? If we take the proprietor issue first, then if they are home boarding one, two or three dogs the risks to them are pretty much the same irrespective of the numbers of dogs present. Again this will rely on initial checks by the proprietor into the behavioral issues of the dog and the experience of the proprietor. In terms of the safety of individual dogs this issue will mostly be addressed by the introduction of additional conditions on the license, examples above. This should ensure that the dogs come to no physical harm and up to date vaccinations for all relevant diseases (Condition 5.5.2 of Model Licence Conditions). In addition, if the dogs are to be exercised outside of the property in a public place the issue of the dogs being kept on a lead and away from other dogs will be the same for one dog as opposed to two dogs, the only issue being whether the proprietor can control two dogs at the same time. The over-arching requirements of the Dangerous Dogs Act 1991, in that a person in control of a dog has a duty to ensure it is not dangerously out of control in a public place would also cover this particular scenario.

4. In light of the concerns expressed, does the Committee consider any additional controls/licence conditions should be introduced, or should any of the existing conditions be amended? If so, what additional controls / amendments should be put into place?

A: As described above the update document dated 14th October 2009 suggested some additional conditions that local authorities can choose to use, adapt or amend as appropriate or introduce their own dependent on the individual circumstances of the premises. This should take account of the views of the competent inspecting officer, council licensing policy and any veterinary advice.

5. Given the current model conditions in place, does the committee feel that the concerns expressed are relevant?

A: If the appropriate model licence conditions are attached to a home boarding licence where dogs from different families are boarded then the group feels that the potential additional risks can be suitably controlled taking into account all the issues discussed in the update document. What the update and model home boarding conditions are not proposing or suggesting local authorities licence is the large scale boarding of significant dog numbers in ultimately what is a residential / home environment – this should only be allowed in proprietary commercial boarding kennels.

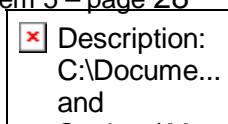
I hope the above has addressed your concerns; I have highlighted below the links to the original LACORS Model Conditions and the subsequent update for your information.

<http://www.lacors.gov.uk/lacors/upload/1902.doc>

<http://www.lacors.gov.uk/lacors/upload/22784.doc>

If you have any further queries please do not hesitate to contact me

Yours faithfully



APPENDIX 5

Conditions consulted on as a result of Licensing Committee meeting 13 July 2011

CONDITIONS SUBJECT TO WHICH THE DOMESTIC ANIMAL BOARDING LICENCE (DOGS) IS GRANTED

New suggested conditions/standards shown in bold italics.

Application process.

Application form to be completed and submitted to Council along with fee.

Independent veterinary Inspectors Report to be completed to assess premises suitability to home board intended number of dogs applied for.

Application form to be accompanied with detailed plan of layout of property showing areas for feeding and sleeping, isolation area in event of illness, and separation areas for each of the dogs to be boarded

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Where dogs from different families are permitted to board together by the Council, it must be ensured that Public Liability Insurance covers the activity of dogs being boarded from different households at any one time.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 ***Entire males are not permitted to be boarded. Written evidence from the owner that their dog which is to be boarded and is over 9 months old has been castrated.***
- 1.7 ***Resident dogs over 9 months old must be castrated.***

1.8 ***Bitches that are in season or are due to be in season during the boarding period must not be boarded.***

~~1.9 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.~~

1.9 With regard to the boarding of dogs from different families, the premises must be constructed to allow adequate space for dogs; sufficient space available to be able to keep dogs separately if required, and for the separation of dogs showing signs of disease.

2. LICENCE DISPLAY

2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

3.1 *The absolute maximum number of dogs to be kept at any one time is 4, with a maximum of one additional resident dog. (This maximum number is subject to Veterinary and Inspector approval of the suitability of each individual premises and licensee to operate a home boarding establishment).*

3.2 Where dogs from different families are permitted by the Licensing Authority to be boarded together at any one time, the additional requirements are to be followed

3.3 To obtain specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others

3.4 To conduct a mandatory, trial (documented) familiarisation session for all dogs prior to stay.

3.5 To ensure separation of dogs from different households in secure areas when left unattended.

3.6 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression.

3.7 Where puppies under six months of age are boarded with other dogs, including resident dogs, a trial (documented) socialisation period must be implemented, with no difficulties having been identified.

3.8 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.

3.9 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. CONSTRUCTION

4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.

4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.

4.3 There must be adequate space, light, heat and ventilation for the dogs.

- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.
5. MANAGEMENT
- 5.1 TRAINING
- 5.1.1 A written training policy for staff must be provided ***including the licensee(s) as well.*** Systematic training of staff ***and licensees*** must be demonstrated to have been carried out.
- 5.2 CLEANLINESS
- 5.2.1 All areas where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.
- 5.3 FOOD AND WATER SUPPLIES
- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 5.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.
- 5.4 KITCHEN FACILITIES

5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.

5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

5.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.

5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.

5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.

5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.

5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.

5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

5.7 REGISTER

5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog, any identification system such as microchip number, tattoo
- Description, breed, age and gender of dog
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Name, address and telephone number of dog's veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements
- **Declaration that any male dog over 9 months old to be boarded has been castrated.**
- **Declaration that bitch to be boarded is not in season or likely to be in season at time and during boarding.**

5.7.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

5.7.4 If medication is to be administered, this must be recorded.

5.7.4 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 SUPERVISION

5.8.1 A fit and proper person with relevant experience must always be present **on site** to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.

5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.

5.8.3 No home where there are **persons** ~~children~~ under 5- 16years of age **are resident** will be licensed.

5.8.4 Only people over **18** ~~16~~ years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.

5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.

5.9.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.

- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.
- 5.10 FIRE / EMERGENCY PRECAUTIONS
- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

APPENDIX 6

List of Consultees for the Home Boarding of Dogs. Licence Conditions in addition to the consultation exercise being posted on the Council Web Site.

Isle Vet Group, West Fen Road, Ely, CB6 2BZ	'smallanimal@islevetgroup.co.uk'
Cathedral Veterinary Centre, 64 Newnham Street, Ely, CB7 4PE	'ely@companioncare.co.uk'
Aquarius Vets, Northfield Road, Soham, Ely, Cambridgeshire, CB7 5UF	'aquariusvets@btconnect.com'
Pet Doctors, 31 St Marys Street, Ely, CB7 4HF	'ely@petdoctors.co.uk'
Lida vets, Grosvenor House, High Street, Newmarket, Suffolk, CB8 9AQ	'jlida@btinternet.com'
Animal Behaviour Trainer/Course Provider	(E-mail)
Royal College of Veterinary Surgeons Belgravia House 62-64 Horseferry Road London SW1P 2AF	'info@rcvs.org.uk'
British Veterinary Association 7 Mansfield Street London W1G 9NQ	'bvahq@bva.co.uk'
RSPCA Wilberforce Way, Southwater Horsham Essex RH13 9RS	In addition to Local Inspector and LACORS Representative
The Chief Constable Cambridgeshire Constabulary Headquarters Hinchingsbrooke Park Huntingdon Cambridgeshire PE29 6NP	In addition to Ely Police Station
Principal Environmental Health Officer Stockton on Tees Borough Council Environmental Health Unit 16 Church Road Stockton on Tees TS18 1TX	Chair of LACORS Animal Focus Group
Licensed Home Boarding Establishments – East Cambs DC	
Licensed Commercial Boarding Establishments- East Cambs DC	
Local Authorities	Peterborough CC, Huntingdonshire DC, Fenland DC, South Cambridgeshire DC, Cambridge CC, Forest Heath DC

Impact and Needs/Requirements Assessment (INRA)

Name of Policy:	HOME BOARDING OF DOGS. CONSULTATION RESPONSES AND RECOMMENDATION FOR APPROVAL OF LICENCE CONDITIONS.
Lead Officer (responsible for assessment):	Mrs E A Bailey
Department:	Environmental Services
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date INRA Completed:	15 th November 2011

'Policy' needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions.

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The aim of the policy is to ensure that licence conditions are in place to meet the requirements of the Animal Boarding Establishment Act 1963 in relation to the home boarding of dogs, which in recent years has become an alternative method for the boarding of dogs. LACORS has produced model licence conditions for the home boarding of dogs and revised the conditions to take into account the home boarding of dogs from different families. The Council has adopted the home boarding conditions that allow the boarding of dogs from different families. Concern has been expressed by the Commercial Trade in respect of the home boarding of dogs from different families, and as a result of these concerns a consultation exercise has been carried out. A recommendation to introduce a procedure to ensure the applicants suitability to home board, in addition to the premises being suitable for the number of dogs from different families to be boarded at any one time is being proposed. Home boarding is a licensable activity, and as such there needs to be in place a set of licence conditions that enable standards as defined within the Animal Boarding Establishments Act 1963 are achieved. By introducing an initial assessment procedure by a veterinary inspector, it will ensure that the premises and person are suitable for the home boarding of dogs from different families. Additional changes are recommended to ensure that licences are not granted to households where children under the age of 16 are resident.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Members of the public using home boarders to board their dogs, residents, local people and home boarding licensees.

- (c) **Is the INRA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

A consultation took place to obtain feedback on proposed revised conditions, following concerns expressed by the Commercial Boarding Sector about the risks of boarding dogs from different families within the home

(d) Does this policy have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of (please tick all that apply):

Ethnicity
Gender
Disability

X
X
X

Age
Religion and Belief
Sexual Orientation

X
X
X

Please explain any impact identified (positive, negative or neutral): i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Through the proposed licensing conditions, it will ensure that there are controls in place for persons who use home boarding for their dog. Controls are also in place for licensees to follow as well.. Where non compliance with licence conditions are noted or alleged, it enables the Local Authority to investigate and take appropriate action. By having licence conditions in place it also ensures that any unlicensed home boarding establishments can be required to be licensed and meet minimum standards. The proposed conditions and licensing process means that before granting a licence a full assessment of the premises to be used and the licensee has been made.

(e) Does the policy have a differential impact on different groups?

NO

(f) Is the impact *adverse* (i.e. less favourable) on one or more groups?

NO

(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

NO

(h) What additional information is needed to provide a clear picture of how the activity is impacting on different communities and how will you collect this information, i.e. expert groups, further research, consultation* etc? Where there are major gaps in information that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the INRA.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders. If you are consulting on a new or revised policy contact the Principal HR Officer.

(i) Do you envisage any problems with these methods of information collection? i.e. not accessible to all, timescale not long enough to obtain all of the necessary information, translation facilities not available, insufficient resources etc.

(j) If it has been possible to collect this additional information, summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

(k) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

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(l) Use the information gathered in the earlier stages of your INRA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major changes, the evidence shows no potential for discrimination.	X
Option 2:	Adjust the policy to remove barriers or to better promote equality.	
Option 3:	Continue the policy despite potential for adverse impact or missed opportunity to promote equality.	
Option 4:	Stop and remove the policy – if the policy shows actual or potential unlawful discrimination it must be stopped and removed or changed.	

(m) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

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This completed INRA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to Nicole Pema, Principal HR Officer.**

All completed INRAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you will be asked to attend a half-an-hour session to summarise the findings of the INRA to the EOWG Verification panel.

Signatures:

Completing Officer:	Mrs E A Bailey	Date:	15th November 2011
Head of Service:		Date:	