

POLICY COMMITTEE

6.30pm on Tuesday 16th January 2018
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Myers, Rose and Welch.

Substitutes : Conservatives – Councillors Graham, Thompson and Whitaker;
Independents – Councillors Pighills, Solloway and Shuttleworth; Labour – Councillor Mercer

AGENDA

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 5th and 7th December 2017.
3. **Public Participation** - In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Collection Fund Council Tax Surplus/(Deficit) 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To declare the estimated surplus on the Collection Fund Council Tax for 2017/18.

6. **Collection Fund National Non-Domestic Rates Surplus/(Deficit) 2017/18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To declare the estimated National Non-Domestic Rates (NNDR) surplus / (deficit) on the Collection Fund for 2017/18.

7. **Parking Enforcement Arrangements** – Report of the Director of Services. Attached.

Purpose of Report – To request Members approval to enter into a new 5 year agreement with Harrogate Borough Council to undertake the Council's Civil Parking Enforcement within car parks belonging to the Council.

8. **North Yorkshire Adult Weight Management Service** - Report of the Director of Services. Attached.

Purpose of Report – To inform Members that the Council is to enter into a funding agreement with North Yorkshire County Council for the delivery by Craven Leisure of the North Yorkshire Adult Weight Management Service.

9. **Animal Board Licence Conditions Including Home Board and Dog Day Care** – Report of the Director of Services. Attached.

Purpose of Report – To review the Council's conditions of licence for dog and cat boarding establishments including that of home boarding and day care and consider the adoption of new licensing conditions for such establishments, together with new fees for licences.

10. **Community Governance Review – Parish Councils** – Report of the Electoral Services Manager. Attached.

Purpose of Report - To report the results of final consultation on recommendations to increase the number of parish councillors on several parish councils following a Community Governance Review and seeking approval to make an Order to implement the proposals.

ITEMS EXEMPT FROM DISCLOSURE

\$11. **Commercial Waste Collection Services Options Review** – Report of the Director of Services. Attached.

Purpose of Report – To outline the options considered as part of the Council's Commercial Waste Collection Service review and make recommendations as to future delivery or otherwise of the service.

\$12. **Redevelopment of Skipton Town Hall – Heritage Lottery Fund Stage 2 Application** – Report of the Director of Services. Attached.

Purpose of Report – To update Members on the Heritage Lottery Fund application.

13. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.

14. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

Agenda Contact Officer: Vicky Davies, Committee Administrator
Tel: 01756 706486, Email: committees@cravendc.gov.uk
8th January 2018

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

Recording at Council Meetings - Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:

- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure - In case of an emergency or if the alarm sounds, leave the committee room and exit the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

POLICY COMMITTEE

5th December 2017

Present – The Chairman (Foster) and Councillors Dawson, Heseltine, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Rose, Thompson (substitute for Hull) and Welch.

Officers – Chief Executive, Solicitor to the Council (Monitoring Officer), Strategic Manager – Financial Services (S.151 Officer), Assets and Commercial Services Manager, Environmental Services and Housing Manager, Senior Accountant and Committee Administrator.

Apologies for absence were received from Councillors Brockbank, Hull and Myers.

Also in attendance – Councillor Solloway, Chairman of the Select Waste Management Working Group.

Start: 6.30pm

Finish: 7:55pm

Councillor Heseltine left the meeting at 7.20pm.

The minutes of the Committee's meeting held on 31st October 2017 were confirmed and signed by the Chairman.

Minutes for Report

POL.880 **SELECT COMMITTEE'S WORKING GROUP'S REVIEW OF COMMERCIAL WASTE**

Councillor Andy Solloway, Chairman of the Select Committee's Working Group on Commercial Waste presented the findings and recommendations on its review. The Working Group had considered the proposed changes in the Waste Management Services' business model for the collection of commercial waste. On behalf of the Working Group he thanked officers for their input and the useful date they had provided which assisted Members with their task.

The Working Group had assessed the potential financial benefits of moving to a new weight based collection business model, rather than volume and looked at the Council's current approach to collection with the operational/business practices employed by the commercial sector. The Council's market share of the commercial waste business within Craven was about 35% but because that was under threat from the commercial sector it was necessary to review the future delivery in order to develop a competitive service.

The Working Group was supportive of the proposed move to a new business model, and it was

Resolved – That, the recommendations are accepted.

POL.881 **REVENUE BUDGET MONITORING REPORT QUARTER 2 2017-18**

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council, based on the quarter two review of income and expenditure to the end of 30th September 2017.

Quarter two monitoring of the 2017/18 net revenue revised budget of £7685,052k showed the Council's performance against budget was a projected underspend of £161k for the full financial year.

The Council had a general fund unallocated balance of £995k at 1st April 2017 and it was expected that this would remain in order to mitigate against risk of any unplanned movements from budgeted net expenditure levels and to cover day to day cash flow variances.

Resolved – (1) That, the revenue budget position as at 30th September 2017 is noted.

(2) That, the £15,700 of the savings achieved this quarter and identified as green in Appendix B to the report now submitted is noted and that these savings are transferred to an earmarked reserve for support to the 2018/19 budget and beyond.

(3) That, the Council's Long Term Financial Strategy be amended to take account of the 'green' savings in 2018/19 and beyond where these are not currently allowed for in the budget.

POL.882 **CAPITAL PROGRAMME MONITORING REPORT QUARTER 2 2017-18**

The Chief Finance Officer submitted a report advising Members of the Council's capital programme, based on the quarter two review of income and expenditure to the end of September 2017.

The Council approved the 2017/18 capital programme of £2,469k in February 2017. Subsequently £2,008k of slippage from the 2016/17 programme was added together with a balance from the Shared Ownership Scheme, a supplementary award of a disabled facilities grant and a loan to Craven College. This gave a revised total capital programme of £5,121k.

Capital projects included the remodelling of Aireview House, statutory disabled facilities grants, replacement of waste management vehicles and the shared ownership scheme including Burnroyd House.

Resolved – (1) That, the capital budget position of the 2017/18 capital programme as at 30th September 2017 is noted.

(2) That, the 2017/18 capital programme and the proposed funding – including the supplementary estimates/sources of funding for overspent projects is noted.

POL.883 **PERFORMANCE MONITORING REPORT QUARTER 2 2017-18**

The Chief Finance Officer submitted a report presenting the Council's performance and progress made in quarter two, in accordance with arrangements set out in the Council's performance management framework.

Monitoring against the Council Plan showed good progress had been made on implementing the Council Plan actions. Twelve had been assessed as on target and three were on amber as some elements of the projects were behind schedule. Data was available for the nine quarterly indicators attached to the Council Plan and five were shown as below target.

Resolved – That the progress and outcomes achieved are noted.

POL.884 **TREASURY MANAGEMENT MID-YEAR REPORT 2017-18**

The Chief Finance Officer submitted a report updating Members on the treasury activity undertaken in the first six months of the year in the context of current and forecast economic climates. The Council managed its cash flows, banking and capital market transactions in accordance with the CIPFA Code of Practice on Treasury Management which had been adopted by the Council in March 2012.

The report provided an economic update for the first part of 2017/18 and gave a forecast of future interest rates. The Chief Finance Officer advised that the Council held £18.5m of investments as at 30th September 2017 and a current account balance of £0.591m. Returns on investments had been greater than anticipated due to higher available principal and securing higher rates of interest and income investment had been boosted by a discount of £19,030 on the annual pensions' contribution as a result of making an advance payment. The total of investment income received from all sources was £56,700 at 30th September 2017 with a revised forecast outturn for the year in the region of £95,000 some 67% over budget.

Resolved – That, the treasury management report is noted.

POL.885

REVIEW OF RETAINED RECYCLING BRING SITES

The Director of Services submitted a report seeking approval for the removal of all retained 'bring sites' across the District following a review which concluded that the sites were being abused by commercial enterprises. With the exception of one of the retained sites at Embsay there continued to be an issue with collection frequencies having to be increased because of increased waste due to abuse.

It was proposed that all the bring sites were closed from 20th January 2018 with the exception of Embsay where it was suggested that the Parish Council should be asked if they wished to keep the recycling bins subject to them paying for the hire and collection of the containers.

The report made clear that leading up to the closure of the 'bring sites' notices would be erected notifying residents of the removal date and the recycling alternatives available.

Resolved – (1) That, the removal of the retained recycling 'bring sites' identified at paragraph 3.3 in the report now submitted, are removed from the 20th January 2018, other than the bring site at Embsay, subject to (2) below.

(2) That, if a request is made by Embsay with Eastby Parish Council for the retention of the existing bring site then the request be granted, subject to this Council reclaiming the cost of the container hire and collection from Embsay with Eastby Parish Council.

(3) That, implementation of the communications plan set out in section 5 of the report now submitted, is approved.

POL.886

INTRODUCING OVERNIGHT PARKING CHARGES FOR MOTORHOMES AT THE COMMUNITY CENTRE, INGLETON

The Director of Services submitted a report seeking approval for two of the larger parking spaces at the Community Centre Car Park in Ingleton to be designated for overnight motorhome parking with charges, whilst retaining these spaces as standard parking spaces in accordance with the Parking Places Order during the day.

Designated overnight parking spaces for motorhomes were already in place in two of the Council's car parks and a review had recently concluded that suitable motorhome parking spaces were available at the Community Centre Car Park in Ingleton and it was proposed that a charge of £5 per night be levied with a limit of three consecutive night's stay.

During the ensuing debate it was suggested that a limit of seven consecutive night's stay was more appropriate due to the area being a holiday destination, and it was

Resolved – (1) That, the re-designation of two of the larger parking spaces at the Community Centre car park in Ingleton as dual use bays, reserved for motorhome overnight stays and standard vehicle bays during the day is approved.

(2) That, the introduction of a £5.00 overnight parking tariff for the designated motorhome parking space at the Community Centre car park in Ingleton for a maximum of seven consecutive nights is approved.

(3) That, delegated authority is given to the Director of Services to give formal notice under Section 35c of the Road Traffic Regulation Act 1984 to vary the Craven District Council (Off Street Parking Places) and (Consolidation) Order 2017.

(4) That, delegated authority is given to the Director of Services, in consultation with the Leader, Deputy Leader, Lead Member for Financial Sustainability and Ward members representing the Wards where the Council has pay and display car parks to make any variations to the Craven District Council (Off Street Parking Places) and (Consolidation) Order 2017 that may arise.

POL.887

**TRANSFER OF LAND AT MAIN STREET/WILSON STREET,
SUTTON-IN-CRAVEN**

The Director of Services submitted a report asking Members to approve the transfer of an area of land at Main Street/Wilson Street, Sutton-in-Craven as amenity land under a 50 year lease with a break clause.

The land was known by local people as the 'Village Green' and was a pleasant and well used area of amenity land that was important to that part of the Village. In its current state the land was a drain on the Council's limited resources due to the £565.00 annual maintenance and operational running costs.

Four options for disposal of the land were considered and after consultation with Ward Members, the view was that transferring the land to the Parish Council with a proposed rent of £1.00 per annum would provide a financial saving to the Council whilst keeping much valued amenity land for the local residents.

Resolved – That, the Director of Services is authorised to transfer the land at Main Street/Wilson Street, Sutton-in-Craven as amenity land under a 50 year lease to Sutton-in-Craven Parish Council.

POL.888

FEES AND CHARGES 2018-2019

The Chief Finance Officer submitted a report presenting the fees and charges for the 2018/19 financial year in line with the Council's Fees and Charges Policy.

The Policy stated that discretionary fees and charges for a number of core areas required Policy Committee approval, with the remainder being approved under delegated authority by the Council's Corporate Leadership Team in consultation with the relevant Lead Member. The Licensing Committee continued to be responsible for approving fees and charges in relation to the Council's licensing obligations which included hackney carriages. Certain fees had to be set in accordance with statute, whilst other services such as car parking and leisure facilities were at the discretion of the Council.

Resolved – (1) That, the discretionary fees and charges as now submitted, are approved.

(2) That, the discretionary fees and charges that are subject to delegated authority are noted.

Chairman

POLICY COMMITTEE

7th December 2017

Present – The Chairman (Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Jaquin, Morrell, Mulligan, Myers Rose and Welch.

Officers – Chief Executive, Solicitor to the Council (Monitoring Officer), Strategic Manager for Planning and Regeneration, Legal Services Manager, Spatial Planning Manager, Planning Consultant, Planning Policy Officer, Planning Support Officer and Committee Administrator.

Apologies for absence were received from Councillors Hull, Ireton, Lis and Madeley.

