

**OVERVIEW & SCRUTINY – SCOPING FORM FOR POLICY DEVELOPMENT/REVIEWS**

<b>Committee: Animal Welfare Charter Sub-Committee</b>		<b>Date: 28 July 2003</b>
<b>Review Title: Animal Welfare Charter</b>		
<b>Terms of Reference:</b>		
To consider, and oversee, the drafting of the Council's Animal Welfare Charter		
<b>Witnesses: <i>Who? Why?</i></b>		
Witness 1:	Joceline Tran, RSPCA	
Witness 2:	National Farmers Union Police Wildlife Officer Essex County Council Trading Standards RDC officers – Woodlands, Contracted Services, Emergency Planning & Health & Safety Officer	
	Consider representatives from other local animal welfare organisations at a later date	
Information to be gathered:	Best practice in drafting charter/legal considerations Services offered by voluntary organisations Role of Essex County Council Existing/potential strengthening of RDC policies	
<b>Documents/information: <i>What? Why?</i></b>		
Document 1:	Examples of charter adopted by other local authorities	
Document 2:	Summary/extracts of existing Council policies	
Document 3:	Details of existing licensed premises and inspection frequencies	
Information to be gathered:	Best practice in drafting charter Information on existing policies	

<b>Site visits: <i>Where? Why? When?</i></b>
Visit to local exotics rescue centre. (NB: Veterinary Surgeon to accompany) Consider visits to licensed premises, eg, riding schools, pet shops, kennels, at a later stage of the process.  Information to be gathered:  Standards applied in licensed premises
<b>Consultation/research: <i>Who? Why? What?</i></b>
Articles in Rochford District Matters to encourage local animal welfare groups to identify themselves.  Information to be gathered:
<b>Venues to be used for evidence gathering: <i>Where? When?</i></b>
Civic Suite and on-site visits.
<b>Officer support and other resources:</b>
Offices from Housing, Health & Community Care Division Other RDC officers as appropriate Site visits will incur some expenditure for veterinary surgeon (can be met from existing budgets)
<b>Timescale:</b>
Completion – December 2003
<b>Reporting line for the Review:</b>
Community Overview & Scrutiny Committee