

SPECIFICATION FOR CHESHIRE EAST STRAY DOG KENNELING AND REHOMING

In accordance with section 149 of the Environmental Protection Act 1990, Cheshire East Council has a statutory requirement to deal with stray dogs within the borough. The council currently takes in stray dogs to Acorn Kennels, Whitchurch for the statutory 7 day period. After this time dogs become the property of the kennels and are available for re-homing. This contract is aimed at the provision of kennelling for the statutory 7 day period to allow owners to collect dogs and to arrange suitable rehoming of dogs where an owner does not come forward within the statutory period. It is also intended that the contract will include the provision of a Dog Warden Service as required by the Council.

The contract will be initially be for a period of 24 months with an option to extend for a further one year period and it is envisaged that the contract will commence on 01.04.17 until 31.03.19 with an option to extend until 31.03.2020.

1 General Requirements

- 1.1 On an annual basis, approximately 250 of the dogs seized on behalf of/by Cheshire East Council require kennelling, of which approximately 25% are reclaimed by their owners within the statutory 7 days.
- 1.2 For avoidance of doubt, it is defined that in this specification the term 'dog' includes bitch.
- 1.3 The kennelling provider must ensure the care and welfare of stray dogs is fully met at all times as this is of paramount importance to the Council.
- 1.4 The facilities provided by the kennelling operator must be licensed by the local authority for that area and must comply at all times with the licence conditions that have been issued by the licensing authority.
- 1.5 The successful kennelling provider must have in place a comprehensive business continuity plan detailing how the provision for stray dog kennelling would continue in the event of an emergency.

2 Stray Dog Kennels: Requirements

- 2.1 The kennelling provider must ensure that all staff are fully trained in the handling and welfare of stray dogs and provide evidence of such training on request to the Council.
- 2.2 The kennelling provider shall only accept and kennel a stray dog if the dog has been found straying within the Cheshire East borough area (unless

otherwise agreed with either the Animal Health & Welfare Team Leader or the Principal Manager Regulatory Services & Health)

- 2.3 The kennelling provider shall ensure that the details of each stray dog held on behalf of the Council are documented on the forms provided by the Council.
- 2.4 The kennelling provider will retain any tag and/or collar delivered with the dog for the duration of the 7 day statutory retention period or until such time as the dog is rehomed after which the items may be disposed of.
- 2.5 Dogs seized/collected by Cheshire East's appointed Dog Warden shall be scanned for a microchip, the owner contacted and the dog returned to the owner where possible. Where an owner cannot be identified/contacted, the dog shall be delivered to the kennelling facility within 1 hour of seizure/collection.
- 2.6 When dogs are received at the kennels via the public, the kennelling provider will complete the relevant stray dog form (provided by the Council) upon receipt and the Council will be notified as soon as is practicable. This should be no later than the following working day. Notification should be provided to the Council Dog Warden in order that checks may be made against reports of lost dogs.
- 2.7 Owners/claimants must provide ID bearing their name and address and proof of payment (i.e. the reference number provided upon payment being made to the Council) before being able to reclaim their dog, unless payment is made direct to the kennels.
- 2.8 The kennelling provider should notify the Council if it suspects any dog of being a banned breed type as defined by the Dangerous Dogs Act 1991. Notification should be to the Dog Warden. Notification should also be made to the Police.
- 2.9 The following details are to be contained by the provider in a register of seized dogs kept by the provider on behalf of the Council. Such a register is required to be kept by law and must contain the following information:
 - a) The individual reference number given to each dog upon arrival at the kennels.
 - b) A description of the dog, including its breed, gender, colour, size and any distinctive physical characteristics.
 - c) The date, time and location of seizure and the date and time of arrival at the kennels.

- d) Any information which is recorded on a collar or tag worn by or otherwise carried by the dog including any form of microchip implant which may identify the owner of the animal.
- e) Where the dog is reclaimed by its owner/keeper or the person claiming to be its owner, the name and address of the person and the date and time of return.

