

Environment and Sustainability Committee

Thursday 27 September 2018 at 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors Mrs G Warner (Chairman), D A Cotty (Vice-Chairman), R J Edis, T J F E Gracey, Mrs M T Harnden, D J Knight, M T Kusneraitis, Miss J K Sohi, N Wase-Rogers and M L Willingale.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mrs C Holehouse, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425628). (Email: carol.holehouse@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

LIST OF MATTERS FOR CONSIDERATION
PART I

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Matters in respect of which reports have been made available for public inspection

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) Exempt Information

(No reports to be considered under this heading)

(b) Confidential Information

(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 21 June. The Minutes of this meeting were included in the July 2018 Council Minute Book.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests, which are recorded in the Minutes to be considered at this meeting, need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant to prejudice the Member's judgement of the public interest.

6. **ANIMAL WELFARE AND LICENSING (ENVIRONMENTAL SERVICES)**

Synopsis of report:

1. **To inform the Committee of the guidance issued by the Department for Environment, Food and Rural Affairs (Defra) on the 2 August 2018 with respect of the coming into force on the 1 October 2018 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.**
2. **To seek Member approval for the proposed fees and charges payable by applicants for animal licenses from 1 October 2018.**
3. **To inform Members of the need for additional 0.15 FTE (approximately 5.5 hours) staff resource to ensure the Council is able to meet the statutory requirements of the new legislation.**

Recommendation(s):

- 1. Members note the requirements of the new legislation as detailed in the guidance issued by Defra on 2 August 2018 with respect to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018; and**
- 2. Approve the fees and charges set out at Appendix B payable by applicants for animal licenses from 1 October 2018; and**
- 3. To note that at its meeting on 20 September 2018, the Corporate Management Committee will be considering an increase to the establishment of 0.15 FTE (approximately 5.5 hours) for animal licensing work and the approval of a supplementary revenue estimate of £8,200 to cover the increased staffing responsibilities.**

1. Context of report

- 1.1 On the 2 August 2018 Defra issued nine new guidance documents with respect to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 which come into force on 1 October 2018. The notes issued under regulation 14 by the Secretary of State provide detailed guidance to which a local authority (LA) must have regard to in carrying out its functions under the regulations.

2. Report

- 2.1 The Committee at its meeting on 21 June 2018 was informed of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 coming into force on 1 October 2018. The regulations require persons in England involved in selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs and keeping or training animals for exhibition to be licensed for those purposes.
- 2.2 Members will recall the regulations amongst other things set out how a person may apply to the local authority for a licence and the matters in respect of which a local authority must be satisfied when considering the granting or renewing of a licence. In addition the regulations provided for a local authority to charge fees to cover the costs it incurs in performing this function, considering a licence holder's compliance with these Regulations, enforcement and administration. Further it allows licenses to be granted for periods of 1, 2 or 3 years (for individual business considered rated by the authority to be medium or low risk).
- 2.3 In addition, the regulations set out the circumstances and procedures under which a licence may be suspended, varied or revoked and that a breach of a condition of a licence or the obstruction of any inspector appointed for the purposes of enforcing the Regulations is an offence, and apply relevant post-conviction powers contained in the Animal Welfare Act 2006, as well as detailing the appeals procedures (to the First-tier tribunal) for appeals against licensing decisions of the local authority.
- 2.4 Each local authority must provide prescribed information to the Secretary of State (SoS) including the number of licences in force and fees charged on an annual basis starting on 1 April 2019. The SoS has now under regulation 14 provided detailed guidance to which a local authority (LA) must have regard to in carrying out its functions under the regulations.

Guidance documents

- 2.5 The nine guidance notes issued by Defra on 2 August 2108 can be seen at: <http://www.cfsg.org.uk/layouts/15/start.aspx#/SitePages/Legislation%20and%20Guidance.aspx> the 'Procedural guidance notes for local authorities' in particular provide detailed instruction on the qualifications of inspectors appointed under the regulations, fee setting and a new risk based system that must be followed in full, by the LA when determining the length of a licence and the 'star rating of a business' under the new regulations.