Councillor Heseltine left the meeting at 7pm.
Councillor Mulligan left the meeting at 8.35pm.
Councillor Brockbank left the meeting at 8.50pm.

Start: 6.30pm

Finish: 8:55pm

On behalf of the Policy Committee, the Chairman expressed thanks to the Planning Policy Team for the huge amount of work they had undertaken in the preparation and presentation of the publication Draft Local Plan and supporting documentation.

Minutes for Report

POL.889

PUBLIC PARTICIPATION

Mr David Walsh, former Skipton Town Councillor addressed the Committee who stated that there were inconsistencies in the Local Plan when compared with the Transport for the North East/West Connectivity Study published in March 2017. He felt that the detailed text in the Local Plan had not quite caught up. Also in his view he felt that the average of new houses over the decade prior to 2012 was well short of the proposed 230 per annum and suggested a contingency plan for failure to meet that number was still a reasonable idea.

POL.890

CRAVEN LOCAL PLAN – EVIDENCE BASE UPDATE: STRATEGIC HOUSING MARKET ASSESSMENT

The Strategic Manager for Planning and Regeneration submitted a report requesting that Committee accept a further update of the Council's Strategic Housing Market Assessment (SHMA) into the evidence base of the Craven Local Plan.

Representations had been received regarding the approach taken in the Council's SHMA and the alignment between that paper and the employment land review. Publication of more recent national statistics on population and economic activity rates, and more recent regional economic data had also resulted in the need to update the evidence base.

Resolved – (1) That, it is noted that the November 2017 Strategic Housing Market Assessment (SHMA) update, as set out in Appendix 1 to the report now submitted, is accepted into the evidence base of the Craven Local Plan : Publication Draft.

POL.891

CRAVEN LOCAL PLAN DEVELOPMENT SCHEME : REVISED TIMETABLE

The Strategic Manager for Planning and Development submitted a report updating Members on the Local Plan timetable and the slight amendments necessary to reflect the current position as a result of changes needed to the evidence base following consultation.

Resolved – (1) That, the adjusted timetable detailed in Appendix A to the report now submitted, for the preparation of the Craven Local Plan is approved and the Local Development Scheme for publication on the Council’s website is approved accordingly.

Minutes for Decision

POL.892

**CRAVEN LOCAL PLAN VIABILITY ASSESSMENT : ADDENDUM
AND AFFORDABLE HOUSING TRANSFER PRICE BACKGROUND
PAPER**

The Strategic Manager for Planning and Regeneration submitted a report asking Members to approve the Craven Local Plan Viability Assessment: Addendum and the Affordable Housing Transfer Price Background Paper which would form part of the evidence base for the Craven Local Plan; Publication Draft.

In order to assist Members, Ben Aspinall, consultant from Aspinall Verdi gave a presentation to Members on the economic viability in respect of the cumulative impact on development of the new Local Plan policies. In particular, he focussed on their assessment on the impact of the Council’s emerging policies which sought developer contributions for open space, sport and recreation, education, highway infrastructure and affordable housing on the viability of ‘typical’ housing sites likely to come forward during the plan period. He stated that whilst 40% affordable housing was still viable on many sites, further work had resulted in recommending lowering the affordable housing proportion on market housing sites to a minimum requirement of 30%. This should provide a good buffer for the Council as well as landowners.

RECOMMENDED – (1) That, the Craven Local Viability Assessment (CLPVA): Addendum November 2017 (Appendices 2, 3 and 4) and the Craven Local Plan Background Paper: Affordable Housing Transfer Prices (Appendix 5) into the evidence base to support the emerging Craven Local Plan are noted and accepted.

(2) That, 30% as the minimum proportion of affordable homes to be secured on the majority of mixed tenure residential development sites through the mechanism of the Craven Local Plan Policy H2: Affordable Housing is approved.

POL.893

**CRAVEN LOCAL PLAN – HOUSING GROWTH OPTIONS PAPER:
ADDENDUM**

The Strategic Manager for Planning and Regeneration submitted a report asking Members to approve an addendum to the Housing Growth Options Paper (HGOP) together with the Craven Local Plan’s housing requirement for the Craven Local Plan: Publication Draft.

The Addendum reflected the Council’s response to representations made in respect of the pre-publication draft and took account of updated evidence on housing need. Having assessed a range of growth options the addendum concluded that the full objectively assessed housing need for the Craven Local plan should be 230 dwellings per annum between the years 2012 and 2032 realising 4,600 dwellings by 2032.

The position would be reviewed after a period of five years as required by the National Planning Policy Framework.

RECOMMENDED – (1) That, Annex 1 to the report now submitted as a background paper to support the Craven Local Plan: Publication Draft is approved.

(2) That, the Craven Local Plan Publication Draft, the inclusion within Policy SP1: Meeting Housing Need, a minimum housing requirement of 4,600 net new dwellings during the plan period from 2012 to 2032 (being the net annual average of 230 dwellings per year) is approved.

POL.894

CRAVEN LOCAL PLAN : EQUALITY IMPACT ASSESSMENT

The Strategic Manager for Planning and Regeneration submitted a report presenting the Craven Local Plan Publication Draft Equality Impact Assessment (November 2017) for consideration and to highlight significant implications, so that the Council's equality responsibilities could be taken into account in decision making on the Publication Draft Craven Local Plan.

The Council was committed to meeting the needs of all local communities and completing an Equality Impact Assessment of proposed policies helped to ensure that people's different needs and how they could be met were fully taken into account.

RECOMMENDED – That, the Craven Local Plan Publication Draft Equality Impact Assessment (November 2017) contained in Appendix A to the report now submitted is accepted

POL.895

CRAVEN LOCAL PLAN – STATEMENT OF CONSULTATION

The Strategic Manager for Planning and Development submitted a report presenting the Statement of Consultation relating to the preparation of the draft Craven Local Plan.

The Statement explained how the Council had undertaken consultation on the Publication Draft Craven Local Plan and how that had shaped the Local Plan. The Statement provided clarity on who had been invited to make comments, the consultation methods used, a summary of the main issues raised during each consultation and how the comments had been taken into account in formulating the subsequent drafts of the Local Plan.

RECOMMENDED – (1) That, the Statement of Consultation as a proposed submission document to be made available alongside the Publication Draft Craven Local Plan for a statutory six week public consultation period from Tuesday 2nd January until Tuesday 13th February 2018 and submitted to the Secretary of State together with the submission Draft Craven Local Plan, by the end of March 2018 is approved.

(2) That, delegated authority is given to the Strategic Manager for Planning and Regeneration to make any necessary amendments to the Statement of Consultation prior to publication and submission of the Craven Local Plan and submission documents, including updating of the Statement of Consultation to provide information on the representations made during the period of public consultation on the soundness and legal compliance of the Publication Craven Local Plan, prior to formal submission is approved.

POL.896

CRAVEN LOCAL PLAN – REGULATION 19 PUBLICATION DRAFT LOCAL PLAN FOR CONSULTATION

The Strategic Manager for Planning and Development submitted a report presenting responses to the issues arising from consultation on Policy H2: Affordable Housing in the Pre-Publication Draft Local Plan June 2017 and to seek approval to recommended changes to the draft Local Plan for consultation under Regulation 19 of the Planning and Compulsory Purchase Act 2004.

There had been extensive consultation and engagement with a wide range of stakeholders including local communities, parish councils and businesses. Approximately 942 comments were made, most of which were submitted in the final few days of the consultation period.

Consideration of the consultation responses and new/updated evidence and planning guidance had resulted in new draft policies being proposed for inclusion in the Local Plan or significant changes being made to existing draft policies. The most significant changes were:

New Policy SD2: Meeting the Challenge of Climate Change – To ensure that the Council is able to clearly demonstrate that statutory requirements are met i.e. development plan documents must (taken as a whole) include policies designed to secure that the development and use of land in the local planning authority's area contributed to the mitigation of, and adaptation to, climate change.

Policy SP1: Meeting Housing Need - A reduction in onsite affordable housing on mixed tenure residential developments from 40% to 30%.

Policy SP2: Economic Activity and Business Growth – Provision for 32 hectares of employment land to ensure alignment of the Local Plan's housing and employment growth strategies. Land at the former Cross Hills Railway Station was safeguarded from other forms of development and land at Thornton Station Yard, Ingleton included in the supply of existing employment sites.

Policy SP4: Spatial Strategy and Housing Growth – Policy significantly revised to include provisions that were previously detailed within Policy H1: New Homes on Unallocated Sites (now deleted and replaced by new Policy H1: Specialist Housing for Older People). Rathmell re-designated as a Tier 5 Settlement in the settlement hierarchy, as following closure of the primary school, Rathmell no longer met the criteria for designation as a Tier 4a settlement. The growth previously allocated to Rathmell (0.8%) re-distributed to the key service centres of Settle and Bentham (up from 10.5% to 10.9%). Adjustments made to the annual housing provision for Skipton (up from 107 dwellings per annum (dpa) to 115 dpa), Settle and Bentham (up from 23dpa to 25dpa), Cononley (up from 5dpa to 6dpa), Embsay (up from 4dpa to 5dpa) and Tier 5 settlement allowance (up from 13dpa to 14dpa) to reflect the preferred growth option of 230 dpa for the whole plan area.

Policy SP5: Strategy for Skipton Tier 1. Significant changes include:-

- New housing site allocation proposed on land to the north of A6131 and south of A65 (Site Ref SK087).
- New primary school to be located on land to the north of Airedale Avenue and Elsey Croft and east of railway line, Skipton (Site Ref SK089, SK090) and adjustments to estimated dwelling yield from site.
- Adjustment to net developable area on land north of Gargrave Road and west of Park Wood Drive and Stirtonber, Skipton (Site Ref SK081, SK082, SK108) to take account of increased area of Local Green Space (Site Ref LGS47)

Adjustment to net developable area of land to east of North Parade and Cawder Road garage site, Horse Close, Skipton (Site Ref. SK114, SK124).

Policy SP6: Strategy for Settle Tier 2. Significant changes include :-

- Reduced net developable area on land to the north west and south west of Penny Green, Settle (Site Ref. SG021, SG066, SG080) to mitigate landscape visual impact.
- Extended net developable area and green infrastructure area on land to the south of Brockhole View and west of Brockhole Lane, Settle (Site Ref. SG027, SG068).
- Adjusted net developable area land to the south of Ingfield Lane, Settle (Site Ref. SG025) to mitigate impact on heritage assets.
- New housing allocation site proposed on land at F H Ellis Garage, Duke Street, Settle (Site Ref. SG035).

AGENDA ITEM 2

Craven District Council

- Reduced net developable area on land to the north of Town Head Way, Settle (Site Ref. SG079) to mitigate impact on heritage assets.

- New housing allocation site proposed on land to the north of Barrel Sykes, Langcliffe (Site Ref.LA004).

Policy SP7: Strategy for Bentham Tier 2. Significant changes include:-

- New housing allocation site on land north of Low Bentham Road, High Bentham (HB023 part).

- Deletion of sites HB039 – Land between Springfield Crescent and Tatterthorn Road and HB042 - Land between Pye Busk and Belle Bank to avoid significant adverse landscape visual impact.

Policy SP11: Strategy for Tier 4a and 4b Villages with Basic Services and Bisected Villages with Basic Services. Significant changes include:-

- New housing allocation site on land adjacent to Lord's Close and Sandholme Close, (Site Ref. SG014). This site is proposed for allocation in response to representations from Giggleswick School, that development of the site will enable the provision of a full size World Rugby 22 3G pitch, which would have a formal community use agreement for peak hours and address the lack of capacity at Wharfedale RUFC and North Ribblesdale RUFC for such facilities. This project is included in the Open Space, Playing Pitch and Built Facilities Strategy and its delivery is supported under Policy INF3 of the Local Plan.

Policy ENV10: Local Green Space. Significant changes include:-

- Increased area of Local Green Space LGS47— Existing protected road approach, north side of Gargrave Road, between roundabout Aireville Grange and Park View, Skipton.

- New Local Green Space designation SK-LGS64 on land to north of Skipton, bounded to the north by Skipton Bypass, to the east by Embsay Road and The Bailey; and to the west by Grassington Road, Skipton.

- Revised area of Local Green Space on land to the north of A6131 and south of A65, (Site Ref. SK087)

- Ingleton Park and Glusburn Park to be designated as Local Green Space.

