



TO COUNCILLOR:

Mrs R H Adams
G A Boulter
Mrs L M Broadley (Chair)
F S Broadley
D M Carter

M H Charlesworth
M L Darr (Vice-Chair)
R F Eaton
Mrs L Eaton JP
D A Gamble

F S Ghattoraya
J Kaufman
Mrs L Kaufman
C D Kozlowski
Mrs H E Loydall

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **LICENSING AND REGULATORY COMMITTEE** to be held at the **COUNCIL CHAMBER - COUNCIL OFFICES, STATION ROAD, WIGSTON** on **THURSDAY, 6 JUNE 2019** at **6.30 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
29 May 2019

Mrs Anne E Court
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	Apologies for Absence	
2.	Appointment of Substitutes	
	To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.	
3.	Declarations of Interest	
	Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.	
4.	Minutes of the Previous Meeting	1 - 3
	To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.	
5.	Action List Arising from the Previous Meeting	
	There was no Action List arising from the previous meeting.	
6.	Petitions and Deputations	



To receive any Petitions and, or, Deputations in accordance with Rules 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

7. Licensing Update (Q4 2018/19) 4 - 10

Report of the Senior Licensing & Enforcement Officer

8. Environmental Health Update (Q4 2018/19) 11 - 21

Report of the Regulatory Services Manager

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

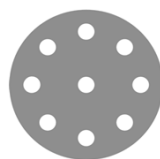
t: (0116) 257 2775

e: democratic.services@oadby-wigston.gov.uk

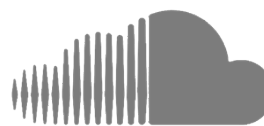
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**MINUTES OF THE MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD
AT THE COUNCIL CHAMBER - COUNCIL OFFICES, STATION ROAD, WIGSTON ON
THURSDAY, 4 APRIL 2019 COMMENCING AT 6.30 PM**

PRESENT

Mrs L M Broadley Chair
M L Darr Vice-Chair

COUNCILLORS

G A Boulter
M H Charlesworth
R F Eaton
Mrs L Eaton JP
J Kaufman
Mrs L Kaufman
K J Loydall JP

OFFICERS IN ATTENDANCE

S J Ball Senior Democratic Services Officer / Legal Officer
T Cawthorne Regulatory Services Manager
D M Gill Head of Law & Democracy / Monitoring Officer

30. APOLOGIES FOR ABSENCE

None.

31. APPOINTMENT OF SUBSTITUTES

Councillor K J Loydall JP substituted for Councillor Mrs H E Loydall.

32. DECLARATIONS OF INTEREST

Councillor M H Charlesworth declared a non-pecuniary interest with regard to item 7 of the agenda, insofar as he carries on a mobile food business registered with the Council.

33. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the meeting of the previous Committee held on 31 January 2019 be taken as read, confirmed and signed.

34. ACTION LIST ARISING FROM THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The Action List arising from the meeting of the previous Committee held on 31

January 2019 be read, confirmed and noted.

35. PETITIONS AND DEPUTATIONS

None.

36. FOOD SAFETY SERVICE PLAN (2019/20)

The Committee gave consideration to the report (as set out at pages 5 - 18 of the agenda pack) which asked it to note the work to be undertaken by the Environmental Health Team in respect of the Food Safety Service Plan for 2019/20.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The contents of the report and appendix be noted.

37. GENERAL ENVIRONMENTAL HEALTH & LICENSING UPDATE (VERBAL UPDATE)

The Committee gave consideration to the verbal update in respect of general Environmental Health and Licensing matters including but not limited to the agenda items set out at 8(a) to 8(e).

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The contents of the verbal update be noted.