New star rating system

- 2.6 The introduction of a new 'star rating' system (which is very similar in nature to the rating scheme operated under food legislation i.e. 'the green window sticker') requires each licence issued to carry a star rating between 1 - 5 stars to be determined, following an inspection of the premises under the licensing regulations. As with the food hygiene rating scheme the local authority must have an appeal procedure in place for businesses to dispute the star rating given. The guidance details that such appeals be determined either by the Head of the Department issuing the licence or by a designated deputy (or the equivalent in another local authority) and must be done within 21 days of the appeal date, disagreements over the outcome of the appeal being open to challenge by means of judicial review. The costs of any additional inspections related to an appeal will be borne by the applicant unless it results in a higher rating being awarded.
- 2.7. Separate to the appeals procedure the LA is required to have in place a procedure for undertaking re-inspections at the request of the business for re-rating their star rating. Re-inspection should be carried out within three months of a request being made and there is no limit to how many re-inspections can be requested. The LA can charge a fee for each visit at full cost recovery for each and every additional re-inspection carried out. A new rating cannot be given without a re-inspection having taken place.

Inspector qualifications

- 2.8 From October 2021 all inspectors involved in animal welfare and licensing issues must hold either a Level 3 certificate granted by a body, recognised and regulated by the Office of Qualifications and Examinations Regulation who oversee training and assessments of qualifications in the animal licensing area or by a qualified veterinary (the LA must appoint a veterinary with respect to horse and animal welfare related licensing issues).
- 2.9 Currently Runnymede Borough Council (RBC) animal licensing inspections are undertaken by both Environmental Health Officers (EHO)s and Technical Officers within Environmental Health & Licensing (EH&L). All Officers will need to be have attained the appropriate Level 3 qualification by October 2021 to be authorised to undertake licensing work from that date onwards. The present cost of the Level 3 qualification is in the region of £1000 per Officer. Details of cost can be found at '**Appendix A**'

Fees

- 2.10 The local authority is able to charge reasonable fees to cover;
- (a) The costs of consideration of an application, including any inspection relating to that consideration;

- (b) The reasonable anticipated costs of consideration of a licence holder's compliance with the Regulations and the licence conditions to which a licence holder is subject. This includes the costs of any further inspections related to compliance;
- (c) The reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator; and
- (d) The reasonable anticipated costs of the local authority compiling and submitting the data required by regulation 29 to the Secretary of State

2.11 Presently RBC charge the following fees (2018/19) in respect of the current 4 separate animal licence activities;

Animal boarding £265

Home boarding £94

Dog breeding £187

Pet shop £265

Riding establishment £287

2.12 In addition to the RBC fee, applicants also pay separate veterinary fees for dog breeding and riding establishments. Fees collected for the 29 RBC current animal licences which all expire on 31 December 2018 stand at £5,324.

2.13 The proposed fees and charges at '**Appendix B**' have been determined in light of the guidance to ensure the full, but reasonable costs of administrating the new animal licensing system are set and recovered. They cover the full costs of the new procedures required including 'star rating' appeals and requests for re-inspections. Fees have been set in line with the Local Government Association (LGA) Open for business LGA guidance on locally set licence fees June 2017 and are in accord with R(Hemmings t/a Simply Pleasure) v Westminster CC [2017] 3 WLR 317 and R(Gaskin) v Richmond upon Thames LBC [2018] 1996 (Admin).

2.14 The proposed enforcement fee payable on the grant of a licence has been determined based on the 29 existing licenses being renewed before the 1 January 2019, 6 Performing animal licences being renewed before 1 April 2019 and an estimate of a further 15 new licence applications being received as a result of the wider scope of the regulations. Therefore the enforcement fee is split over 50 licences rather than the 35 in place at present.

2.15 It is possible that an existing licence holder may not be deemed suitable for licensing under the new regulations and this may result in a small reduction in the number of licences issued or renewed. In addition it is not possible to predict with any certainty the number of licenses that will be issued for 1, 2 or 3 years and therefore estimated income for the first 3 years under the new licensing scheme based on the 35 licenses expected to be renewed after 1 October 2018 is £31,957.97, on average £10,000 per year.