- Area of Local Green Space designation extended on land at Hellifield Flashes (Site Ref.HE-LGS1)

New Policy H1: Specialist Housing for Older People

Policy EC2: Safeguarding Existing Employment Areas – Land at Thornton Station Yard, Ingleton to be identified on the policies map under Policy EC2.

New Section 9 Monitoring – Sets out proposed indicators for monitoring the local plan.

RECOMMENDED – (1) That, the updated policies and text of the June 2017 pre-publication Local Plan in Appendix 1 and the policies and maps in Appendix 2 as now submitted are approved to form the Publication Plan for consultation under Regulation 19 of the Planning and Compulsory Purchase Act 2004.

(2) That, consultation on the Regulation 19 Publication Plan for a six week period commencing on Tuesday 2nd January 2018 to Tuesday 13th February 2018 is approved.

(3) That the list of proposed submission documents which will be available for inspection and published on the Council's website to comply with Regulation 19 at Appendix 3 to the report now submitted is noted.

(4) That the recommendation by Spatial Planning Sub-Committee to give delegated authority to the Strategic Manager for Planning and Regeneration to prepare any necessary supporting documents for the Publication Plan and Submission Plan and to make minor amendments to the Local Plan, policies map and supporting documents to ensure a high quality of presentation of the Draft Publication plan and Submission Plan is endorsed.

POL.897

**CRAVEN LOCAL PLAN – DUTY TO COOPERATE: DRAFT
MEMORANDUM OF UNDERSTANDING WITH THE YORKSHIRE
DALES NATIONAL PARK AUTHORITY**

The Strategic Manager for Planning and Regeneration submitted a report presenting a revised draft Memorandum of Understanding with the Yorkshire Dales National Park Authority (YDNPA) to reflect updated evidence on objectively assessed housing and employment needs.

To formalise the cross boundary relationship between this Council and the Yorkshire Dales National Park Authority and demonstrate compliance with the duty to co-operate, a memorandum of understanding covering the following points had been drafted:-

- the Objectively Assessed Housing Need (OAHN),
- the Objectively Assessed Employment Need (OAEN),
- apportionment between Craven District Council and Yorkshire Dales National Park Authority, and
- strategy alignment

RECOMMENDED – (1) That, the updated Memorandum of Understanding (MOU) as contained in Appendix 1 to the report now submitted, is approved.

(2) That, delegated authority is given to Strategic Manager for Planning and Regeneration to make minor amendments to the Memorandum of Understanding; and

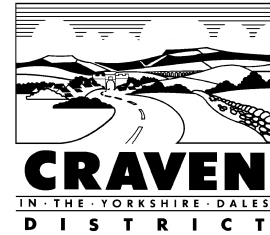
(3) That, delegated authority is given to the Strategic Manager for Planning and Regeneration to sign the Memorandum of Understanding on behalf of Craven District Council and arrange for the Memorandum of Understanding to be signed by the Yorkshire Dales National Park Authority (YDNPA).

Chairman

(Councillor Welch declared an Appendix B interest in the above items because he was a Member of the Yorkshire Dales National Parks Authority.)

Policy Committee – 16th January 2018

COLLECTION FUND COUNCIL TAX SURPLUS/(DEFICIT) 2017/18



Report of Chief Finance Officer (s151 Officer)

Lead Member – Finance: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report** – To declare the estimated surplus on the Collection Fund Council Tax for 2017/18.
2. **Recommendations** – Members are recommended to:
 - 2.1 Declare an estimated surplus of £750,000 on the Council's Collection Fund at 31st March 2018 relating to Council tax transactions.
 - 2.2 That Members recommend to Council that as part of the budget strategy the Council's element of the estimated surplus is used in calculating the level of Council Tax for 2018/19.
3. **Background**
 - 3.1 The Collection Fund records the amount of income collected from Council Tax, together with precept payments to the Parish/Town Councils and the County Council, Police and Fire and Rescue Authorities and this Authority. The Council is required to declare an estimate of the surplus or deficit that is likely to occur on the Collection Fund at the end of each year in January of that year.
 - 3.2 Any surplus or deficit relating to the Council Tax is shared between the County Council, the Police Authority, the Fire and Rescue Authority and this Council in the same proportion as the amount of their precepts for the year.
 - 3.3 Any surplus or deficit may occur in the Collection Fund if the Council Tax Base is higher or lower than originally forecast or collection rates are higher or lower than originally expected.
4. **Estimated Surplus for 2017/18**
 - 4.1 The amount calculated as the surplus on the Collection Fund for 2017/18 is £750,000.

AGENDA ITEM 5

4.2 This amount has to be shared by the precepting authorities as follows:

- North Yorkshire County Council £522,593
- Police and Crime Commissioner North Yorkshire £99,141
- North Yorkshire Fire and Rescue Authority £30,098
- Craven District Council £98,168

4.3 This Council must take the £98,168 into account when it sets its element of the Council Tax for 2018/19.

4.4 It is not unusual for a surplus to be estimated on a Collection Fund. The ideal situation is for it to break even year on year but when dealing with figures in excess of £40M a surplus of £750,000 represents a positive variance of only 1.7%.

4.5 Surplus/Deficits can occur as a result of differences between actual results and estimates made when setting the Council Tax Base, which was calculated some 12 months ago. These differences include the number of new properties becoming chargeable in the year, the proportion of properties claiming discounts (including single person discount and the council Tax reduction scheme) and the collection rate.

4.6 Over recent years the Council Tax Collection fund had an estimated surplus/deficit as follows:

£750k surplus year-ended 31 March 2018
£750k surplus year-ended 31 March 2017
£550k surplus year-ended 31 March 2016
£475k surplus year-ended 31 March 2015
£300k surplus year-ended 31 March 2014

The trend for the increase in the surplus has arisen as a consequence of the proactive work undertaken by the Council for changes in householders claiming discounts/ empty property reviews, the volume of new builds coming on to the register, together with a review of the provision for bad debts. Going forward we expect that the surplus will drop back to previous levels with small surpluses being shown each year.

5. **Implications**

5.1 **Financial and Value for Money (vfm) Implications** – The Council has to take account of its proportion of the estimated surplus in setting the Council tax for 2018/19.

5.2 **Legal Implications** – The Council must by law take account of its proportion of the estimated surplus in setting the Council tax for 2018/19.

5.3 **Contribution to Council Priorities** – None

AGENDA ITEM 5

5.4 **Risk Management** – There is a risk of the Council breaking the law should the recommendations not be approved.

6. **Consultations with Others** – None

7. **Access to Information : Background Documents** – Working papers held in Financial services

8. **Author of the Report** – Nicola Chick, Chief Finance Officer

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

9. **Appendices** – None

Policy Committee – 16th January 2018

COLLECTION FUND NATIONAL NON-DOMESTIC RATES SURPLUS/(DEFICIT) 2017/18



Report of Chief Finance Officer (s151 Officer)

Lead Member – Finance: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To declare the estimated National Non-Domestic Rates (NNDR) surplus / (deficit) on the Collection Fund for 2017/18.

2. Recommendations

- 2.1 Declare an estimated deficit of £50k on the Council's Collection Fund at 31st March 2018 relating to NNDR transactions.

3. Background Information

- 3.1 The Collection Fund records the amount of income collected from NNDR, together with payments on account to central Government, the County Council and Fire and Rescue Authorities and this Authority. The Council is required to declare an estimate of the surplus or deficit that is likely to occur on the Collection Fund at the end of each year in January of that year.
- 3.2 Under the rates retention scheme, which came into effect on 1 April 2013, local authorities are able to keep a proportion of the business rates that they collect. As a result, authorities now have a direct financial interest in the rates retention system and an incentive to work with their business community to grow local economies.
- 3.3 Any surplus or deficit relating to NNDR is shared between Central Government, the County Council, the Fire and Rescue Authority and this Council in prescribed proportions under the Non-Domestic Rating (Rates Retention) Regulations 2013.
- 3.4 Any surplus or deficit may occur in the Collection Fund if the amounts billed or collection rates are higher or lower than the estimate set at the start of the

year on the NNDR1 return.

4. Estimated Deficit for 2017/18

4.1 The amount calculated as the deficit on the NNDR Collection Fund for 2017/18 is £50k.

4.2 This amount has to be shared by the precepting authorities as follows:

• North Yorkshire County Council	£4,500
• Central Government	£25,000
• North Yorkshire Fire and Rescue Authority	£500
• Craven District Council	£20,000

4.3 This Council must take the £20,000 into account when it sets its element of the Council Tax for 2018/19.

4.4 It is not unusual for a variance to be estimated on a collection fund. The ideal situation is for it to break even year on year, but when dealing with figures in excess of £22m a surplus / (deficit) could occur.

4.5 Surplus/Deficits can occur as a result of differences between actual results and estimates made when predicting the cashflows in the NNDR1 form some 12 months ago. These differences include movements in the provision for appeals and for bad debts, businesses closing and no one taking them over and the collection rate.

4.6 Over recent years the NNDR Collection Fund had an estimated surplus/deficit as follows:

£50k deficit year-ended 31 March 2018
£1,209k deficit year-ended 31 March 2017
£910k deficit year-ended 31 March 2016
£2,400k deficit year-ended 31 March 2015
Break-even position for year-ended 31 March 2014 (first year under current system).

A trend is difficult to predict as the factors affecting rates payable are outside the Council's control.

5.

Implications

5.1 Financial and Value for Money Implications

The Council has to take account of its proportion of the estimated surplus / (deficit) in setting the Council Tax for 2018/19.

5.2 Legal implications

The calculation of the apportionment of the surplus or deficit is prescribed under the Non-Domestic Rating (Rates Retention) Regulations 2013.

5.3 Contribution to Council Priorities

The surplus/deficit may impact on the funds available for the Council in

setting a balanced budget.

5.4 **Risk Management**

Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council.

5.5 **Equality Impact Assessment**

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

6. **Consultations with Others**

None

7. **Access to Information : Background Documents**

Working papers held in financial services

8. **Author of the Report**

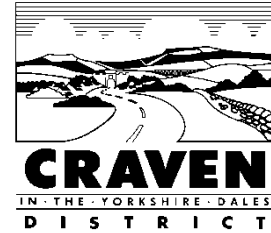
Nicola Chick – Chief Finance Officer

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Policy Committee – 16th January 2018

Parking Enforcement Arrangements



Report of Director of Services

Ward(s) affected: All

Lead Member: Cllr P Mulligan (Finance)

1.0 Purpose of Report

- 1.1 To request Members approval to enter into a new 5 year agreement with Harrogate Borough Council to undertake the Council's Civil Parking Enforcement within car parks belonging to the Council.

2.0 Recommendations

Members are recommended to:

- 2.1 Approve delegated authority to the Director of Services to enter into a new 5 year contract with Harrogate Borough Council to provide Craven District Council's Civil Parking Enforcement within car parks belonging to the Council.

3.0 Background

- 3.1 North Yorkshire County Council is responsible for on-street parking on the local highway network. In 2011/12 the Department for Transport (DfT) stated that it wanted to see any existing off-street car parks managed by district councils to be included in the Civil Parking Enforcement (CPE) designation orders.
- 3.2 The DfT adopt this stance because they want to make parking enforcement arrangements easier for the public to understand by applying consistency to all parking places within local authority control. The consistency is represented through issue of same penalty notices, known under CPE as Penalty Charge Notice (PCN), and through the way challenges, representations and appeals are dealt with. Note: Prior to the changeover Craven District Council operated its enforcement under the Road Traffic Regulation Act 1984.
- 3.3 In 2012 the County Council explored a number of models for delivering CPE across the County including individual operations in each district, which was discounted because of high cost implications. In North Yorkshire CPE has been successfully operating in Harrogate since 2002 and in Scarborough since 2007.

- 3.4 It was concluded that the most effective way of introducing CPE across the County was by extending the existing Harrogate and Scarborough CPE operations with Harrogate Borough Council (HBC) managing the on and off street enforcement operation in Craven and Selby. Scarborough Borough Council (SBC) manage this on behalf of Hambleton, Richmond and Ryedale.
- 3.5 In November 2012 the Council's Policy Committee approved that the Council enter into a 3 year, + 2 year optional extension, contract with Harrogate Borough Council to undertake Civil Parking Enforcement on car parks belonging to the Council.
- 3.6 The transfer to CPE, and therefore contracting arrangements between Craven District Council and Harrogate Borough Council were started at the end of May 2013. This arrangement, following the 2 year extension, is due to end in May 2018.
- 3.7 Prior to the transfer Council Officers calculated that approximately 45 hours per week of parking enforcement within car parks took place.