37a. DOG WARDEN CONTRACT

37b. "STRONGER TOGETHER" PEST CONTROL SERVICE

37c. LICENSING UNIFORM SYSTEMS UPGRADE

37d. "SAM SAYS STOP" CAMPAIGN

37e. OTHER GENERAL MISCELLANEOUS MATTERS

38. EXCLUSION OF THE PRESS AND PUBLIC

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 1, 2 and 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

39. ENVIRONMENTAL HEALTH & LICENSING SERVICE REVIEW OUTCOMES (VERBAL UPDATE)

The Committee gave consideration to the verbal update in relation to the Environmental Health and Licensing Service Review Outcomes for April 2019.

By affirmation of the meeting it was

UNANIMOUSLY RESOLVED THAT:

The contents of the verbal update be noted.

THE MEETING CLOSED AT 7.23 PM



Chair

Thursday, 6 June 2019

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 7



Licensing and Regulatory Committee	Thursday, 06 June 2019	Matter for Information
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Report Title: **Licensing Update (Q4 2018/2019)**

Report Author(s): **Mandy Geary (Senior Licensing & Enforcement Officer)**

Purpose of Report:	This information report provide an overview of the work under-taken by the Licensing Section for the fourth quarter of 2018/2019
Report Summary:	This report covers the standard quarterly reporting items in relation to taxi and private hire licensing, applications under the Licensing Act 2003 and Gambling Act 2005 and any notable enforcement activity. An update is also provided in respect of other concurrent matters
Recommendation(s):	That the contents of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk Mandy Geary (Senior Licensing & Enforcement Officer) (0116) 257 2637 mandy.geary@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Teamwork (V3) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.

Consultees:	None.
Background Papers:	None.
Appendices:	1. Licensing Application Statistics (Q4 2018/2019)

1. Taxi and Private Hire Licensing

1.1 Vehicles

During the period 1st January 2019 to 31st March 2019 the Licensing Section has processed 188 applications for hackney carriage & private hire driver, vehicles and operator licences.

1.2 Drivers

During the reporting period we held 3 tests and had 45 candidates who sat the Council competency test. Of the 45 who sat the test 12 gained a pass and the remaining candidates failed. The test forms part of the application criteria and a pass is required before the applicant can go forward to make an application to become a licensed driver. 53 applicants and drivers attended the Child Sexual Exploitation courses which were held in Jan, Feb and March.

1.3 Revocation Appeal

Following the revocation of a drivers licence under section 61(1)b and 61(2B) of the Local Government (Miscellaneous Provisions) Act 1976 the Council received a formal appeal to the Magistrates Court by the driver. The first hearing was held at Leicester Magistrates Court at the beginning of March, unfortunately the appellant had not prepared for the hearing and so the Court Clerk adjourned the hearing for several weeks in order that he could seek legal advice. Prior to the new hearing date the driver advised the Council and the Magistrates Court that he had made the decision to withdraw his appeal and the Councils decision to revoke the licence remains in force.

1.4 New Competency Test

From April the Council will be introducing a new Competency test. The tests have been revamped and given a new look. Candidates now get an hour to complete the test, with 50 multi choice questions which include topics such as shortest routes, The Highway Code, Legislation and Conditions of Licence and writing a receipt. Candidates must achieve an 80per cent pass mark on all 5 sections of the test etc.

Once a candidate has passed the test it is only then that they are able to proceed with making an application to become licenced. Applicants who fail will be able to take up to 3 tests in total, should they fail all 3 tests each candidate then has to wait 12 months from the date of the last test before being able to take the test again.

2. Licensing Act 2003

During the quarter, there have been 30 applications relating to the Licensing Act. 1 Temporary Event Notice, 10 Personal Licence applications and 18 applications for premises licences which included 2 minor variations and 15 licence transfers and or variation of the DPS (Designated Premises Supervisor).

3. Gambling Act 2005

There were 3 applications made under the above Act, 2 new small society lotteries

registrations and a notification of gaming machines for an alcohol licensed premises.

4. General Licences

The team also issued the following licences during the quarter. 1 acupuncture person registration, 1 acupuncture premises registration, 2 Animal Welfare Licences, 1 house to house collection and 10 street collection permits

5. Licensing Enforcement

The team has continued to respond to complaints received. It is anticipated that proactive enforcement action will be undertaken during 2019/20 following the establishment of a Corporate Enforcement Team as part of the newly adopted Corporate Plan.