2.16 In addition to the existing 35 licences it is estimated that there will be in the region of 15 new licences applied for as a result in the expansion of the legislation. Expected income from 15 new licenses for the first 3 years equates to £16,351.30, an average £5450.43 per year. Total expected income based on 50 licenses being issued from 1 October 2018 over the first 3 year period is expected to be £45,625 at £15,208 income

per year. This equates to an average of £10,000 increase per year on the current income.

- 2.17 In addition to the above income the authority may charge a fee for inspections for re-rating of a business determined at £185.35 per re-rating application together with fees for transfer/variation in licences set at £50.00 or copies of the licence set at £30.00.

3. Policy framework implications

- 3.1. Any action required by the local authority in relation to issuing licenses or notices will be inline with the new regulations, SoS guidance and the prevailing Runnymede Borough Council, EH&L Enforcement Policy.
- 3.2 The new regulations allow for a transitional period for any existing licenses in place as of the 30 September 2018 (the day before the date that the 2018 regulations come into force) to continue in force for the remainder of their term (subject to the provisions of the Act they were granted under) no action will be taken against any persons holding such licences under the new regulations until the expiry date of those licences or in the case of a person registered under the Performing Animals (Regulation) Act 1925 for a period of six months starting from the 1 October 2018.

4. Resource implications

Staff

- 4.1 Members will recall from the Committee report on 21 June 2018 that the existing Environmental Health staff resource dealing with animal licensing is 0.12 full time equivalent (FTE) and that a further report on staff resources would be brought back to the Committee once impacts of the new legislation were known. Having considered the detailed requirements contained in the guidance notes related to the new star rating scheme, the new appeals and re-inspection procedures, the required review and updating of all the present licences and familiarisation of Officers with the new guidance documents, coupled with an expected increase in new licence applications (e.g. doggy day care and dog breeding activities) the present staff resource will need to be increased to at least 0.27 FTE to ensure the Council is able to meet its statutory duties. It is intended that the additional hours sought in this report will be used in combination with an existing vacant part time post to enable recruitment of a generalist to support this and other work in the department.

Financial

- 4.2 Subject to a review and setting of appropriate fees the legislation allows for full reasonable cost recovery of all activities associated with the licensing process. Provision of an additional 0.15 FTE at MMA (maximum) including on costs and associated costs will be in the region of £8,200 per year. At its meeting on 20 September 2018 the Corporate Management Committee will be considering the approval of a supplementary revenue estimate to cover these increased staffing costs. While it is anticipated that the increased costs will be met by increased licence fees this cannot be guaranteed until the licence fees are received.

5. Legal Implications

- 5.1 Under s.112 (1) of the Local Government Act 1972 - A local authority shall appoint such Officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them.

5.2 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 apply to an operator of a licensable activity in England. As a local authority, Runnymede Borough Council will need to license activities involving animals and the relevant establishments. Runnymede Borough Council must make sure that the person who carries on, attempts to carry on or knowingly allows a licensable activity to be carried on either does not need a licence due to not meeting the requirements in the Regulations, holds a licence in accordance with the Regulations or that appropriate enforcement action is taken on unlicensed activity.

6. Equality Implications

6.1 The regulations do not discriminate against any individual or particular group of people in Runnymede under protected characteristics as the requirements for licensing apply to all persons subject to the Animal Welfare and Licensing legislation. There are no Equality Implications arising from this report.

7. Unison Comments

7.1 Unison has been consulted on the report and agrees with the bid for additional staffing resources to meet new statutory requirements and take on additional licensing arrangements transferring from the County Council.

7.2 It is understood that relevant Officers within Environmental Health will be supported to undertake necessary training and obtain the required level 3 certification by October 2021

(To Resolve)

Background papers

The Animal Welfare Act 2006

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Environmental Health & Licensing Enforcement Policy (Current edition April 2015)

Animal Welfare and Licensing Report to Environment and Sustainability Committee

21 June 2018

LGA Open for business LGA Guidance on locally set licence fees June 2017

7. STANDING ORDER 42 – URGENT ACTION

Copy of proforma 916 detailing action taken after consultation with the Chairman of the Committee under Standing Order 42 is at **Appendix 'C'**.