4.0 Current arrangements

- 4.1 The Council has a contract with Harrogate Borough Council to supply its off-street parking enforcement. Whilst Craven District Council is not the employing authority they will still retain local control over off-street enforcement. This is achieved through a Service Level Agreement and a Staff Code of Conduct to ensure highest standard of conduct from the staff of Harrogate Borough Council.
- 4.2 The Council has contracted 45 hours of enforcement staff time. This includes assistance with pay and display machine checks on arrival at car parks. Should there be an issue with the machine the enforcement staff are able to undertake some basic "first line" maintenance operations. They also carry a stock of pay and display tickets to replenish the machines as required. This service is invaluable to the Council's Parking Services Manager who has no other backup and support. The costs also relate to the processing of penalty charge notices, but do not include:
- Permit administration
 - Cash collection, reconciliation and banking
 - Traffic management, particularly on busy market days
 - General car park maintenance, including technical machine faults
- 4.3 Harrogate Borough Council administers the enforcement from their Parking Services offices in Harrogate with enforcement staff using the Council's Belle Vue Square offices as a base. This arrangement works well as enforcement staff can liaise with the Council's Parking Services Manager regarding operational matters. However, Craven District Council staff has no need to and should not get involved in the PCN administration (appeals etc).

5.0 CPE Arrangements Post May 2018

- 5.1 As the Council's current contract for undertaking the off-street parking enforcement ends in May 2018 new arrangements are required to be put in place.

5.2 It has been confirmed that North Yorkshire County Council will be renewing their contract with Harrogate Borough Council to supply on-street parking enforcement on their behalf within the Craven district.

5.2 The Council therefore has three options for the delivery of off-street parking enforcement arrangements:-

- Bring the parking enforcement operation back in-house
- Procure via the private sector
- Renew the contract with Harrogate Borough Council

5.3 Bring the parking enforcement back in-house:

Pro's	Cons
Local contact details re enquiries appeals etc.	TUPE/employment requirements
Able to deploy staff on other parking/non parking function if required	Higher cost through not benefitting from shared costs, IT systems, transport, equipment etc with NYCC and HBC
The public may feel there is greater understanding of parking issues if delivered locally	Confusion for the public with 2 sets of enforcement officers operating within the district
	Confusion for the public with two different administration centres for enquiries, appeals etc.
	Teething issues during bedding in period
	Need to set up parking enforcement administration centre incurring set up costs and employment of staff
	No expertise to deal with tribunals
	Cost of purchasing DCD hand-helds and software
	Increased workload to Parking Services Manager
	Currently deliver 45 hours per week enforcement over 7 days on different times/days. Would not have this flexibility with only 1.2 FTE. Would not be able to cover training/sickness with such a small staff complement.

5.4 Procure via private sector:

Pro's	Cons
May be able to benefit from shared costs with IT systems/procedures	Higher cost through not benefitting from shared costs, equipment etc with NYCC
Could possibly include permit processes within tender to create efficiencies elsewhere	TUPE requirements
	Confusion for the public with 2 sets of enforcement officers operating within the district
	Confusion for the public with two different administration centres for enquiries, appeals etc.
	Teething issues during bedding in period
	Confusion regarding the need to contact A.N.Other with Craven related enforcement/PCN's
	Inability to deploy staff on other parking/non parking functions

5.5 Renew contract with Harrogate Borough Council:

Pro's	Cons
Economies of scale benefit from sharing costs with NYCC (on-street enforcement contract) and HBC	Confusion regarding the need to contact Harrogate with Craven related enforcement/PCN's
Continuous employment	Inability to deploy staff on other parking/non parking functions
Continuation of operation	
One set of enforcement officers operating on the ground in the district	
One administration centre for enquiries, appeals etc.	
Local understanding of arrangements and contact details (reasons why contact is Harrogate)	
Established working relations between two authorities Parking Managers and relevant officers	
Already established SLA	

5.6 From the pros and cons tabled above the efficient and cost effective option for the Council is to renew the current contract with Harrogate Borough Council and Members are asked to approve the option accordingly.

6.0 Financial Implications

6.1 As the service is now well established it is operating on a cost effective basis. The table below shows how the cost of the service has decreased over the first 4 years (year 5 is the current year and therefore figures not available until April 2018).

13/14 Net cost of service	14/15 Net cost of service	15/16 Net cost of service	16/17 Net cost of service
£14,492.92 (10 months only)	£16,359.01	£15,663.05	£7,453.05

The projected cost of service from 2017/18 is £12,330 per annum.

6.2 The table above illustrates a consistent downward trend in the net cost of the service and this is expected to continue for next 5 years, albeit the year on year saving may decrease slightly. The net cost derives from the actual expenditure versus actual income resulting from PCN's. To start again with alternative arrangements by either bringing the service back in-house or procuring via a private sector contractor will inevitably result in increased costs being incurred and well in excess of the above. It is estimated that the combined total cost to the Council of employment, transport, equipment including IT, and other support will be in excess of £40,000 per annum.

6.3 The table below shows a comparison of the average (gross) costs between Harrogate Borough Council contracted to carry out the service against bringing the service in-house:

Start up costs	HBC (already in place)	CDC estimate	
ICT configuration/software	0	13,000	
stationery	0	200	
uniforms	0	2,000	new uniform would be required (currently HBC)
training	0	2,000	
equipment	0	12,000	handheld's, camera's, laptop etc
	0	29,200	

Annual Costs Comparison	HBC 16/17 actual £	CDC estimate £	Notes
Staff costs	33,010	33,010	based on 45 employment hours
Uniforms/PPE	350	770	currently share costs 50/50 with NYCC

Ticket printing	135	135	own costs
technical equipment	30	30	
Misc	75	75	
Transport	2,246	4,500	currently share costs 50/50 with NYCC
Computer/software charges	5,000	10,000	currently pay c6% towards HBC annual maintenance/licence cost plus proportion towards one off costs at set up
other support charges/recharges	3,000	10,500	CDC estimate provided by Finance (see calculation provided below)
DVLA/TPT/Debt registration	1,030	1,030	
	44,876	60,050	

* HBC costs are relatively static and the 16/17 figures therefore provide a good indication of expected costs over the next 3 to 5 years.

Departmental Costs:			
<i>est. increases to CSSC's</i>	HR	1,500	
	Finance	5,000	<i>Payroll, invoice payments, Payment processing</i>
	Customer Services	3,000	<i>Increased contact – queries / payments</i>
	Assets Service Unit	1,000	<i>Staff mgt</i>
Subtotal Dept Costs		10,500	

6.4 The tables above show that the Council would need to make a c£30,000 initial set up investment into bringing the enforcement service in-house. In addition the cost of the service annually is c£15,000 more when delivered in-house.

6.5 Over the 4 year period of operation by Harrogate the Council's Parking Manager has worked closely with Harrogate colleagues to maximise the level of enforcement productivity, particularly within the last year, which has resulted in the significant drop in net cost of service. To bring the service in-house will not result in any significant changes to a more positive position than is already being achieved.

7.0 Legal Implications

7.1 Where the Council can buy services from another Local Authority it is, upon the satisfaction of certain conditions, exempt from undertaking a full procurement process, these conditions are that:

A contract concluded exclusively between two or more contracting authorities falls outside the scope of the Procurement Regulations 2015 where all of the following conditions are fulfilled:—

- (a) the contract establishes or implements a co-operation between the participating contracting authorities with the aim of ensuring that public services they have to perform are provided with a view to achieving objectives they have in common;
- (b) the implementation of that co-operation is governed solely by considerations relating to the public interest; and
- (c) the participating contracting authorities perform on the open market less than 20% of the activities concerned by the co-operation.

Where these conditions are satisfied and there is no private capital involved in the transaction, the Council can award a contract directly to another Local Authority without the need to undertake an exhaustive procurement process.

8.0 Contribution to Corporate Priorities

- 8.1 The approach supports the corporate priority of Financial Resilience as the most appropriate and cost effective means of operating a parking enforcement service.

9.0 Risk Management

- 9.1 to continue to use a well-established relationship that is running smoothly will mitigate the risks associated with starting again through an alternative contractor or bringing in-house.

10.0 Consultations with Others

None

11.0 Access to Information: Background Documents

None

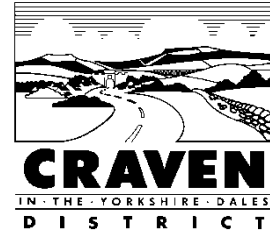
12.0 Author of the Report

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Note : Members of CLT are invited to contact the author in advance of the meeting with any detailed queries or questions.

Policy Committee – 16th January 2018

North Yorkshire Adult Weight Management Service



Report of Director of Services

Ward(s) affected: All

Lead Member: Cllr P Mulligan (Finance)

1.0 Purpose of Report

- 1.1 To inform Members that the Council is to enter into a funding agreement with North Yorkshire County Council for the delivery by Craven Leisure of the North Yorkshire Adult Weight Management Service.

2.0 Recommendations

Members are recommended to:

- 2.1 Note that the Council is entering into a funding agreement with North Yorkshire County Council for the delivery by Craven Leisure of the North Yorkshire Adult Weight Management Service.

3.0 Background

- 3.1 In September 2015 the Council along with all the other Councils within the North Yorkshire area entered into a two year agreement with North Yorkshire County Council to provide Adult Weight Management Services paid for by grant funding as a pilot scheme.
- 3.2 The programme was designed principally to support overweight and obese adults to lose weight and sustain their weight loss. The provider (The Council) was to develop a lifestyle multi-component service resulting in users losing weight after a 12 week period. The service was based around nutritional workshops and facilitated activity/exercise sessions.
- 3.3 The value of the funding was for an upfront payment each year of £12,800 plus performance related payments. The performance related payments were based on certain milestones being achieved by scheme participants e.g. £10.00 per person that completed the 12 week programme, £51 per person that completed the 12 week programme and achieved a 3% weight loss. A further payment was made for

participants that achieved a further 2% weight loss at the end of 24 weeks. Annual targets for completers and percentage weight losses were also included.

- 3.4 The outcome of the initial two year programme was that 416 are currently on the weight management database with a further dozen on waiting list. 257 completed the 12 week programme (61% of total), 84 completed and lost 3%+ weight (32% of completers or 20% of total) and 31 completed and lost 5%+ weight by 6 month period (12% of completers or 7.5% of total /after programme)
- 3.5 The actual cost of the scheme to the Council is difficult to identify because staff resource costs were absorbed within the overall costs of the Leisure Centre. We also benefitted from free-lance support from other staff already on-site and involved in other activities. The surplus income was also absorbed within the overall income of the centre but generated was circa £60,000 albeit the strategy behind the programme is that it should be operated on a cost-neutral basis to each participating council and that it is free of charge to the customers. The benefits to the Council therefore are twofold; not being involved would result in contract award to our competitors and therefore give away precious advantage by jeopardising memberships because customers would go elsewhere, and conversely a retention of our membership base supports our ability to upsell other activities.
- 3.6 The programme took some time to gather momentum in Craven due in part to limited resources allocated to the scheme; however, it has proved very successful in the latter stages of the delivery.
- 3.7 North Yorkshire County Council have extended the pilot scheme in September 2017 to ensure there are no gaps in delivery with the new contracted service due to commence in January 2018.
- 3.8 This scheme fits well with the other “Healthy Lifestyles” services Craven Leisure offer; namely the GP Exercise Referral Scheme and the Stroke Rehabilitation Scheme, all of which have different eligibility criteria.

4.0 Phase 2 Programme

- 4.1 North Yorkshire County Council circulated an Invitation to Tender document inviting organisations to bid to deliver the phase 2 Adult Weight Management Service, and Craven Leisure made a submission and has just been informed that it is being offered a new contract.
- 4.2 The programme broadly follows the same structure of the pilot programme with some changes to improve the scheme.

- 4.3 The new contract period is 4.5 years with an option to extend for a further period of 2 years. Therefore the total possible contract duration is 6.5 years. The contract start date is 1st January 2018.
- 4.4 The maximum annual budget comprises of an upfront payment of £18,185 (50%) at the beginning of each year followed by performance related pay up to £18,185 (50%) giving a total annual funding of £36,370. The maximum contract value is therefore £236,405. Performance is measured on a quarterly basis by a formal progress report submitted by the participants.
- 4.5 The performance related payments are as follows:-
- £1.99 per client started but not completed
 - £8.64 per client completing the programme
 - £121.83 per client completing the 12 week programme and achieving 5% weight loss
 - £132.91 per client completing the 12 week programme, achieving a 5% weight loss & sustaining that 5% at 24 weeks

Customers to the scheme will either be referred by their GP or self-refer following the various promotions the Council will undertake. Based on the population of Craven being 55,696 it is estimated that 456 people will take up the service, 274 will complete, 82 will achieve the 5% weight loss at 12 weeks, and 41 will sustain this weight loss at 24 weeks. Please note these are merely estimated numbers only and cannot be directly used to predict the actual values of performance related pay.