The breakdown of licensing application statistics for quarter 4 is attached at **Appendix 1** to this report for members' information.

General Licensing

Acupuncture Personal Registration

Total New Applications: 1

Total Acupuncture Personal Registration Applications: 1

Acupuncture Premises Registration

Total New Applications: 1

Total Acupuncture Premises Registration Applications: 1

Animal Welfare Licence

Total New Applications: 2

Total Animal Welfare Licence Applications: 2

House to House Collection Licence

Total New Applications: 1

Total House to House Collection Licence Applications: 1

Street Collection Permit

Total Amend Applications: 6

Total New Applications: 10

Total Street Collection Permit Applications: 16

General Licensing Total Applications: 21

Taxi Licensing

Combined HC\PH Driver Licence

Total New Applications: 12

Total Renewal Applications: 26

Total Revocation Applications: 1

Total Combined HC\PH Driver Licence Applications: 39

Hackney Carriage Licence

Total Cancel/Surrender Applications: 3

Total New Applications: 44

Total AMEND Applications: 4

Total Renewal Applications: 78

Total Suspension Lifted Applications: 1

Total Transfer Applications: 4

Total Hackney Carriage Licence Applications: 134

Private Hire Operator Licence

Total Int/Amend Applications: 1

Total Private Hire Operator Licence Applications: 1

Private Hire Vehicle Licence

Total Cancel/Surrender Applications: 1

Total New Applications: 5

Total Renewal Applications: 8

Total Private Hire Vehicle Licence Applications: 14

Taxi Licensing Total Applications: 188

Licensing Act 2003

Late Temporary Event Notice - WITH Alcohol

Total Temp Event Notice Applications: 1

Total Late Temporary Event Notice - WITH Alcohol Applications: 1

Personal Alcohol Licence

Total AdminAMEND Applications: 1

Total Change N/A Holder Applications: 4

Total New Applications: 6

Total Personal Alcohol Licence Applications: 11

Premises Licence

Total AMENDMENT Applications: 1

Total Minor Variation Applications: 2

Total Transfer/DPS Applications: 12

Total Transfer Applications: 3

Total Premises Licence Applications: 18

Licensing Act 2003 Total Applications: 30

Gambling Act 2005

Notification of Gaming Machines

Total Notice of Intent Applications: 1

Total Notification of Gaming Machines Applications: 1

Small Society Lotteries

Total Annual Fee Applications: 2

Total Small Society Lotteries Applications: 2

Gambling Act 2005 Total Applications: 3

Total Applications: 242

Agenda Item 8



Licensing and Regulatory Committee	Thursday, 06 June 2019	Matter for Information
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Report Title: **Environmental Health Update (Q4 2018/19)**

Report Author(s): **Tony Cawthorne (Regulatory Services Manager)**

Purpose of Report:	To update Committee on the work undertaken by the Environmental Health Section during quarter 4 of 2018/19.
Report Summary:	This report provides information on the progress of routine work and projects within the current Project Plan relevant to Environmental Health. Matters for discussion expand on the themes and subjects previously reported to the Committee.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk Tony Cawthorne (Regulatory Services Manager) (0116) 257 2670 tony.cawthorne@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Teamwork (V3) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	The implications are as set out at paragraphs 2.5 of this report.
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. Click to select EA screening.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.

Background Papers:	None.
Appendices:	1. Copy of Report entitled 'Review of the Pest Control and Dog Warden Services (June 2019)' to Service Delivery Committee on 4 June 2019

1. Environmental Health Staffing

- 1.1 A new Regulatory Services Manager has been appointed to manage the Licensing and Environmental Health Departments. This appointment was an internal appointment and no replacement has been made to backfill this position.
- 1.2 A highly competent Agency member of staff is covering a maternity leave position in the team leading to work being undertaken in several areas, which has previously not been able to be undertaken due to staffing levels.
- 1.3 A Student from Wolverhampton University has a placement with the Environmental Health team and attends on a bi-weekly basis and is being taken on visits and exposed to matters relating to environmental health to supplement their training at university and as they become competent will be undertaking service requests.

