Present: Cllr Kashif Haroon (Chair), Cllr Hardial Singh Rai (Deputy Chair), Cllr Laila M. Butt, Cllr Faruk Choudhury and Cllr Adegboyega Oluwole

Apologies: Cllr Peter Chand, Cllr Chris Hughes and Cllr Lee Waker

6. Declaration of Members' Interests

There were no declarations of interest.

7. Minutes - 27 July 2017

The minutes of the Board meeting held on 27 July 2017 were confirmed as correct.

8. Sub-Committees - Licensing Sub-Committee Meetings

The Board noted and confirmed for signature by the Chair the minutes of the Licensing Sub-Committee meetings held on:

(i) 9 August 2017
(ii) 27 November 2017
(iii) 5 December 2017
(iv) 8 January 2018

9. Animal Welfare Licensing - Adoption of Standard Licence Conditions

Richard Parkins, Senior Licensing Officer (SLO), Regulatory Services, presented the report and explained that local authorities were responsible, under legislation, for the licensing of a range of 'animal welfare' licences including, the licensing of pet shops, animal boarding premises and dog breeding establishments. Each local authority had developed their own conditions over the years and adapted them to each legislation change which had resulted in a lack of consistency of conditions, application and enforcement across the country. To provide better consistency nationally, the Chartered Institute of Environmental Health (CIEH) had worked together with animal welfare and industry experts and organisations to compile model standard licence conditions for each type of licensed premises. The CIEH model conditions provide for the basic minimum standards considered necessary to ensure the health, safety and welfare of animals and to minimise the transmission of disease from animals to humans. The four sets of conditions, attached to the report, as appendices, were an attempt to capture all the good guidance and practice and also produce a consistency of approach across all local licensing authorities.

The SLO explained the animal husbandry aspects of the various acts and how they applied to the proposed licensing conditions, such as the need for a suitable environment, diet, to be able to exhibit normal behaviour patterns, to be house
with, or apart from, other animals, companionship, play, if appropriate socialisation interaction with humans, protection of the animal from pain, suffering, injury and disease. There were also requirements around the age at which an individual could purchase an animal and any person banned from keeping an animal.

The Council issues its animal licences by calendar year, January to December, and was currently in the process of issuing licences for 2018. It was proposed that the conditions should be immediately applicable to any new operations seeking future licences. To enable existing licensed operators time to fully review their establishment and operation and to make any necessary physical alterations or adjustments to working practices, the new conditions should become applicable upon their next renewal in 2019. On the renewal of their licence in January 2018, existing operators would be provided with a copy of the new licence conditions and asked to review their current operations against those new standards. This would give existing licence operators 11 to 12 months to make the necessary changes. Where necessary, or requested, advice would be provided to any licensee in regard to raising standards.

The SLO advised that the Government had recently announced its intention to streamline the administrative processes by introducing one ‘animal activities’ licence, covering dog breeding; cat and dog boarding, selling pets and hiring out horses for riding. Publication of the regulations was anticipated after October 2018 and it was likely these would include separate standards applied for each activity. The phrase ‘animal activities’ was also being proposed to cover activities not associated with any specific premises, such as the online sale of pets. Licensing Officers would report back to the Board as appropriate on any directions or new regulations received from the Government.

The Board discussed a number of issues, including:

- Public consultation had not taken place on the proposed new conditions as this was not a new policy and was about adopting industry best standards.

- Concerns around the risks to human health and safety.

- Separate legislation, regulations and processes that are applied for dangerous, wild or endangered animals and the expert advice that local licensing officers would then utilise, particularly regarding safe storage, handling and husbandry and owner licencing.

- Animal welfare in the home under the Animal Welfare Act.

- Complaints about animal sales and establishment conditions and the support that Trading Standards could provide to the public.

- Need to publicise the new conditions and information on how the public can contact enforcement teams if they have any concerns about a commercial / operation establishment or the storage of dangerous, wild or endangered animals by the public / collectors.

The Board:
(i) Agreed to the introduction of the conditions set out in the report, namely:

(a) Appendix A - Pet shops (CIEH Model Conditions for Pet Vending Licensing 2013 / Pet Animals Act 1951 (as amended)).

(b) Appendix B - Catteries (CIEH Model Conditions and Guidance for Cat Boarding Establishments 2013 / Animal Boarding Establishment Act 1963).


(ii) Agreed that the conditions in (i) above should be applicable:

(a) Immediately to any new operations seeking future licences; and,

(b) To existing licensed operators upon their next renewal in 2019.

(iii) Noted the Government’s future intention to streamline the administrative processes by introducing one ‘animal activities’ licence, and that a further report would be presented to the Board once any new legislation, regulations or guidelines were published.

10. Appeals and Applications

Theo Lamptey, Service Manager Public Protection (SMPP), presented the report, which provided details of all licensing matters dealt with by the licensing team since July 2017, including Temporary Event Notices (TENs), Personal Licence, Premises Licence/ Transfer/ Vary Designated Premises Supervisors (DPS), Special Treatment Licence Applications and other Applications received and processed, and work undertaken with the Tri-borough Policing Police Licensing colleagues.

The SMPP reminded the Board that the Council’s Statement of Gambling Policy (2017 – 2022), which was adopted by Cabinet Minute 58, 14 November 2017, would officially come into effect on 14 February 2018.

The Board discussed a number of issues, including:

- The accredited qualifications for holders of a Personal Licence and Designated Premises Supervisors, the training records kept by establishments and the advice provided to businesses to help them comply with their licence.

- The specific process for TENs licence applications involved consultation with emergency services and local Councillors. Licensing Officers worked in conjunction with other Council services, for example the noise team may also
attend premises and events to monitor noise disturbance.

- Enforcement action continued to be taken against those that failed test purchases or other breaches of licence conditions, including review of licences by the Licensing Sub-Committee.

- The Chair commented that there had been no appeals, so this indicated that the Council was making reasonable decisions.

The Board:

(i) Noted the activities undertaken by the Licensing Team since July 2017; and,

(ii) The Service Manager Public Protection was asked to check that notification of TENS applications was being provided to appropriate ward Councillors.


The Work Programme was noted by the Board.

12. Vote of Thanks

The Chair placed on record his thanks to the Board members and officers for the work they had undertaken over the past year.