- 4.6 To recognise the additional challenges of setting up a service in the smaller, more sparsely populated rural districts an additional payment of £2,800 will be made to the Council to contribute to set up costs.
- 4.7 In order to properly fulfil the requirements of the delivery programme Craven Leisure has included the employment of a part time member of staff to act in a Co-ordinator / Recruiter role to better allow for the participant targets to be met. This resource will be recruited for 25 hours per week on a fixed term basis and funded entirely by the grant funding from North Yorkshire County Council.

5.0 Financial Implications

- 5.1 Members are being informed on this occasion as the total funding value exceeds £100,000.
- 5.2 This scheme helped to fill a gap Craven Leisure had in their Healthy Lifestyles offering and is funded through the grant provided by North Yorkshire County Council. The scheme is free of charge to participants when the funding is in place.
- 5.3 The funding will allow Craven Leisure to add a valuable part-time staff resource to the team to assist in delivering the scheme and maximise the potential grant funding payments through participants and completers. The cost of the part time resource will be met in full by the initial up-front payment. At the end of the initial 5-year term

and any extension thereafter the Council may be liable for redundancy and pension costs – these costs will be met by the grant funding receipts.

- 5.4 The total value of the grant funding is £239,205 including the additional payment of £2,800 to contribute to set up costs.
- 5.5 Craven Leisure already operates other chargeable schemes. These include a Heart Rehabilitation scheme that is charged at either £17 per month for 3 months or £51 for 12 weeks and a GP Referral scheme that is recharged as part of the annual centre membership.
- 5.6 Additional Professional Indemnity Insurance will be required and we await a quote from the Council's insurers. This is expected to be c£200.

6.0 Legal Implications

- 6.1 The Council will be required to enter into a funding agreement with North Yorkshire County Council.

7.0 Contribution to Corporate Priorities

- 7.1 Financial Resilience and Resilient Communities will be achieved for the Council with the backing of grant funding to pay for a valuable service available to the residents of Craven.
- 7.2 At the end of the 12 week grant funded programme it is hoped that some participants will join up to a Craven Leisure Membership which not only assists with the Council's income but also encourages participants to continue with living a healthy lifestyle. Membership is increasing all the time but it is difficult to identify new members who have joined following participation in this activity. It can be assumed that some will have and others may have contributed to the income of other activities operated at the centre.

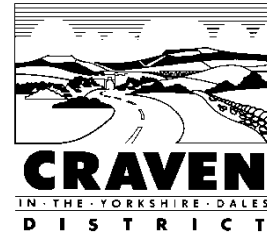
8.0 Risk Management

- 8.1 As funding is now approved the Council will be required to take out Professional Indemnity insurance as a requirement of the grant funding and to protect the Council in the event of claim against professional services/advice provided, however unlikely the event. This will cost c£250.00.

11.0 Author of the Report

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Policy Committee – 16th January 2018
ANIMAL BOARDING LICENCE
CONDITIONS INCLUDING HOME
BOARDING & DOG DAY CARE



Report of the Director of Services

Lead Member – Greener Craven: Councillor Lis

Ward(s) affected: All

1. Purpose of Report

To review the Council's conditions of licence for dog and cat boarding establishments including that of home boarding and day care and consider the adoption of new licensing conditions for such establishments, together with new fees for licences.

2. Recommendations – Members are recommended to –

2.1 a) Adopt the licence conditions for Dog Boarding Establishments (Appendix A).

b) Adopt the licence conditions for Cat Boarding Establishments (Appendix B).

Adopt the licence conditions for Home Boarding (Dogs) Establishments (Appendix C).

d) Adopt the licence conditions for Dog Day Care Establishments (Appendix D)

2.2 Agree the fees for the licences for 2018/2019 be set at;

a) Dog Boarding Establishments	£132.00
b) Cat Boarding Establishments	£132.00
c) Home Boarding (Dogs) Establishments	£115.00
d) Dog Day Care Establishments	£115.00

2.3 Grant delegated authority to the Director of Services to review the fees annually and make any necessary adjustment provided that the increase/decrease does not exceed 5% as set out in Appendix E.

2.4 Delegate authority to the Director of Services to make minor amendments to the adopted licence conditions

2.5 Delegate authority to the Director of Services to add/delete a condition as appropriate to a particular application

3. Background

3.1. The Animal Boarding Establishments Act 1963 requires any person who keeps a boarding establishment for dogs and/or cats to be licenced by the Local Authority to ensure the health, welfare and safety of the animals during their stay.

- 3.2 Where the Council issues a licence under the Animal Boarding Establishments Act 1963, conditions will be attached to the licence to ensure the health, welfare and safety of the animals during their stay. The Council has the power to adopt its own conditions.
- 3.3 Currently Craven District Council licences the boarding of dogs at commercial kennels and private households where they are boarded as part of a business.
- 3.4 The current boarding conditions are out of date and require review.
- 3.5 Over recent years the concept of day boarding dogs and dog crèches, as a business has also emerged. The main difference being that the dogs are not boarded overnight.
- 3.6 To date Craven District Council has not licenced any dog day boarding establishments and the model licence conditions we have adopted for traditional commercial kennels and home boarders are not appropriate for day boarding.
- 3.7 The Chartered Institute of Environmental Health (CIEH) produced Model Licence Conditions and Guidance for Cat Boarding Establishments 2013 and Model Licence Conditions and Guidance for Dog Boarding Establishments 2016.
- 3.8 *LACORS produced Model Licence Conditions for Home Boarding (Dogs) Animal Boarding Establishments Act 1963.*
- 3.9 As part of the aforementioned review a six week consultation period was recently undertaken outlining the Council's proposals. The consultation document was sent to those premises that had expressed an interest in becoming licensed establishments, veterinary surgeon practices within the District as well as local and national animal charities with a local interest. The consultation document was also made available on the Council's website.
- 3.10 Of those who responded to the consultation all were in favour of the proposals set out in the document. The majority of those comments received were requesting clarification on the application of certain conditions for their own premises.
- 3.11 The Council can recover the cost of providing the service through the licensing fee. The current licence fees for animal boarding establishments are insufficient to achieve full cost recovery to administer the service, it is therefore proposed that the fees be amended to those set out in Appendix E and then reviewed annually. The fees as calculated at Appendix E reflect the Officer time and resources involved in processing each type of application.
- 3.12 The adopted conditions will be used as the Council's standard conditions for future licences however in some cases minor deviations/amendments are required to address a particular application. Delegated authority is therefore requested to ensure that appropriate conditions can be applied to each licence following a full assessment of the application.

4. Implications

4.1 Financial and Value for Money (vfm) Implications -

There are currently 11 animal boarding establishments known to Craven District Council. The numbers of home boarding and dog day care establishments is unknown but is estimated at 15. An annual income of approximately £3,000 is therefore anticipated. The fee has been set to ensure the council's costs in providing the service are fully recovered.

This additional income will be reflected in the forthcoming 2018/19 budget setting.

4.2 **Legal Implications –**

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.

It is important that an element of discretion is retained to ensure that conditions reflect the assessment of each application.

Fees can be charged to a maximum of the cost of providing the service.

4.3 **Contribution to Council Priorities -**

The proposal directly contributes to the priorities of 'Enterprising Craven'.

5. **Risk Management -**

There are no strategic risk management issues arising from the report. There are no operational risks as this area of work is already undertaken.

6. **Equality Analysis -**

There are no equalities implications associated with this report.

7. **Consultations with Others -**

Director of Services, Finance Manager (Deputy S151 Officer), Legal Services Manager

8. **Access to Information: Background Documents –**

- The Animal Boarding Establishments Act 1963
- The Animal Welfare Act 2006
- CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013
- CIEH Model Licence Conditions and Guidance for Dog Boarding Establishments 2016
- LACORS Model Licence Conditions for Home Boarding (Dogs) Animal Boarding Establishments act 1963

9. **Author of the Report -**

Catherine Thornton, Environmental Health Team Leader, Tel: 01756 706369,
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Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

10. **Appendices -**

Appendix A: Dog Boarding Establishments.

Appendix B: Cat Boarding Establishments.

Appendix C: Home Boarding (Dogs) Establishments.

Appendix D: Dog Day Care Establishments.

Appendix E: Fee justification

Appendix A: Dog Boarding Establishments



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

LICENCE CONDITIONS FOR DOG BOARDING ESTABLISHMENTS

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. Use of the term 'kennel' relates to combined sleeping *and* individual exercise areas.

2.0 **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.

3.0 **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 Environmental Health Officer of Craven District Council.

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 so 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 not projections or rough edges liable to cause injury.

3.2 Walls and Partitions

3.2.1 Walls with 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

AGENDA ITEM 9

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 system.

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.

4.0 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 the

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 and to the same standard.

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 1.8 m (6 ft) 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.

5.0 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

AGENDA ITEM 9

- 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 of 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 incineration.
- 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 a 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. 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 manufacturers' 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 5 m (15 ft). (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 or 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

AGENDA ITEM 9

- 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

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

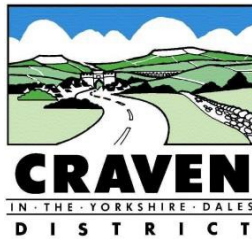
5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.

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.

Appendix B: Cat Boarding Establishments.



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

LICENCE CONDITIONS FOR CAT BOARDING ESTABLISHMENTS

1. Introduction

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats. Use of the term “unit” refers to combined sleeping and individual exercise areas.

2.0 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.

3.0 Construction

3.1 General

- 3.1.1 The establishment must, at all times, be laid out and operated in accordance with the approved plan, to be attached to the licence. Before carrying out any alterations, plans should be submitted to and approved by the Environmental Health Officer of Craven District Council.

4.0 Environment: Providing the cat(s) with a suitable place to live/stay

4.1 Physical construction and integrity

General

- 4.1.1 The cattery must be structurally sound.
- 4.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- 4.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.

AGENDA ITEM 9

- 4.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- 4.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- 4.1.6 Windows must be escape-proof at all times.
- 4.1.7 Doors must have secure latches or other closing devices.
- 4.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
- 4.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- 4.1.10 Any storage areas must be dry and free from vermin.
- 4.1.11 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

4.2 Drainage

- 4.2.1 Waste water must not run off into adjacent pens.
- 4.2.2 Adequate drainage must prevent pooling of liquids.
- 4.2.3 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

4.3 Safety corridor/entrance lobby

- 4.3.1 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
- 4.3.2 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- 4.3.3 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- 4.3.4 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at

all times.

4.3.5 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.

4.3.6 Outdoor safety corridors must be roofed.

4.3.7 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.

4.3.8 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.

4.3.9 The safety corridor must not be used as an exercise area.

4.4 Roofing

4.4.1 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

4.5 Cat units

4.5.1 Cats from different households must not share cat units.

4.6 Lighting

4.6.1 There must be adequate lighting in the cat unit.

4.7 Ventilation and humidity

4.7.1 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation must be avoided.

4.8 Interior surfaces

4.8.1 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.

4.8.2 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

AGENDA ITEM 9

- 4.8.3 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.
- 4.8.4 Ceilings must be capable of being easily cleaned and disinfected.
- 4.8.5 Junctions between sections must be covered or sealed.
- 4.8.6 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

4.9 Accessing the cat unit

- 4.9.1 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely. (For further information on cleaning see Section 9 – Health and Welfare).
- 4.9.2 The unit must have a securable, full height door for access.
- 4.9.3 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

4.10 Litter trays

- 4.10.1 Litter trays of a suitable size or type must be provided at all times.
- 4.10.2 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.
- 4.10.3 Trays must be impermeable, easy to clean and disinfect, or be disposable.
- 4.10.4 A safe and absorbent litter material must be provided.
- 4.10.5 In a multiple cat unit the number of trays must be appropriate to the number of cats (see also Section 8 - Company).
- 4.10.6 Trays must be regularly and appropriately cleaned (See section 9 – Health and Welfare, for information on cleaning protocols, and waste disposal).