2. Dog Kennelling and Dog Warden Service

- 2.1 The Council's dog kennelling and dog warden service was put out to tender following a review of the pest control service, dog kennelling and dog warden services. This was as a result of a request by the Service Delivery Committee on the 27 June 2017, to undertake the review.
 - 2.2 As a result of the review, a full financial report was sent to Service Delivery Committee on the 4 June 2019. A copy of this report is attached at **Appendix 1**.
 - 2.3 The awarding of the contract to College Garth Ltd who undertake the service for Leicestershire Police, Leicestershire Social Services, Leicester City Council and all other Leicestershire Authorities except Hinckley and Bosworth Borough Council, brings all the dog warden services under a single operator.
- 3.** College Garth will undertake proactive patrols of parks and controlled spaces under the Council's Public Space Protection Order, which was brought into force on 24 September 2018. All members of staff employed by the company wear body cams for the purposes of evidence gathering and are authorised to issue Fixed Penalty Notices on behalf of the Council. Non-payment of a FPN will lead to a prosecution.
- 3.1 The financial projection for this service is that it will reduce the costs of this statutory duty on the Council and is expected to make a saving of approximately £15,000.

4. Abandoned Vehicles

- 4.1 The Council has received 33 notifications of abandoned vehicles this quarter. Following investigation by Officers, involving contacting registered keepers and informal notices placed on vehicles, of the 33 vehicles reported, only 1 case required formal Officer Intervention and firm enforcement, resulting in the vehicle being towed and destroyed.

5. Pest Control

- 5.1 The table below compares the cases in quarter 4 for 2017/18 and 2018/19 and shows the

decline in activity due to the inclement weather in the rat population and the increase in Bedbug activity

Pest Type	Q4 Cases 2017/18 (1/1/18 to 31/3/18)	Q4 Cases 2018/19 (1/1/19 to 31/3/19)
Rats	28	24
Mice	7	9
Fleas	2	1
Cockroaches	0	0
Wasps	1	2
Bedbugs	1	4
Squirrels	1	2

- 5.2 The Pest Control Service now operates 6 Contracts across the Borough including catering premises, residential homes and a hostel.
- 5.3 Following a review of the pest control service as a result of a request by the Service Delivery Committee on the 27 June 2017.
- 5.4 As a result of the review, a full financial report was sent to Service Delivery Committee on the 4 June 2019.

6. Fly-Tipping and Littering

- 6.1 During this last quarter, there have been 20 reports of fly-tipping and following investigation by Officers only 3 were actually Fly Tips, no formal action was taken, due to any identifiable material within the fly tip being found. There were 3 littering cases. No FPN's were issued in quarter 4.

7. Food Hygiene Inspections

- 7.1 The acquisition of additional resources to tackle the back-log of inspections was identified and sourced to ensure that we were compliant with Food Standard Agency expectations by March 2019. Performance against projected outturns are regularly reviewed and adjusted to ensure the timely completion of the current inspection programme.
- 7.2 86 visits were undertaken in Q4 leaving four premises outstanding due to access issues. These will be completed in the first quarter of 2019/20.
- 7.3 The results are summarised below and can also be found on the Council's website and a full list of premises within Oadby and Wigston Borough Council and their Food Hygiene Ratings (FHR) can be found on the [Food Standard Agency's webpage](#).
- 7.4 To date, the total number of food premises in the Food Hygiene Rating (FHR) Scheme is 350. This number fluctuates due to closures and new businesses.
- 7.5 Those with a Food Hygiene Rating of three or above are broadly compliant. The remaining 7 properties are receiving increased visits from Environmental Health Officers one premise has been voluntary closed and new owners are refurbishing the venue.