The information above in points (a) to (e) should be retained for a minimum of 2 years from the date the dog is received into the kennels.

3. Unclaimed Animals

- 3.1 After the 7 statutory days of kennelling have expired any unclaimed stray dogs become the property of the kennelling provider in line with section 149(6)(b) of the Environmental Protection Act 1990. It will be at the discretion of the kennelling provider as to what the disposal method of the dog will be e.g. rehoming, fostering, euthanasia etc., and any costs incurred as a result will be payable by the kennelling provider.
- 3.2 In the event that a new home (permanent or foster) is found for any unclaimed stray dog then the kennelling provider must establish as far as is reasonably possible that the new owners are fit and proper persons to care for the dog. The kennelling provider shall provide the Council with details of criteria used to assess suitability of new owners and retain for a period of 2 years any documented evidence of their assessment before they rehome a dog.
- 3.3 Following the 7 day kennelling period, the kennelling provider may arrange with a veterinary surgeon for the humane destruction of unclaimed dogs. The costs of euthanasia are to be met by the kennelling provider and dogs will only be destroyed on medical or behavioural grounds and only after assessment by a competent and qualified person.
- 3.4 The kennelling operator is expected to maintain suitable links with rescue centres and other agencies to ensure that any given stray dog is offered the maximum opportunity for rehoming. The kennelling provider shall provide details of any formal/informal relationships that they have with rescue centres and other agencies to the Council.
- 3.5 The Council accepts no responsibility for dogs disposed of to new owners. The placing of unclaimed dogs will be entirely the risk of the kennelling provider.
- 3.6 The kennelling provider will maintain a record containing details of all dogs that are not claimed. This must include details of all dogs that are rehomed and dogs that may be destroyed either during or following the 7 day period.

- 3.7 The kennelling provider is expressly forbidden to dispose of any living dog to any person/organisation for the purpose of vivisection, chemical or other experimentation or supplying animals to others for test purposes.
- 3.8 The carcasses of all dogs that have been destroyed must be disposed of by incineration in accordance with animal by-products legislation.

4. Accommodation for Dogs

- 4.1 Kennels must comply with the Animal Boarding Establishments Act 1963 and give consideration to the RSPCA guidance 'A good practice guide for enforcement bodies: Meeting the welfare needs of seized dogs in a kennel environment'.

<http://politicalanimal.org.uk/wp-content/uploads/2015/04/RSPCA-Guide-The-welfare-of-seized-dogs-in-kennels.compressed.pdf>

Kennels must also comply with the licence conditions of the issuing local authority as detailed in paragraph 1.4.

- 4.2 The kennelling provider must provide the Council with the most up to date copy of their Licence to Keep an Animal Boarding Establishment within 7 days of receiving it.
- 4.3 The kennelling provider must notify the Council immediately (and if out of hours, the next working day) of any urgent issue including theft, escape, death or serious injury in relation to any stray dog that is being kennelled as part of this contract. Such notification should be made to the Animal Health & Welfare Team Leader or the Principal Manager Regulatory Services & Health.
- 4.4 The kennelling provider shall indemnify the Council against any claims for loss and/or damage caused by any dog which is being held by the provider for or on behalf of the Council at the kennels or which has escaped from the custody of the provider. Insurance cover required £5 million public liability and £10 million employer's liability.

5. Supervision and Staff Training and Customers

- 5.1 The kennelling provider must ensure that a fit and proper person 18 or over must always be available to supervise with the management of emergencies if and when necessary. This person must not have any conviction or formal caution for any animal welfare related offences.
- 5.2 All staff should be appropriately trained to meet the requirements of this specification. Such training should cover Animal Welfare, Cleanliness and Hygiene, Feeding and Food Preparation, Disease Control, Recognition and Treatment of Sick Animals, Health and Safety, Emergency Procedures. The

kennelling provider must provide evidence of such training to the Council upon request.