(For information)

Background papers

None

8. **EXCLUSION OF PRESS AND PUBLIC**

If the Committee is minded to discuss any of the foregoing reports in private it is the

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would then be likely to involve disclosure of exempt information of the description specified in appropriate paragraphs of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

ENVIRONMENT AND SUSTAINABILITY COMMITTEE

27 September 2018

APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE NO</u>
A	TRAINING COST DETAILS	1 - 2
B	PROPOSED FEES AND CHARGES	3 - 4
C	URGENT ACTION UNDER STANDING ORDER 42	5 - 7



City & Guilds | Accredited Programme

Professional Programme in Inspecting Licensable Activities Involving Animals (Level 3 Equivalent)

The Licensing of Activities Involving Animals Regulations require those carrying out inspections to be appropriately qualified. This course has been designed by Animal Health Inspectors to ensure the legislation, its guidance and animal welfare requirements are understood and implemented. The course is a collaboration between the City of London Corporation, and the Pet Industry Federation, the UK trade association for pet businesses.

Course details:

Unit	Title	Delivery method	Assessment method
1	Legislation	Online	Multiple choice test
2	Inspection of premises selling animals as pets	Classroom and practical activities	Completed visit report with a 2000-word reflective essay
3	Inspection of premises providing animal boarding for dogs & cats Inspection of dog breeding premises	Classroom and practical activities	Completed visit report with a 2000 word reflective essay
4	Inspection of premises keeping or training animals for exhibition	½ day classroom and practical activities	Completed visit report with a 2000-word reflective essay
5	Inspection of premises hiring out horses	½ day classroom and practical activities	Completed visit report with a 2000-word reflective essay





The classroom days will be delivered by qualified, experienced Animal Health Inspectors from the City of London, supported by industry experts. Sessions will be a combination of taught sessions and practical exercises, held at the specialised facilities at Heathrow Animal Reception Centre.

Course cost: £990

Lunch and refreshments will be provided at the Heathrow Animal Reception Centre. Discounted hotel accommodation is available.

Course dates:

The dates listed are for the on site training, and can only be undertaken when the assessment for unit 1 (online test) has been passed. All dates are subject to availability.

26th – 30th November 2018

4th - 8th February 2019

25th – 29th March 2019

20th – 24th May 2019

8th – 12th July 2019

4th – 8th September 2019

9th –13th September 2019

To book & for further information, please contact **Emma Bass** at the **Pet Industry Federation** on **emma@petfederation.co.uk** or **01234 224501**.



Estimate for proposed Animal Activity Licensising fees (on full cost recovery basis)