FHR	No. of Businesses attaining Score
5	263
4	36
3	18
2	3
1	3
0	1

8. Other Enforcement Matters

- 8.1 The Department has been involved in the investigation of two illegal Houses in Multiple occupation and these have resulted in working with the Police and unearthing Modern Day slavery issues. Prosecution cases are being prepared
- 8.2 There are two further prosecution files being completed, one for a breach of a Court order for keeping dog muzzled in a public place and one for the breach of a Community Protection Notice cases. Both cases are ongoing.

Appendix 1



Service Delivery Committee	Tuesday, 04 June 2019	Matter for Information
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Report Title: **Review of the Pest Control and Dog Warden Services**

Report Author: **Tony Cawthorne (Regulatory Services Manager)**

Purpose of Report:	Advise committee on the review of the Pest Control and Dog Kennelling and Dog Warden Service.
Report Summary:	Following a requirement by the committee to provide advice on the full costings of the commercialisation of the Pest Control Service. As the Post Holder additionally undertakes the Councils Dog Warden service, an appraisal of the provision of the Dog Kennelling and Dog Warden Service has also been undertaken.
Recommendation:	A. That Members note the award of the Dog Kennelling and Dog Warden service to College Garth Limited; and B. That Members note the Pest Control Service is an important commercial service and the progress that has been made in developing the service which should be maintained in-house.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk Tony Cawthorne (Regulatory Services Manager) (0116) 257 2670 tony.cawthorne@oadby-wigston.gov.uk
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2) Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision) Accountability (V1) Teamwork (V3) Innovation (V4) Customer Focus (V5)
Report Implications:-	
Legal:	The implications are as set out at paragraphs 1.1 and 1.2 of this report.
Financial:	The implications are as set out at paragraphs 5.1 and 5.2 of this report.
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.

Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Pest Control Service Review Update - 27 June 2017 • Pest Control Service 2017/18 - Income & Expenditures Account – 10 October 2017 • Community Services Update - Meeting of Service Delivery Committee, Tuesday, 23rd January, 2018 7.00 pm (Item 45.) • Corporate Enforcement Report - 05 April 2018 • Environmental Health Update (Q2 2018/19) - 11 October 2018 • Licensing And Regulatory Committee 11 October 2018 - Environmental Health Update (Q1 2018/19) • Environmental Protection Act 1990, s149 • Prevention of Damage by Pests Act 1949, s2
Appendices:	<ol style="list-style-type: none"> 1. Quotation for the Service Provision of Dog Ward and Dog Kennelling Service (Tender Ref. OWBC2018DW)

1. Introduction

- 1.1 The Council has a legal duty under the Environmental Protection Act 1990 s149 to appoint an officer for the purpose of discharging the functions imposed or conferred by the legislation for dealing with stray dogs found in the area of the authority.
- 1.2 The Pest Control service is a discretionary service offered by the Council in fulfilling its duties under the Prevention of Damage by Pests Act 1949 s 2 "It shall be the duty of every local authority to take such steps as may be necessary to secure so far as practicable that their district is kept free from rats and mice."

2. Background

- 2.1 The Environmental Health Department contains the Pest Control and Dog Warden Service. The Service Delivery Committee on the 27 June 2017 discussed the review of the Pest Control Service. It was agreed to set key performance targets to improve the income from the service. The targets set included; raising the costs of the treatments, promotion of the Service and raising awareness of pest issues, increased visits and commercialising the service.
- 2.2 The Council in addition required a full financial appraisal of the service to ensure the service was fit for purpose and cost effective – This can be found at point 5.

3. Pest Control

- 3.1 The Pest Control Service has undergone a transformation since the targets set by the Service Delivery Committee and has undertaken the commercialisation of the service, incorporating a brand image "Stronger Together" and undertaking contract work at several businesses across the Borough.