4.11 Sleeping accommodation

- 4.11.1 Size of full height walk-in unit sleeping accommodation:

The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management:

Existing buildings, floor area and dimensions for full height walk-in sleeping accommodation			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m ²	1.2 m (eg 1.20 m x 1.25 m)	1.8 m
Up to four cats	1.9 m ²	1.2 m (eg 1.20 m x 1.60 m)	1.8 m

4.12 Shelving or raised area for a full height walk-in unit

4.12.1 All resting areas/shelving must be large enough for each cat to lie on.

4.12.2 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.

4.12.3 Shelving or raised areas must be made of impervious, easily cleanable materials.

4.13 Size of penthouse sleeping accommodation (an enclosed boxed sleeping area raised off the ground)

4.13.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

4.13.2 Facilities must be easily accessible and provide safe easy access (ramp/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats.

Existing buildings, floor area and dimensions of penthouse sleeping accommodation			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height

AGENDA ITEM 9

One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1m
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m x 1.20 m)	1m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m x 1.90 m)	1m

4.14 Temperature in sleeping accommodation

- 4.14.1 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.
- 4.14.2 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- 4.14.3 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C -this additional heat may be in the form of a heated bed/pad etc.
- 4.14.4 The cat must be able to remove itself from the source of heat.
- 4.14.5 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- 4.14.6 Open flame appliances must not be used.
- 4.14.7 All heating equipment must be installed and maintained in a safe condition.
- 4.14.8 Additional forms of heating can be in the form of heated beds, headed pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.
- 4.14.9 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.
- 4.14.10 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

4.15 Bedding

- 4.15.1 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.

4.15.2 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.

4.15.3 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

4.16 Access to run

4.16.1 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.

4.17 Exercise run (in addition to and not including sleeping accommodation)

4.17.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.

4.17.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.

4.17.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.

4.17.4 All exercise runs must be roofed to provide protection from the elements.

4.17.5 Communal exercise areas must not be used.

4.17.6 Size of exercise run for full height walk-in unit and penthouse style unit.

4.17.7 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management

Existing buildings, floor area and dimensions of full height and penthouse exercise			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	1.65 m ²	0.9 m (eg 0.90 m x 1.85 m)	1m
Up to two cats	2.2 m ²	0.9 m (eg 1.20m x 1.85 m)	1m
Up to four cats	2.8 m ²	1.20 m (eg 0.9 m x 2.35 m)	1m

4.18 Sneeze barriers

- 4.18.1 Full height, full width solid sneeze barriers must be installed between cat units.
- 4.18.2 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

4.19 Shelving or raised areas in exercise run

- 4.19.1 Shelving must be made of impervious, easily cleanable materials.
- 4.19.2 There must be a shelf or facility for providing a raised area in the exercise area.
- 4.19.3 All resting areas/shelving must be large enough for each cat to lie on.
- 4.19.4 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

5.0 Fire and other emergencies

- 5.1** There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.
- 5.2** Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- 5.3** Firefighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- 5.4** Fire exits must be clearly marked and access left unrestricted.
- 5.5** The premises must comply with current legislation with regards to electricity and gas (if connected).

6.0 Diet: Providing the cat(s) with an appropriate diet

6.1 Drinking

- 6.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.

- 6.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- 6.1.3 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site (see also Section 8 - Company).
- 6.1.4 Adequate water bowls must be provided for multi-cat units (see also Section 8 - Company).
- 6.1.5 Water bowls must be non-porous and easy to clean/disinfect.

6.2 Eating

- 6.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- 6.2.2 Refrigeration facilities must be provided.
- 6.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- 6.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- 6.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner.
- 6.2.6 Food must be unspoilt, palatable, and free from contamination.
- 6.2.7 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- 6.2.8 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- 6.2.9 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- 6.2.10 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.
- 6.2.11 One feeding bowl must be provided per cat.
- 6.2.12 Food bowls must be non-porous and easy to clean and disinfect, or disposable.

- 6.2.13 Food intake must be monitored daily and any problems recorded.
- 6.2.14 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- 6.2.15 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

7.0 Behaviour: Allowing the cat(s) to express normal behaviour patterns

7.1 General points on cat behaviour

- 7.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.
- 7.1.2 Cats must be able to access different levels within the unit (see Section 4 - Environment for more information).
- 7.1.3 Cats must be given the opportunity for play and exercise.

7.2 Hiding places

- 7.2.1 A hiding place must be provided for cats in the sleeping accommodation (see also Section 8 - Company).

7.3 Play

- 7.3.1 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

7.4 Scratching

- 7.4.1 Cats must be provided with suitable facilities for scratching.
- 7.4.2 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay. (See Section 9 -Health & Welfare).

7.5 Noise

- 7.5.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/ continuous noise.

7.6 Long stay cats

7.6.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats.

8.0 Company: Providing the cat(s) with the appropriate company**8.1** Feline company and interactions

8.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

8.2 Human company and interactions

8.2.1 Cats must always be handled humanely and appropriately to suit the requirements of the individual cat.

8.3 Multi-cat units

8.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').

8.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.

8.3.3 A separate bed must be provided for each cat.

8.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.

8.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.

8.3.6 Several sources of water must be provided if multiple cats are housed.

9.0 Health and Welfare: Protecting the cat(s) from pain, suffering, injury and disease**9.1** Monitoring cats

9.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.

9.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.

9.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

9.1.4 Drinking and eating habits must be monitored and any problem investigated. (Refer back to Section 6).

9.2 Keeping records

9.2.1 A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

9.2.2 The information kept must include the following:

9.2.2.1 Date of arrival and departure.

9.2.2.2 Name, sex, description of cat and microchip number.

9.2.2.3 Number of cats sharing from same household.

9.2.2.4 Name, address, phone number and email of owner (including emergency contact details).

9.2.2.5 Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).

9.2.2.6 Cat's veterinary surgeon.

9.2.2.7 Cat's diet and relevant requirements.

9.2.2.8 Cats' relevant medical history.

9.2.2.9 Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc. left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).

9.2.2.10 Record of vaccination.

9.2.2.11 Any medical treatment must be recorded and visible to prevent miss-dosing.

9.3 Disease control

9.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.

9.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.

9.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.

9.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.

9.3.5 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.

9.3.6 Isolation facilities must be available (see Section 8.7).

9.4 Hygiene practices

9.4.1 Cleaning and disinfectant products

9.4.1.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.

9.4.1.2 Cleaning agents and disinfectants must be non-toxic to cats.

9.4.1.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

9.4.1.4 Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

9.4.2 Cleaning and disinfecting routines for units when cats are resident

- 9.4.2.1 Litter tray hygiene is very important as cats may refuse to use trays if they are soiled; faeces is also a high risk source of infection for some feline diseases.
- 9.4.2.2 Cats prefer clean, comfortable dry bedding. Bedding should not be a source of infection.
- 9.4.2.3 Cats can ingest infective agents from dirty dishes and may excrete viruses themselves in saliva. Clean and disinfected dishes reduce the risk of disease.
- 9.4.2.4 On a daily basis (and more often if necessary) the unit needs to be spot cleaned and any obvious food or waste removed, and all excreta and soiled material removed from all areas used by cats.
- 9.4.2.5 Litter trays need to be cleaned and disinfected in a separate area away from food preparation.
- 9.4.2.6 Food and water dishes need to be cleaned and disinfected, and not at the same time in the same sink or area as litter trays or other items soiled with body waste.
- 9.4.2.7 If only one sink is available, strict protocols need to be in place between use to ensure adequate disinfection after cleaning litter trays and before cleaning dishes, as faeces is the major source of many infective pathogens. Sinks need to be disinfected thoroughly between uses.
- 9.4.2.8 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.
- 9.4.2.9 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.
- 9.4.2.10 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.
- 9.4.2.11 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.
- 9.4.2.12 Drinking vessels must be changed/cleaned and disinfected at least

once a day.

9.4.2.13 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.

9.4.2.14 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

9.5 Handling cats

9.5.1 Hygiene protocols must be observed between handling cats. Hands must be washed/ disinfected or hand sprays or alcohol gel used between handling of each cat.

9.5.2 Protective garments must be changed and laundered with an appropriate disinfectant/ disposed of immediately after handling a cat with a suspected infectious disease.

9.6 Vaccination, fleas, worms and other parasites

9.6.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE)) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).

9.6.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival or in line with manufacturers administration guidelines.

9.6.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

9.7 Isolation facilities

9.7.1 The area must provide separate, self-contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.

9.7.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

9.7.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the

isolation unit and not be removed other than for cleaning and disinfection.

- 9.7.4 Hands must be washed/disinfected between handling cats.
- 9.7.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.
- 9.7.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.
- 9.7.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.
- 9.7.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.
- 9.7.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

9.8 Veterinary treatment and health care

- 9.8.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.
- 9.8.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.
- 9.8.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.
- 9.8.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

9.9 Holding units for temporary housing

- 9.9.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.

9.9.2 Cats must be provided with a bed, litter tray, food and water

9.10 Transportation of animals

9.10.1 Any transport legislation must be complied with.

9.10.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).

9.10.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

9.10.4 Cats must not be left in vehicles except for transportation.

10.0 New Build

10.1 Sleeping accommodation sizes

10.1.1 For new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning.

10.2 In new build

10.2.1 Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box, not under the box.

10.2.2 When measuring floor area, shelving areas must not be included.

10.2.3 The box must be 0.9 m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box.

<i>Full height, walk-in units – floor area and dimensions</i>			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.5 m ²	1.2 m (eg 1.2m x 1.25 m wide)	1.8 m
Up to four cats	1.9 m ²	0.9 m (eg 1.2m x 1.6 m wide)	1.8 m

<i>Penthouse accommodation – floor area and dimensions – sleeping accommodation</i>			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m deep x	1.8 m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m deep x	1.8 m

<i>Full height, walk-in units and penthouse accommodation – exercise runs</i>			
New build – the minimum size must be as below (2 cats)			
	Minimum	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	2.2 m ²	1.20 m (eg 1.2 m x 1.85 m)	1.8 m
Up to four cats	2.8 m ²	1.20 m (eg 1.20 m deep x 2.35 m)	1.8 m

Appendix C: Home Boarding (Dogs) Establishments.**ANIMAL BOARDING ESTABLISHMENTS ACT 1963****LICENCE CONDITIONS FOR HOME BOARDING (DOGS)****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. Proof of such must be provided with any application.
- 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.
- 1.7 Puppies under 6 months of age may be boarded with other dogs including resident dogs provided they are suitably vaccinated and difficulties are not identified during a trial socialisation period.

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 and the number of dogs from different households to be boarded, will be dependent on the size of the premises and outside area. Consideration will also be given to the expertise of the licensee and the initial decision on numbers will be made at the initial inspection. The maximum number of dogs is **(number to be inserted)** from **(number to be inserted)** households.
- 3.2 Dogs from different households may be boarded at the same time provided the licensee is able to meet a number of additional requirements/ licence conditions:
- I. Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
 - II. A mandatory, trial (documented) familiarisation session for all dogs prior to stay.
 - III. Separation of dogs from different households in secure areas when left unattended.
 - IV. Separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 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.
- 3.5 Puppies under 6 months of age may be boarded providing they are suitably vaccinated and difficulties have not been identified during a trial socialisation period.

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 to by the owner.
- 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.

5.1 MANAGEMENT

Training

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. 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
- 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.

5.7.5 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 Simple 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 4 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 brought to the attention of the owner

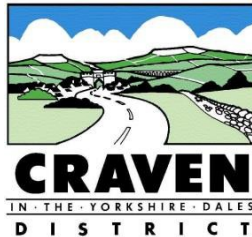
5.9.5 Dogs must wear a collar and identity tag or suitable alternative during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.

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.

Additional conditions may be added as appropriate in line with the views of the licensing officer, council licensing policy, and veterinary advice.

Appendix D: Dog Day Care Establishments.**ANIMAL BOARDING ESTABLISHMENTS ACT 1963****LICENCE CONDITIONS FOR DOG DAY CARE ESTABLISHMENTS****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 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.3 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.4 Entire males and bitches in season or bitches due to be in season or bitches due to be in season during boarding, including resident dogs, should not be boarded together.
- 1.5 Puppies must not be boarded with other dogs until completion of initial inoculations.

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 shall be as specified in the licence document.
- 3.2 At the time of inspection you must provide details of all other animals that live within your home, i.e. pets. If the number of such animals increases you must inform BMBC Regulatory Services within 7 days. Failure to do so may invalidate

your licence and insurance. In those circumstances an Animal Health Officer will review your case and may reduce the number of dogs you are licenced to board.