Higher Tier activities (exc. Home board & day care dogs)								
Action	New application			Renewal		Enforcement		Enforcement
	Time (Mins) Licensing*	Officer designation	Application fee	Time (Mins) Licensing*	Renewal	Time (Mins) Licensing*	Enforcement	
1 Application received, scanned and entered on computer system.	25	A	£18.08	25	£18.08			
3 Process application payment (additional £20 if paid by cheque)	10	A	£7.23	10	£7.23			
4 Check of application documentation for completeness and identification of applicant(s) etc. for fit and proper persons check	30	A	£21.70	30	£21.70			
5 Undertake fit and proper person assessment and record.	30	O	£36.10					
6 Programme inspection date, Arrange EHO/vet inspection any necessary purchase orders	15	A	£10.85	15	£10.85			
7 Inspection and report of visit . (Additionally vet fees recovered where applicable).	90	O	£108.29	90	£108.29	90	108.29	
8 Determination of rating and production and issue of licence. Including printing and postage.	60	O	£72.19					
10 Input and updating of licence file and computer system.	20	A	£14.47	20	£14.47			
11 Update public register on website	2	A				2	1.45	
12 Updating of information to Defra for licensing register	1	O	£1.20	1	£1.20			
13 Annual additional officer costs in respect of production of web material on-line advice. Fee setting and review costs, committee reports and policy making management costs. (480 minutes divided by 50 licences)	10	M	£15.00	9	£15.00			
14 Licence query (phone/e-mail/letter)	15	A	£10.85	15	£10.85			
15 Enforcement of unlicensed premises manager oversight of proposed actions etc		M				5	7.50	
16 Enforcement of unlicensed premises triage/contacting/inspection/letter/report		A				30	36.10	
17 Enforcement of unlicensed premises administration		O				10	7.23	
18 Mandatory officer 'level 3 qualification' training (£1000 each x 2, divided by 50 licences distributed 50:50 between new app & renewal)			£20.00		£20.00			
TOTAL	308		£335.96		£227.67		160.56	
Each additional animal administration database entry and license generation	5	A	£3.62					
Each additional animal activity requiring licensing, including additional time during visit and associated write up/report and licence	35	O	£42.11					
TOTAL additional activity			£45.73					
* A = Admin officer (£43.40 per hour) O = EHO (£72.19 per hour) M = Manager (£90.00 per hour)								

Lower Tier activities (Home board & day care dogs)								
Action	New application			Renewal		Enforcement		Enforcement
	Time (Mins) Licensing*	Officer designation	Application fee	Time (Mins) Licensing*	Renewal	Time (Mins) Licensing*	Enforcement	
1 Application received, scanned and entered on computer system.	25	A	£18.08	25	£18.08			
3 Process application payment (additional £20 if paid by cheque)	10	A	£7.23	10	£7.23			
4 Check of application documentation for completeness and identification of applicant(s) etc. for fit and proper persons check	30	A	£21.70	30	£21.70			
5 Undertake fit and proper person assessment and record.	30	O	£36.10					
6 Programme inspection date, Arrange EHO/vet inspection any necessary purchase orders	15	A	£10.85	15	£10.85			
7 Inspection and report of visit . Plus vet fees where applicable.	70	O	£84.22	70	£84.22	90	108.29	
8 Determination of rating and production and issue of licence. Including printing and postage.	60	O	£72.19					
10 Input and updating of licence file and computer system.	20	A	£14.47	20	£14.47			
11 Update public register on website	2	A				2	£1.45	
12 Updating of information to Defra for licensing register	1	O	£1.20	1	£1.20			
13 Annual additional officer costs in respect of production of web material on-line advice. Fee setting and review costs, committee reports and policy making management costs. (480 minutes divided by 50 licences)	10	M	£15.00	10	£15.00			
14 Licence query (phone/e-mail/letter)	15	A	£10.85	15	£10.85			
15 Enforcement of unlicensed premises manager oversight of proposed action		M				5	7.50	
16 Enforcement of unlicensed premises triage/inspection/letter/report		A				30	36.10	
17 Enforcement of unlicensed premises administrative		O				10	7.23	
18 Mandatory officer 'level 3 qualification' training (£1000 each x 2, divided by 50 licences distributed 50:50 between new app & renewal)			£20.00		£20.00			
TOTAL	288		£311.89		£203.61		160.56	
Each additional animal administration database entry and license generation	5	A	£3.62					
Each additional animal activity requiring licensing, including additional time during visit and associated write up/report and licence	35	O	£42.11					
TOTAL additional activity			£45.73					
* A = Admin officer (£43.40 per hour) O = EHO (£72.19 per hour) M = Manager (£90.00 per hour)								

Proposed fees						
	New app*	Renewal*	Enforcement	re-rating	Transfer/variation	Copy
Higher tier	£335.96	£227.67	£160.56			
Lower tier	£311.89	£203.61	£160.56	£185.35	£50.00	£30.00
activity (each)	applicable tier fee plus £47.73					

existing activities*	
animal boarding	7
Home boarding	11
dog breeding	5
pet shops	3
performing animals (info from SCC)	6
Horse riding	2
Total	34
* inc seperating out 1 joint boarder & breeder	