- 3.2 Requests for service have increased over the previous year and residents and customers express their gratitude at the professional and informative services provided by our officers who have often been brought in following poor and expensive treatments from other pest control contractors to resolve ongoing issues.
- 3.3 Pest control treatments undertaken 1/4/18 - 31/3/19 compared to 1/4/17 - 31/3/18:

Treatment	Number of Treatments 1/4/17 – 31/3/18	Number of Treatments 1/4/18 – 31/3/19
Ants	0	1
Bedbugs	5	12 Domestic + 1 Commercial
Fleas	12	7
Cluster Flies	0	2
Mice	30	53
Rats	99	128
Squirrels	13	13
Wasps	83	206
Other	5 – Insect, Wild cat, Bird, 2 Assessments	4 – Mosquitos, Fox, Maggots, Horse complaint

- 3.4 The Service has entered into 6 Commercial Contracts across the Borough including catering premises, residential homes and undertakes Sewer Treatments for Severn Trent within the Borough
- 3.5 The Service has contracts with Blaby District Council to undertake the sewer baiting treatment for STWA and offers its pest control service across Blaby District Council Pest issues in Blaby have been addressed directly by officers of OWBC to resolve long standing issues, raising OWBC Profile and becoming a trusted service, which is now being actively sought by customers.

4. Dog Kennelling and Dog Warden Services

- 4.1 The dog warden service during 2018/19 was undertaken by the Councils Technical Officer who undertook these duties alongside the pest control service and was supported by Central Animal Control providing an out of hours service and cover when the Councils Technical officer was not available. This service was through a purchase order arrangement following the contract expiring and entered into on a rolling ad-hoc basis, pending a review of the dog warden service.
- 4.2 The Councils dog warden service also worked with Leicestershire Animal Aid to kennel and rehome stray dogs.
- 4.3 The Council approved a Public Space Protection Order (PSPO) following consultation with occupants in the Borough and the sealed document became effective on the 22/2/18. The PSPO is enforced through the service of Fixed Penalty Notices (FPN) and prosecution. The Councils Technical Officer undertook site surveys when the requirements of the pest control service allowed. During these surveys no contraventions were observed.
- 4.4 Following a review of the Dog Kennelling Service and the Dog Warden Service during 2018/19 The costs of the service were identified as a significant issue and a tender

document was sent out to 5 Companies who could undertake the collective works including kennelling and dog warden service. As part of the tender document the companies were provided with an indication of the number of dogs collected and actions taken over the proceeding four years. These are reproduced in the tables below.

4.5 Dogs collected and actions taken 2015 -2018

Service elements	2015/16	2016/17	2017/18	1/4/18 – 26/11/18
Total Number of Dogs Collected	17	23	11	9
Number of dogs collected / kennelled 'office hours'	Not Known	Not Known	8	8
Number of dogs collected / kennelled 'out of office hours'	Not Known	Not Known	3	1

4.6 Detail of the actions taken with strays 2017 -2018

Service elements	2017/18	1/4/18 – 26/11/18
Number of dogs collected	11	9
Number of dogs returned to or reclaimed by owner	7	6
Number of dogs re-homed	4	2
Number of dogs destroyed	0	0
Dog under investigation pending action	0	1

4.7 Until 5th April 2008 the responsibility for stray dogs during 'office hours' (Monday to Friday 09:00 hrs to 17:00 hrs) was shared with the Police Authority but for 'out of office' hours it was the sole responsibility of the Police Authority.

4.8 On the 6th April 2008 the duty to deal with stray dogs became vested in the Council. The 'out of office hours' stray dog provision has been outsourced on a contract basis since April 2008.

4.9 The tender required an extension to the service to provide a longer and flexible service to satisfy the needs of the residents and Borough:

The Service was to provide:-

- All essential receiving, seizing and transport of stray dogs.
- Provision of kennelling service for the temporary kennelling of stray dogs seized in the area of Oadby and Wigston Borough Council for the statutory period of 7 days.