4. CONSTRUCTION

- 4.1** Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs that they are boarded in.
- 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.

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 authorised officer of the Council.
- 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.
- 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 Suitable bedding, bowls, grooming materials etc. must be provided. These items must be cleaned regularly to prevent cross-infection.
- 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. Written records must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.
- 5.5.7 The premises shall be treated for fleas and parasites with an effective product as necessary.
- 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 Council without delay 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 an Authorised Officer of the Council with advice from a veterinary surgeon.
- 5.6.4 The Council 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 unless directed otherwise by the owner or their representative.

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
- Details of any treatment administered whilst the dog is being boarded
- Health, welfare nutrition and exercise requirements
- Copy of written consent from the owner regarding boarding their dogs with other dogs

5.7.2 The register must be readily available for inspection at all times to an authorised officer of the Council and/or a veterinary surgeon and all key members of staff at the establishment. Records must be kept for at least the previous 2 years.

5.7.3 If medication is administered, this must be recorded.

5.7.4 Where records are computerised, a back-up copy must be kept.

5.8 SUPERVISION

5.8.1 A fit and proper person with relevant experience must always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any criminal convictions or accepted any Simple Cautions for any animal welfare related offences.

5.8.2 Dogs must not be left unattended for longer than 4 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 An assessment and introduction day must be carried out on all dogs prior to them interacting with the existing day boarders.

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

5.8.6 The occupier of the property must be aware of the location of the dogs in the property at all times.

5.9 EXERCISE

5.9.1 Dogs must be exercised in accordance with their owner's wishes. When 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 at the premises, it must be suitably protected so as to prevent access by dogs.
- 5.9.5 Dogs must wear a collar and identity tag or suitable alternative during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Council and the Police shall be informed without delay if a dog is lost. The Council number to call is 01226 772468 and the Police number is 0114 2202020.

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 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.
- 5.10.3 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 premise is rendered uninhabitable.
- 5.10.4 Fire detection equipment must be provided in accordance with general advice given by a 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 as advised.
- 5.10.5 All doors to unoccupied rooms must be kept shut at night.
- 5.10.6 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.
- 5.10.7 All heating appliances must be free of risk of fire as is reasonably practicable.

There must be no use of freestanding gas or unsealed oil appliances. Any other freestanding appliances must be kept in a safe, secure manner and should not be easily knocked over by boarding dogs.

ADVICE – Note: These are not

conditions Insurance

The Licensee is advised to ensure that the establishment is covered by adequate and suitable public liability insurance, employers liability insurance and pet insurance.

Register

A suggested format is attached.

Planning permission

This licence does not give any permission or approve any development under planning legislation. The operator is advised to ensure that the business does not require planning permission by contacting Planning Services at Barnsley Metropolitan Borough Council.

Nuisance Complaints

This licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour or noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

Health and safety

The operator is reminded of their responsibilities under the Health and Safety at Work Etc. Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

Waste disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

Transport of animals

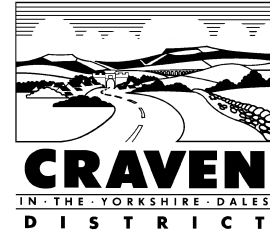
If a collection or delivery service is provided, a suitable vehicle with a dog guard, cage or other suitable restraint must be used.

Your application will be considered on animal health & welfare grounds. The terms of your licence may also need to be varied if complaints are upheld in relation to noise, pollution or animal health & welfare arising from the animals kept under this licence.

The granting of a licence under this Act does not imply the Council has waived the requirement for the applicant to obtain any other permissions required to carry out the activity, lawfully at the premises.

Policy Committee – 16 January 2018

COMMUNITY GOVERNANCE REVIEW- PARISH COUNCILS



Report of the Electoral Services Manager

Ward(s) affected: All

1. **Purpose of Report** – To report the results of final consultation on recommendations to increase the number of parish councillors on several parish councils following a Community Governance Review and seeking approval to make an Order to implement the proposals.
2. **Recommendations** – Members are recommended to:
 - 2.1 Note that no objections have been received to the recommendations approved by Policy Committee, for final consultation, on 31st October 2017, Minute POL.872.
 - 2.2 That approval is given to increasing the number of councillors from 5 to 7 in respect of the following councils: Threshfield, Farnhill, Draughton and Thornton-in-Craven, with implementation from the next ordinary dates of election.
 - 2.3 To authorise the Solicitor to the Council to make an Order to give effect to this decision.
3. **Report**
 - 3.1 Policy Committee on 31st October 2017 received a report on the results of consultation undertaken as part of a community governance review of electoral arrangements in those parish councils with fewer than seven councillors. The review examined whether the number of councillors should be increased to the NALC recommended minimum of seven councillors.
 - 3.2 Resulting from the consultation four Parish Councils, Threshfield, Farnhill, Draughton and Thornton-in-Craven requested an increase in the number of parish councillors in the interest of effective and convenient local government. The remaining small parishes either indicated that they were content with current arrangements or did not respond to the consultation
 - 3.3 Following consideration of the report and responses received Policy Committee (minute POL.872) resolved:

That approval is given to proceed, subject to final consultation, with increasing the number of councillors from 5 to 7 in respect of the following councils only: Threshfield, Farnhill, Draughton and Thornton-in-Craven, with implementation from the next ordinary dates of election.

- 3.4 Following a further period of consultation, which has now elapsed, no objections have been received and Policy Committee is now requested to consider the confirmation of its recommendations.
- 3.5 The Local Government Act 1972, as amended, specifies that each parish council must have at least five councillors. In practice, there is a wide variation of council size between parish councils. The Electoral Commission stress the importance of having the right number of councillors to take decisions effectively on behalf of an area. If the council has too few members, it might not be able to take important decisions quickly and the council could lack democratic accountability in some areas of its work. However, too many councillors could also lead to inefficient decision making. The National Association of Local Councils recommends a minimum number of seven councillors for parish councils.

Conclusion

- 3.6 As no objections have been received to the final consultation it is recommended that Policy Committee confirms its proposals and authorises the Solicitor to the Council to make an Order to give effect to the decision. The dates of election are set out in Appendix A.

4. Implications

- 4.1 **Financial Implications** – There are minor costs in officer time in carrying out a community governance review which can be contained within the overall budget for the service.
- 4.2 **Legal Implications** – Under the Local Government and Public Involvement in Health Act 2007 principal councils have the power to carry out community governance reviews and put in place or make changes to local community (parish) governance arrangements.
- 4.3 **Contribution to Corporate Priorities** – Supporting the work of parish councils helps promote the resilient communities policy.
- 4.4 **Risk Management** – The proposals do not carry any significant risk to the Council
- 4.5 **Equality Impact Assessment** -
The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation,
5. **Consultations with Others** – Public through the Council website, Parish Councils, North Yorkshire County Council, Electoral Commission.
6. **Access to Information : Background Documents** CGR Consultation documents on website.

7. **Author of the Report** – Ben Natrass, Electoral Services Manager. Telephone 01756 706241 or e-mail:bnatrass@cravendc.gov.

Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

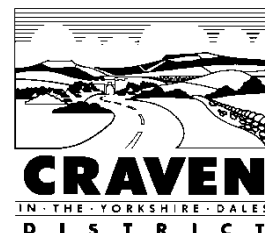
8. **Appendices** – Appendix A - Number of parish councillors for parish councils.

Appendix A

NUMBERS OF PARISH COUNCILLORS FOR PARISH COUNCILS

(A) Parish Council	Numbers of Parish Councillors		(D) Effective date
	(B) Present	(C) New	
Draughton	5	7	2020
Farnhill	5	7	2018
Thornton-in-Craven	5	7	2019
Threshfield	5	7	2020

Policy Committee – 16th January 2018 COMMERCIAL WASTE COLLECTION SERVICES OPTIONS REVIEW



Report of the Director of Services

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To outline the options considered as part of the Council's Commercial Waste Collection Service review and make recommendations as to future delivery or otherwise of the service.

2. **Recommendations** – Members are recommended to –

- 2.1 Approve the introduction in principle of the weight/volume collection process based on charges for maximum weights from the 1st April 2019
- 2.2 Ask the Director of Services to draft a framework for future consideration by this Committee on the charging mechanisms for the collection of commercial waste from businesses in rural communities that does not disadvantage those businesses.

3. **Background**

- 3.1. The Council currently collects commercial waste (residual and recyclate waste) from those businesses in Craven who make a service request. Our current market share of the business is approximately 35%. The number of businesses collections does not remain static in the year but rather it can move 'up or down' dependant on business requirements and also how our prices compare with other commercial waste collectors.
- 3.2 Included in our waste collections will be schools, nursing homes, holiday lets and camping/caravan sites, sports clubs and charities; these are exempt disposal charges provided they meet certain criteria set out in the Controlled Waste Regulations 2012 commonly known as Schedule 2 exemptions ('Schedule 2'). The Council does however charge for bin hire and collection from these businesses.
- 3.3 The business itself determines container size and frequency of collections which will be based on business requirements. Collection frequencies of residual waste can be daily, twice weekly, three weekly, weekly, fortnightly and monthly; however the norm for recyclate collection is fortnightly. In some instances there will be variations to these frequencies as a result of holiday season variations.

- 3.4 The fees derived from the current model are made up of bin hire, collection and disposal. Those businesses that avail themselves of the Council service enter into a contract with the Council for the collection of these wastes on the size of the container and the frequency that they require. The containers collected and net weights contained therein are assumed to be no greater than the weights of waste set out in **Appendix A**. These net weights have been derived from historical gms/litre bulk density information from local authorities nationwide over the years and also from WRAP (Waste and Resources Action Programme).
- 3.5 The Council does not currently impose any net weight limit on containers being collected as our existing fleet have no way of recording weights but we are shortly to take delivery of two vehicles that will have such a capability.
- 3.6 Customers are currently billed annually for the service that is supplied to them, with an option to pay by monthly direct debit. The prices are fixed regardless of the location of the customer.
- 3.7 Analysis of total Commercial Waste service costs since 2014/15 has shown that the service delivers a modest return of approximately £62,000 p.a. which is similar to other local authorities of the same size that have retained the service. This figure takes account of 'net cost of service' recharge. There was an exception for 2016/17 where the return was significantly higher at £145,000. Higher returns were achieved because of an increased income of £55,000 from new contracts with the remainder made up of surplus on recharges and reduced staffing and vehicle costs. Based on the current service model the 2016/17 returns are not sustainable, current estimates for 2017/18 would suggest an outturn of £100,000 inclusive of 'net cost of service' recharge.

4. Options for Future Delivery

- 4.1 These options can be split into 3, namely
- (a) Sell the service
 - (b) Retain the existing service model (collection by volume) and actively promote the current service
 - (c) Complete redesign of the Commercial Waste Service (collection by weight and volume)
- 4.2 The summary of the above options are set out below with the fuller options appraisal attached at **Appendix B**

(a) Sell the service

A number of local authorities in the North of England have sold their commercial waste collection service businesses. The range of prices achieved was from £50,000 to £425,000 dependant on size of business and whether the associated fleet was sold. The Council's current share of the business is 35%, it's estimated that any receipt would be fairly modest dependant on whether part of the fleet was sold with the business.

Although selling the business will give the Council a receipt it will lose its revenue income stream as outlined in paragraph 3.7 above.

If the Council was to sell the business there is no guarantee that it could abrogate its responsibility with regard to the collection of commercial waste. This becomes a real possibility where the acquirer of the business because of financial viability has no interest in making commercial waste rural collections. In such situations the Council has a legal duty to collect if a request is made - see paragraphs 5.6 to 5.8 below.

(b) **Retain the existing service model (collection by volume)**

Whilst we collect by volume our charges for disposal are based on weight. We are aware that the waste collected in containers is at times significantly above the weight we should normally expect. Waste from food businesses and the licenced trade is quite heavy especially food stuffs and recycle glass waste. In such situations it could be argued that those who are not exceeding what are thought to be ideal weight limits are subsidising those who are. Regardless of the latter it is clear that the Council is not in a position to recover the true costs of disposal.

It is also true that by retaining the existing model it becomes more difficult to retain our share of the business especially that of collecting recycle waste, the industry is significantly cheaper than us.

Regardless of whether Members approve the recommendation we are in the process of devising a campaign to promote the current service

(c) **Complete redesign of the Commercial Waste Service (collection by weight and volume)**

With this redesign the Council not only has an opportunity to adopt a weight/volume method of collection to recover full disposal costs but will also has an opportunity to improve the service to its existing customers, grow and expand the business which will in turn bring new customers. The objective will be to be more competitive with the market and increase our existing business share from the present 35% to 60% in 5 years' time.