* on grant of licence enforcement fee is payable in addition
 1. Estimates use draft procedure notes & LGA fee guidance
 2. Fees are the same irrespective of length of licence
 3 as cost to council expected to be very similar

Higher tier activities
Keeping/training for exhibition
dog breeding
kennels for dogs
boarding for cats
Hiring out horses
Selling animals as pets
Lower tier activities
day care for dogs
home boarding for dogs

anticipated 'activities'	
Keeping or training animals for exhibition	6
dog breeding*	20
kennels for dogs	3
day care for dogs	6
home boarding for dogs	11
boarding for cats	6
Hiring out horses	2
Selling animals as pets	3
Total licensable 'activities'	57
* Defra estimate 784% increase, conservatively estimate a 4 fold increase	

Re-evaluation of rating request		New application		
Action	Time (Mins) Licensing*	Officer designation	Application fee	
1 Application (abbreviated) checked received, scanned and entered on computer system.	15	A	£10.85	
2 Programme inspection date, Arrange EHO/vet inspection any necessary purchase orders	15	A	£10.85	
3 Process application payment (additional £20 if paid by cheque)	10	A	£7.23	
4 Inspection and report of visit . Plus vet fees where applicable.	70	O	£84.22	
5 Determination of rating and production and issue of licence. Including printing and postage.	60	O	£72.19	
TOTAL	249		£185.35	

Existing income 17/18			
	Number	Cost	Actual 2018/19
Cat dogs	6	260	£1,560
Combined	1	312	£312
Home	11	92	£1,012
Breeding	6	183	£1,098
pet	3	260	£780
riding	2	281	£562
Total	29		
exhibit	6		
TOTAL			£5,324

Licenses can be issued for 1, 2 or 3 years

Estimate assumptions:
50% licences issued for 1 year
25% are issued for 2 years
25% are issued for 3 years

Estimate profile of licence numbers & income (based on existing licences and reasonable estimate)				
	No.	New app	Renewal	Enforcement
Kennels for dogs plus 1 activity	1	£381.68	£227.67	£160.56
Kennels for dogs plus 2 activities	1	£427.41	£319.13	£160.56
home boarding plus additional activity	6	£2,145.72	£1,496.01	£963.36
home boarding OR Day care for dogs	5	£1,559.47	£1,018.04	£802.80
Keeping/training animals for exhibition	6	£2,015.74	£1,366.03	£963.36
dog breeding	20	£6,719.13	£4,553.43	£3,211.20
kennels for dogs	1	£335.96	£227.67	£160.56
boarding for cats	5	£1,679.78	£1,138.36	£802.80
Hiring out horses	2	£671.91	£455.34	£321.12
Selling animals as pets	3	£1,007.87	£683.01	£481.68
TOTAL	50	£16,944.68	£11,484.70	£8,028.00
enforcement + new app annual		£24,972.68		
Renewal + enforcement annual		£19,512.70		

Based on existing licences only (inc those from SCC)	Projected Income 18/19-20/21					
	Number	Renewal & enforcement	Estimated 2018/19	2019/2020	2020/21	3 Year Total
Cat dogs	6	£1,221.36	£963.36	£2,184.72		
Combined	1	£203.61	£160.56	£364.17		
Home	11	£2,239.71	£1,766.16	£4,005.87		
Breeding	6	£1,366.02	£963.36	£2,329.38		
pet	3	£683.01	£481.68	£1,164.69		
riding	2	£455.34	£321.12	£776.46		
Total	29					
exhibit	6	£1,221.36	£963.36	£2,184.72		
TOTAL	35		£13,010.01	£6,505	£9,758	£29,273

Based on 15 new licences	Projected Income 18/19-20/21					
	Number	New & enforcement	Estimated 2018/19	2019/2020	2020/21	3 Year Total
Average of Higher and Lower	15	£4,858.88	£2,408	£7,267.28		
Tier activities Fee £323.93						
TOTAL	15		£7,267.28	£3,634	£5,451	£16,352

	35		£13,010.01	£6,505	£9,758	£29,273
	15		£7,267.28	£3,634	£5,451	£16,352
TOTAL	50		£20,277.29	£10,139	£15,208	£45,625

RUNNYMEDE BOROUGH COUNCIL

**CONSULTATION WITH APPROPRIATE CHAIRMAN IN RESPECT OF URGENT ACTION
TAKEN UNDER STANDING ORDER 42**

TO: Councillor Mrs Warner
Chairman of Environment and Sustainability Committee

FROM: Corporate Director of Planning and Environmental Services.