Dog Reception (acceptance point) and Dog Kennelling service

- a. Week-day 'office' and 'out of office' hours: 09:00 hrs to 22:00 hrs

b. Week-ends: 9:00 hrs to 22:00 hrs

- Provision for a week day stray dog collection between the hours of 9:00am and 22:00 Monday to Friday
- Provision for an Out of Hours stray dog collection service, Saturday and Sunday and Bank Holidays - 9:00 hrs to 22:00 hrs
- Provide a comprehensive dog warden service across the District

Three hours x two times per week, 50 weeks a year excluding the Christmas and New Year weeks undertaking the duties listed as follows:

Dog Warden Duties during contract times:-

- Attend to service requests for the door-step collection of stray dogs and in addition transport them to a designated kennel facility.
- Weekday/weekend - undertake Dog Warden duties within the authority; to include, microchipping, dealing with dangerous dogs, park patrols, sign erection and enforcement of dog fouling controls as agreed in conjunction with the Council.

4.10 The dog kennelling and dog warden service was awarded to College Garth Ltd who undertake this service for Leicestershire Police, Leicestershire Social Services and Leicester City Council and all other Leicestershire Authorities except Hinckley and Bosworth Borough Council.

4.11 The contract commenced on the 1st April 2019 and will operate until the 31st March 2022

4.12 Dogs will be rehomed following an independent social assessment of the dogs to ensure the safety of any perspective owners.

5. Financial Appraisal of the Services

5.1 Direct expenditure and Income associated to Dog Warden Service 2018/19:

Dog Warden Service	
DIRECT CONTROL EXPENDITURE	Final Accounts 2018/19
New Equipment	£99.98
Dog Control Service	£7,363.19
Vets Charges	£484.85
Emergency Call Out	£361.14
Vehicle Y194 XNR recharges to Dept.	£4,149.26
Direct Expenditure Total	£12458.42
DIRECT CONTROL INCOME	
Fees & Charges	£1,602.81
Direct Income Total	£1,602.81
NET COST OF OPERATING SERVICE	£10855.61

- 5.1.1 The new Dog Warden and kennelling service, with the additional hours of operation explained at 4.9. the undertaking of 6 hrs per week of patrols, it is expected the revised service to cost £3,625 based on 11 dogs.
- 5.1.2 Income is expected from 7 dogs being returned to owners - £532.50 and additional monies from kennelling fees and Fixed Penalty Notices enforcement of the Councils Public Space Protection Order will also increase the revenues.

5.2 Direct expenditure and income associated to Pest Control Service (a full comparison with the financial year 2017/18 will be provided to Committee at its meeting).

Pest Control Service	
DIRECT CONTROL EXPENDITURE	Final Accounts 2018/19
Salaries	£27,676.57
ER's Pension Contribution Prepayment	£1,628.28
Employees Total	£29,304.85
New Equipment	£14.00
Equipment, Baits, Poisons & Insecticides	£1,357.96
Protective Clothing	£60.25
Depot Recharge to Department	£2187.11
Pest Control Refunds	£90.00
Other Expenditure Total	£3709.32
Direct Expenditure Total	£33014.17
DIRECT CONTROL INCOME	
Wasps Commercial and Domestic	£11605.67
Pests Domestic	£80.00
Rodent Control	£12,690.00
Other Pests Commercial (Sewer Baiting)	£6,634.68
Internal Journal Transfers and Contracts	£1,847.00
Direct Income Total	£32,857.35
NET COST OF OPERATING SERVICE	£156.82

6. Observations of the Financial Breakdowns

- 6.1 The pest control service has undertaken £1847.00 of internal and external contracts which continue to rise as the Councils Pest Control Officer pursue additional contracts to make the service go into profit.
- 6.2 The 2001 IVECO van Y194 XNR continues to be used and following the awarding of the Dog Warden Contract is required to be decommissioned and sold, which would bring in a nominal amount of £200.00.
- 6.3 The costs of the Dog Warden Service reflect the cost of dealing with 11 dogs in the 2018/19 year at £986.88 per dog in delivering the Councils legal duties. The financial information provided by the finance department does not apportion costs in covering

the dog warden service and therefore the expenditure costs of the Dog warden service excludes staffing costs.

- 6.4 The Pest Control Service includes the full staffing costs, although the officers' duties included the Dog Warden service.

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