Such a method of collection is likely to increase our income per annum by at least £70,000 per annum from 2019/20 – **See Appendix C.**

Comparative analysis at **Appendix C** makes direct comparison between incomes based on 'weight/volume' and income based on 'volume'. Bin lift prices for 'weight/volume' are from speaking to potential customers who inform us of prices quoted by the industry. Service expenditure including staffing, transport, disposal charges and establishment charges have not been considered in the analysis as they are a constant regardless of collection method. It should also be noted that the analysis has excluded 'Schedule 2' businesses as they do not pay disposal charges.

As part of the review of the service and decisions on the future proposed pricing structure a sensitivity analysis will be required to determine impact on businesses and growth of the service

There will be cost implications associated with introduction of the new model. Some of these costs will be revenue and 'one off' capital costs. These costs are set out below and are currently subject to growth bids and if successful will be reflected in future Council budgets.

Revenue Costs		
(Expenditure)	2018/19 (£)	2019/20 (£)
Salary Costs p.a. (2 years fixed term) (*)	32,357	33,027
Travel	2,000	2,000
'In-Cab' Technology Hardware Annual Licence	9,560	9,560
Annual Licence costs of renewed 'back office' IT System (Year 2 onwards – estimate £6,000 p.a.)	0	6,000
Sub-total	43,917	50,587
(Income)		
Increase in business estimate (**)	(45,000)	(115,000)
'In-Cab' Technology estimated savings in Waste Management collection vehicle running costs year 1 (Year 2 onwards will equate to savings of £9560 p.a.)	(2,400)	(9,560)
Sub-total	(47,400)	(124,560)
TOTAL	(3,083)	(73,413)
Capital Costs		
'In-Cab' Technology Hardware ('one off' costs)	24,780	N/A
'Back Office' software inclusive 1 st year Annual Licence fee (***)	26,000	N/A
TOTAL	50,780	N/A

(*) – Assumes that pay award for staff will be 2% p.a. for 2018/19 & 2019/20

(**) – This is based on the difference between the budgeted income set in the Commercial Waste budget for 2017/18 and that of projections for income for 2018/19 draft budgets which equates to £45,084. Projected outturn income for 2017/18 is likely to exceed the income budget by £22,146. It's estimated that in 2019/20 there will be an additional £70,000 in income (See Appendix C)

(***) – The 'back office' software would have been required regardless of Members approving the proposal. This is necessary for integration with other business software systems used by the Council

5. Conclusion

- 5.1 If Members are minded to accept the recommendation there should be recognition that there will be a need to adopt a more proactive approach to marketing, business engagement and retention. It is proposed that a marketing strategy be developed for commercial waste business growth in the next financial year.
- 5.2 An additional temporary Commercial Waste Officer has been assisting us since May 2017 to improve business take-up which has resulted in excess of £15,000 of new business. It is suggested that this temporary post be retained for a fixed period of 2 years initially and evaluated to determine success or otherwise before the end of that term. Such a suggestion would be subject to a successful growth bid, however it is expected that the temporary post costs be self-financing from business growth. It is estimated that the average yearly costs of the post would amount to £32,700. This cost since May has been met from existing budgets and is included in the estimated outturn for 2017/18.

- 5.3 Consideration also needs to be given to the development of an incentive scheme for collection crews to promote and help grow the business. This was also suggested by the Select Waste Management Working Group, it is proposed that such a scheme be developed for future consideration by this Group and Policy Committee.
- 5.4 If we are to make a success of this model it is suggested that we need to calculate our costs by making direct comparisons with the market whilst at the same time achieve targeted profit margins.
- 5.5 The report of the Select Waste Management Working Group into the proposed changes to the collection of commercial waste drew attention to the impacts on rural businesses of any new pricing model i.e. no rural business should be financially disadvantaged.
- 5.6 This becomes a significant issue in the context of larger private sector providers being unwilling to collect from some rural businesses. In such situations the business concerned would be left with the Council as the only provider and therefore subject to its charging scheme
- 5.7 Section 45 of the Environmental Protection Act is quite clear on such an issue where a request for collection of commercial waste is made. In essence the Act states that it shall be the duty for the Council to make arrangements for such a collection and make a reasonable charge for collection and disposal of that waste.
- 5.8 It is therefore proposed that in such situations the issue of reasonable pricing is dealt with through a mixture of discounts based on those businesses in receipt of small business rate relief discounts and the use of co-collection of waste methodology in rural locations to reduce service costs. Co-collection now becomes feasible in rural locations as we now have the vehicles that have the technology to determine the waste weights of individual collections.
- 5.9 At present no work has been undertaken on how this would operate in practice, however it is proposed that a model be produced for consideration by the Working Group prior to future consideration by this Committee.

6. Implications

6.1 Financial and Value for Money (vfm) Implications –

An increased income of at least £70,000 is anticipated in 2019/20 based on the assumption of the model attached at Appendix C. This would appear to be a conservative estimate as it assumes no growth however it does account for the true cost of disposal.

The capital investment for hardware and software will require repayment from the surpluses of the service over 5 years

6.2 **Legal Implications –**

Section 45 of the Environmental Protection Act 1990 imposes a number of duties on local authorities in relation to the collection of Controlled Waste which will include commercial waste.

Sub-Section (1)(b) states –

*'It shall be the duty of each waste collection authority—
if requested by the occupier of premises in its area to collect any commercial waste from the premises, to arrange for the collection of the waste.'*

Sub-Section (4) further states

'A person at whose request waste other than household waste is collected under this section shall be liable to pay a reasonable charge for the collection and disposal of the waste to the authority which arranged for its collection; and it shall be the duty of that authority to recover the charge unless in the case of a charge in respect of commercial waste the authority considers it inappropriate to do so.'

7. **Contribution to Council Priorities -**

The proposal directly contributes to the priorities of 'Enterprising Craven', 'Resilient Communities' and 'Financial Sustainability'.

8. **Risk Management -**

There are no strategic risk management issues arising from the report other than a reputational risk should the new business model fail. However the current contract structure will need to be revisited before the new model is introduced to make sure that it is appropriate and therefore we are not exposed to unforeseen movements in income thus mitigating operational risk.

8.1 **Equality Analysis -**

There are no equalities implications associated with this report.

9. **Consultations with Others -**

Director of Services, Strategic Manager – Financial Services (s151 Officer), Legal Services Manager.

10. **Access to Information:** Background Documents – Nil

11. **Author of the Report -**

Wyn Ashton Environmental Services & Housing Manager, Tel: 01756 706338,
E-mail: washton@cravenc.gov.uk

Note : Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

12. **Appendices -**

- Appendix A – Assumed Net Weights of Commercial Waste Container Collections
- Appendix B – Options Appraisal
- Appendix C – Weight v Volume Income Model

Appendix A

Assumed Net Weights of Commercial Waste

Container Size (litres)	Residual Net Weight Bulk Densities(kgs)	Recyclate Net Weight Bulk Densities (kgs)
90 (sack)	7.2	-
140	11.2	9.52
240	19.2	16.32
360	28.8	24.48
660	52.8	44.88
1000	80	68
1100	88	74.8
1280	102.4	87.04

Net Weights derived from local authorities nationwide and WRAP (Waste Resources Action Programme)

OPTION – (a) Sell the business

Advantages	Disadvantages
<ul style="list-style-type: none"> • Selling the business will give the Council a capital receipt that they can re-invest on other capital projects • By selling the business future ongoing capital investment in the fleet will not be required • The day to day running costs of Waste Management Services will decrease significantly -reduction in staff salary costs (4 staff) in Waste Management services, fleet maintenance and running costs of two vehicles will no longer be required. 	<ul style="list-style-type: none"> • A number of councils in the North of England have sold their commercial waste collection services. Capital receipts achieved have varied from £50,000 to £425,000 dependant on the size of the business and whether the collection fleet was sold as well. Craven has a modest share of 35% of the commercial waste collection market, commercial entities are unlikely to want to acquire all of the business (especially rural business) as they would not be viable. This would leave the Council having to make waste collections from these businesses if so requested (statutory obligation) • Loss of income, in 2016/17 we delivered a net surplus of £145,000 (see section 3.7 of report) • The contribution that the service makes to the overheads of the waste management service as a whole would be lost and would need to be reallocated to other areas of waste management and other services to the Council which approximately equates to £108,000 • Any capital receipt from sale will be a ‘one off’ payment and the Council will lose its annual revenue income from the service. • The Environmental Protection Act states that <i>‘if requested by the occupier of premises in its area to collect any commercial waste from the premises, to arrange for collection of the waste’</i>. Where other Councils have no longer retained such services it would be the norm for them to signpost businesses to providers operating in their area. However the market is selective, they will only collect from businesses that give them sufficient profit. It’s unlikely they’d be interested in collecting from rural locations or Schedule 2 businesses because of economic viability therefore we would could be potentially be left with having to collect from these entities. • Capital investment in in two new vehicles (£340,0000) that are to be delivered at the end of October would in part be lost on any sale of the business

COMMERCIAL WASTE COLLECTION – OPTIONS APPRAISAL

OPTION - (b) Retain the business ‘as is’ (collection by volume)

Advantages	Disadvantages
<ul style="list-style-type: none"> • Income stream would be retained and could increase with strong marketing and business engagement • Opportunities to tailor the service to meet business needs e.g. earlier collection times etc. • An existing business model with known risks 	<ul style="list-style-type: none"> • Whilst we collect by volume our charges for disposal are based on weight. We are aware that the waste weight in the containers that we collect is at times significantly above the weight we should normally expect (this would be based on industry standard net weights for container sizes). Therefore we are not recovering the true cost of disposal for collected waste. We estimate for the current financial year this could amount to £23,000. The commercial sector set maximum limits on container weights and any excess weight is charged as an extra/kg or the business is asked to take an additional container at an extra cost. • Our charges for the collection of residual waste (food stuffs etc.) compares favourably with the commercial sector (weight limits permitting) but our recycles collection is significantly more expensive as our competitors are in a position to process their own recycles, therefore retaining market share will increasingly become more difficult. • Marketing/engagement/business retention will have a staffing cost implication and might not be met from within existing budgets if our product is uncompetitive.

OPTION - (c) Collection by weight/volume

Advantages	Disadvantages
<ul style="list-style-type: none"> • The Council will no longer be disadvantaged by collecting on volume alone but rather we would set weight limits for each bin and financially penalise the business if the weight limits are exceeded. If these weights limits are not exceeded regardless of net weight of container size the cost for collection would remain the same. Based on the same number of collections ‘as is’ less the Schedule 2 collections (no disposal charges) it is 	<ul style="list-style-type: none"> • Some smaller businesses might be disadvantaged with the new weight/volume model seeing possible increases in charges; however we would aim to offset these increased charges by making allowances to those businesses in receipt of small business rate relief in the first two years. • There is also the issue of whether we should have an increased those

COMMERCIAL WASTE COLLECTION – OPTIONS APPRAISAL

estimated that income would increase by £70,000 p.a. – **See Appendix B**

- We would be in a better position to compete with the market allowing potential customers to make direct comparisons between different providers. It would also be possible to be more competitive on recycle waste collection as we might be able to reduce customer costs based on internal subsidy within the service.
- The market is reluctant to provide waste collection containers other than the 1100 litre bin and the 240 litre bin for glass. However the Council has traditionally and will remain flexible as to containers size as it recognises that some businesses only require a smaller container and/or are constrained because of waste container storage.
- The Council will shortly take delivery of two new vehicles that can weigh the waste collected and associate that waste with the business.
- There is every opportunity to increase our market share from the present 35% to 60% in 5 years with strong marketing and customer engagement. However it should be noted that businesses can be big or small and have different bib requirements and frequency of collections. Therefore true growth can only be measured by the increase in the number of lifts per annum. Contained within Appendix B is a column that demonstrates the income difference should a 5% increase in lifts is achieved on the present based on a weight/volume scenario.
- Opportunities to tailor the service to meet business need e.g. earlier collection times. Recent feedback would suggest that some businesses would value this flexibility.

businesses in rural locations. It can be argued that those businesses in Skipton and South Craven are subsidising rural concerns. We understand Member concerns about the likely impacts on those rural businesses and would devise a charging model that is fair to all.

- Marketing/engagement/business retention will have a staffing cost implication but we are confident that these costs would be met from an increase in business take up.