

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**CABINET – 8 MARCH 2016**

Title of report	<b>CONTRACT FOR DOG WARDEN AND STRAY DOG KENNELING</b>
Key Decision	a) Financial Yes b) Community Yes
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Purpose of report	To request Cabinet delegate authority for the award of a contract in respect of dog warden and stray dog kennelling services to the Head of Legal & Support Services in consultation with the Deputy Leader and Community Services Portfolio Holder
Reason for Decision	To ensure the Council discharges its statutory function under the Environmental Protection Act 1990 to appoint a dog warden and deal with stray dogs in its area
Council Priorities	Homes and Communities
Implications:  Financial/Staff  Link to relevant CAT  Risk Management  Equalities Impact Screening  Human Rights	The financial and staffing resources required are included in the approved budget for 2016/17  Not applicable  The contract's service specification satisfies the Council's needs to allow it to discharge its function to deal with stray dogs.  Not applicable  Not applicable

Transformational Government	This relates to the new ways in which local authorities are being asked to deliver their services.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	None
Background papers	None
Recommendations	<b>THAT CABINET DELEGATES THE AWARD OF THE CONTRACT FOR DOG WARDEN AND STRAY DOG KENNELLING TO THE HEAD OF LEGAL AND SUPPORT SERVICES IN CONSULTATION WITH THE COMMUNITY SERVICES PORTFOLIO HOLDER</b>

## 1.0 BACKGROUND

- 1.1 The Council has a statutory function under the Environmental Protection Act 1990 to deal with straying dogs within its area. At the moment, in order to discharge this function, the Council works in partnership with a contractor.
- 1.2 The Council is required to seize any dog believed to be a stray dog within its district and it is detained at the contractor's kennelling facility.
- 1.3 The Council is responsible for any stray dog for up to 7 clear days from detaining the dog. Under the terms of the draft contract the responsibility for all stray dogs transfers from the Council to the contractor after these 7 clear days have passed. The contractor will make attempts to reunite the dog with its owner. If unsuccessful the contractor has a policy of trying to rehome the dogs for up to a period of 75 days. As a last resort, if a dog cannot be rehomed, it will be put to sleep. In the last twenty three months the contractor has not put any dogs to sleep due to failing to rehome.
- 1.4 The current contract for the appointment of a dog warden and stray dog kennels ends on 31 March 2016. In order for the Council to continue to discharge its statutory function relating to stray dogs, a contract must be in place.

## 2.0 PROCUREMENT APPROACH

- 2.1 This tender was advertised on Source Leicester and Contracts Finder, the latter being a government website where it is now mandatory to advertise tenders of a contract value exceeding £25,000.

2.2 Tenders were submitted from two companies, both are local suppliers. One of the tenders was rejected on the ground that their annual turnover was not sufficiently commensurate with the estimated value of the contract.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 The annual contract value is estimated at £30,495. This estimate is based on the business volumes experienced in the district in recent years.

3.2 The contract term will run from 1 April 2016 to 31 March 2020 (4 years), making the total estimated contract value to be £121,980.

### **4.0 STAFFING IMPLICATIONS**

4.1 Dog warden duties during week-day office hours (9am to 5pm) will be carried out by staff within the Environmental Health team. The staffing resource required is included within the current base budget.

### **5.0 SERVICE SPECIFICATION**

5.1 The service specification is broadly the same as the current service being provided.

#### Kennelling

5.2 The contractor will provide a kennelling facility 24 hours a day, 7 days a week.

5.3 The contractor will receive and kennel stray dogs collected by the Council on weekdays from 9am to 5pm

5.4 The contractor will receive and kennel stray dogs from members of the public on weekends 10am to 10pm

#### Dog Warden

5.5 The contractor will provide a dog warden service weekdays from 9am to 5pm in the event that the Council employees are unable to deliver the service (such instances may include peaks in service demand, holiday cover and unplanned absence)

5.6 The contractor will provide a dog warden service weekdays from 5pm to 10pm by responding to reports of straying dogs. The contractor may then transport any such dogs to the kennels if required.

#### Emergency Response

5.7 The contractor will provide an emergency response service at weekends from 10am to 10pm, responding to situations involving dogs that are likely to pose a serious public safety risk. All reports of straying dogs brought to the Councils attention via the out of hours help desk on weekdays between 5pm and 9pm and at weekends will be forwarded to the contractor. The contractor will then use their professional judgement to determine if an emergency response is required at the weekend.