MY REFERENCE

DATE: 15/06/2018

1. Synopsis of report:

Approve minor amendments to the Statement of Intent for the Local Authority Flexible Eligibility requirements in respect of the Energy Company Obligation (ECO2), to ensure maximum access to available grant funding.

2. Reasons why this matter cannot wait for a Committee Decision:

The ECO2 funding source arises from energy suppliers meeting their obligation to install energy efficiency measures in homes. The Flexible Eligibility requirements allows local authorities to play a part in this process by identifying homes that are vulnerable and at low income. The current thresholds adopted in the Statement of Intent are limiting the opportunities for our referring agency to introduce Runnymede residents to this funding source.

Further delay, to meet the committee cycle, will exclude opportunities for Runnymede residents to access funding.

3. Context of report

The Environment and Sustainability Committee approved the current Statement of Intent in September 2017. Within the Statement criteria for identifying 'Living in fuel poverty, but not in receipt of benefits' and for identifying 'low income and vulnerability to the cold' were agreed.

This SO42 seeks minor amendments to those criteria following feedback from our referring agency regarding missed opportunities.

4. Report

In order to maximise the opportunities for eligible households to access the Energy Companies funding stream it is proposed to amend our criteria in seven ways:

- Increase the low income threshold from £30k of £35k and after rent/mortgage/energy bills and council tax
- Change the criteria for poor performing to look at properties where the Energy Performance Certificate (EPC) rating is below D rated rather than below E
- Expand the criteria for qualifying works so that now all lofts needing top up insulation are included not just those less than 100mm
- Expand the criteria for qualifying works so that Park homes and rented properties are now eligible regardless of income
- Expand the criteria for qualifying works so that Solid wall installation is included in addition to cavity wall installation
- Expand the criteria for qualifying works to include homes with a Qualifying Boiler (this means the boiler is broken down etc)
- Expand the criteria for vulnerability to cold to now include children under 16 rather than children under 10.

These clarified and expanded criteria will mean more Runnymede residents will be capable of being considered living in fuel poverty and vulnerable to cold for the purposes of ECO2 flexibility assessments. This will provide greater opportunities to support the vulnerable in the community to reduce spending on fuel to heat their homes.

5. Policy framework implications

The Home Energy Conservation Act 1995 (HECA) reports from English local authorities setting out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.

The last Runnymede Borough Council HECA Report 2015-2016 stated that we would deliver ECO2: Flexible Eligibility to our private sector housing residents

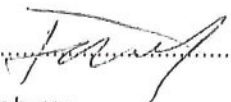
6. Financial and Resource implications

No additional resourcing implications are involved in amending the eligibility criteria.

7. Legal implications

None

8. Chief Officer(s) Decision

Signature of authorised officer 

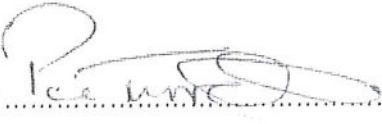
I have been consulted and am in agreement with the above

Signature(s) and position(s) of other relevant Chief Officer, Corporate Heads or authorised representatives

.....

NB: this must include the Corporate Head of Resources and IT or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

10. Chief Executive's Decision

Signature of Chief Executive 

I have been consulted and am in agreement with the above

11. Chairman's Comments

I concur in the Chief Officer's decision

Signed 

Date 

I have the following further comments:

Further information may be obtained from Dave Stedman

on Ext. 5060

The completed copy is to be returned by the Councillor to the Corporate Head of Law and Governance (MLW) who will send a copy to the Chief Officer and report to the relevant Committee as necessary.