- 5.3 Where considered appropriate the Council may undertake training which would be beneficial to the kennelling provider and their employees. The kennelling provider shall ensure that all employees participate in any relevant training that is considered necessary by the Council and which meets the requirements of the kennelling and rehoming contract.

6. Animal Welfare

- 6.1 The kennelling provider must ensure the requirements of section 9 of the Animal Welfare Act 2006 are met at all times and having regard to;

- The need for a suitable environment, in respect to the construction, security and size of kennelling, the number of occupants, temperature, lighting, ventilation, cleanliness, bedding etc. There should also be access to adequate exercise facilities.
- The need for a suitable diet for the dogs
- The need for the dogs to be able to exhibit normal behaviour patterns
- The need it has to be housed with, or apart from, other animals, and
- The need to be protected from pain, suffering, injury and disease

- 6.2 The kennelling provider must provide appropriate arrangements for any emergency veterinary requirements for stray dogs on arrival or during the kennelling period. Veterinary costs are to be the responsibility of Cheshire East Council, however authorisation from the Council is required prior to any treatment where a single treatment cost exceeds £100, except in case of emergency ie it is not possible to contact the Council and there is an immediate risk that the dog will die or suffer unnecessarily without treatment.

There should however be a reasonable prospect that the dog will survive following treatment with a good quality of life.

- 6.3 The Council must be notified of any serious medical condition, i.e. a condition certified by a veterinary surgeon which cannot be treated by first aid and which prevents a dog being kept humanely in a comfortable condition. If the recommendation from a qualified veterinary surgeon is to euthanise the dog, the operator must seek permission from the Council prior to final agreement, except in case of emergency i.e. failure to immediately euthanise the dog would cause unnecessary suffering.
- 6.4 The kennelling provider must ensure that any dog which is to be euthanised is done in a manner to cause as little pain as possible and must be carried out by a veterinary surgeon.

6.5 The kennelling provider shall provide to the Council details of nominated vets that they would regularly use.

7. Opening Hours

7.1 The kennelling provider must be open for the collection of dogs by their owner from;

Weekdays – 09:00 – 21:00

Weekends – 10:00 – 21:00

With the exception of Christmas day, New Years day and other bank holidays.

8. Dog Warden Cover

8.1 The kennelling provider will provide cover for the Council Dog Warden for such periods as agreed between the Council and the kennelling provider.

8.2 The kennelling provider will be responsible for provision of a suitably equipped van for the collection and transportation of stray dogs, handling equipment, uniform and a suitably trained individual.

8.3 Cover will include, but not be limited to:

- The matching of lost and found dog reports and the return of a dog to the owner without kennelling (subject to payment of a fee by the owner) where possible. Where it is not possible to identify an owner, or to facilitate the immediate return of the dog to its owner, cover shall include transporting the dog to the kennelling facility, and booking the dog into the kennels.
- Follow up of complaints and provision of advice relating to responsible dog ownership as required by the Council. These will normally originate from the Council's Contact Centre.
- Recording of complaints and responses made shall be kept by the kennelling provider. Details of complaints and follow up action/advice shall be emailed to the Animal Health Administrator to be recorded on the Council database.
- Patrolling on foot in targeted areas as directed by the Council
- Patrolling in a vehicle in targeted areas as directed by the Council

9. Administration

- 9.1 The kennelling provider will submit to the Council, within 30 days from the end of each calendar month, an admissions invoice for all strays admitted by or on behalf of the Council detailing:
- dates/times/locations of dogs received
 - breed of dog
 - date collected by owner
 - number of nights kennelling provided for each dog
 - any emergency issues
 - any incidents likely to result in prosecution
 - any other information considered relevant
- 9.2 Copies of stray dog forms (provided by the Council) with the owners details will be sent with this invoice. These may be sent electronically
- 9.3 The kennelling provider will return any fees collected on behalf of the Council via cheque within 30 days from the end of each calendar month.
- 9.4 The Council will provide stray dog forms to the kennelling provider.