

Notice of Meeting and Agenda Regulatory Functions Board

Date	Time	Venue
Wednesday, 18 August 2021	10:00	Remotely by MS Teams ,

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Eddie Devine: Councillor Audrey Doig: Councillor Lisa-Marie Hughes: Councillor Alistair Mackay: Councillor Cathy McEwan: Councillor Kevin Montgomery: Councillor Andy Steel: Councillor Jane Strang:

Councillor John McNaughtan (Convener): Councillor Emma Rodden (Depute Convener):

Recording of Meeting

This meeting will be recorded for subsequent broadcast via the Council's internet site. If you have any queries regarding this please contact Committee Services on 0141 618 7111. To find the recording please follow the link which will be attached to this agenda once the meeting has concluded.

<https://youtu.be/CwavuTDhD7g>

<https://youtu.be/mEMk9xpvw5w>

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

1 Grant of Private Hire Car Driver's Licence - Personal

Appearance

Under reference to item 6 of the Minute of the meeting of this Board held on 3 June 2021, resume consideration of the undernoted application for grant of a Private Hire Car Driver's Licence. The applicant has been asked to appear personally for the second time:-

Annalie Bellshaw

2 Variation of Private Hire Car Operators' Licences -

Personal Appearances

Submit the undernoted applications for variation of Private Hire Car Operators' Licences. Applicants (a) and (b) have been asked to appear personally for the first time:-

(a) Applicant: Richard Kilbride
Variation: exception to policy and standard condition 1
Licence No.: PH0858

(b) Applicant: Paul Connery
Variation: exception to policy and standard condition 1
Licence No.: PH1317

(c) Applicant: Paul Hepburn
Variation: to carry eight passengers
Licence No.: PH0617

(d) Applicant: Paul Hepburn
Variation: to carry eight passengers
Licence No.: PH0621

3 Variation of Taxi Operators' Licences - Personal

Appearances

Submit the undernoted applications for variation of Taxi Operators' Licences. The applicants have been asked to appear personally for the first time:-

(a) Applicant: Ewan Duncan Stevenson
Variation: exception to policy and standard condition 22
Licence No.: TX058

(b) Applicant: Robert McCue
Variation: exception to policy and standard condition 22
Licence No.: TX075

(c) Applicant: Desmond Watters
Variation: exception to policy and standard condition 22
Licence No.: TX201

(d) Applicant: The Partnership of C & J Ballantyne
Variation: exception to policy and standard condition 22
Licence No.: TX116

4 Renewal of Late Hours Catering Licence

Submit the undernoted application for renewal of a Late Hours Catering Licence:-

Applicant: Motor Fuel Limited
Premises: Elderslie Service Station, Main Road, Elderslie
Authorised activity: petrol station and retail shop
Operating hours: Monday to Sunday – 11.00 pm to 5.00 am
Licence No.: LHC115

5 Renewal of Second Hand Dealer's Licence - Personal

Appearance

Submit the undernoted application for renewal of a Second Hand Dealer's Licence. The applicant has been asked to appear personally for the first time:-

Applicant: Ramsdens Financial Limited
Premises: Unit 13, Intu Braehead Shopping Centre, Kings Inch Road, Glasgow
Authorised activity: Jewellery
Operating hours: Monday to Friday – 10.00 am to 9.00 pm; Saturday – 9.00 am to 6.30 pm; and Sunday – 10.00 am to 6.00 pm
Licence No.: SHD116

6 Surrender and Re-issue of Taxi Operator's Licence

Submit the undernoted application for the surrender and re-issue of a Taxi Operator's Licence:-

Present Operator: Javeed Iqbal
Proposed Operator: Arshad Mahmood
Licence No.: TX130

7 Landlord Registration: Proposed Delegated Powers to Officers 7 - 12

Report by Director of Finance & Resources.

8 The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021 13 - 20

Report by Director of Communities & Housing Services.

EXCLUSION OF PRESS AND PUBLIC

The Board may by resolution exclude the press and public from the meeting during consideration of the following items of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

9 Surrender and Re-issue of Taxi Operator's Licence - Personal Appearance

Submit the undernoted application for the surrender and re-issue of a Taxi Operator's Licence. The applicants have been asked to appear personally for the first time:-

Present Operator: Kenneth Barnes
Proposed Operator: Michael Knight
Licence No.: TX154

10 Grant of Private Hire Car Drivers' Licences - Personal Appearances

Submit the undernoted applications for grant of Private Hire Car Drivers' Licences. The applicants have been asked to appear personally for the first time:-

- (a) Imran Ali
- (b) Mahboobullah Mahboob
- (c) Shafiqullah Mohammadi

11 Hearing into Possible Suspension or Revocation of Private Hire Car Driver's Licence - Personal Appearance

Consider the possible suspension or revocation of the undernoted Private Hire Car Driver's Licence. The licence holder has been asked to appear personally for the first time together with Police Scotland:-

David Stevenson P0225

12 Renewal of Private Hire Car Driver's Licence - Personal Appearance

Submit the undernoted application for renewal of a Private Hire Car Driver's Licence. The applicant has been asked to appear personally for the first time together with Police Scotland who has submitted an objection to the application:-

Khalid Hussain P0557

13 Grant of Private Hire Car Driver's Licence - Personal Appearance

Submit the undernoted application for grant of a Private Hire Car Driver's Licence. The applicant has been asked to appear personally for the first time:-

Babar Hameed Qureshi



To: Regulatory Functions Board

On: 18 August 2021

Report by: Director of Finance and Resources

Heading: Landlord Registration: Proposed Delegated Powers to Officers

1. Summary

1.1 The purpose of this report is to advise the Board of current outstanding applications for private landlord registration where landlords have not confirmed their compliance with regulatory requirements set out in regulations made under the terms of the Antisocial Behaviour etc. (Scotland) Act 2004 ("the 2004 Act").

1.2 The report also sets out the options considered by officers to facilitate determination of these applications and recommends that authority be delegated to officers to refuse applications where applicants fail to declare their compliance with the prescribed requirements.

2. Recommendations

2.1 It is requested that the Board:-

2.1.1 Agree to delegate the power detailed at Paragraph 4.1 of this report to the Head of Corporate Governance, Legal and Democratic Services Manager and Assistant Managing Solicitor (Licensing); and

2.1.2 Otherwise note the terms of the report.

3. **Background**

3.1 The Council has considered and determined applications for private landlord registration, made under the terms of the 2004 Act, since the introduction of landlord registration in 2006. On 16th September 2019, new Regulations made under that Act came into force, the Private Landlord Registration (Information) (Scotland) Regulations 2019 (“the 2019 Regulations”).

3.2 The effect of these regulations has been to require an application for landlord registration to contain a declaration that the applicant complies with various legal requirements relating to their let properties and confirmation from the landlord that they have complied with their responsibilities as landlords on other matters, such as provision of relevant safety certificates to their tenants. Prior to these regulations coming into force, landlords applying for registration were required to confirm their compliance with their legal duties but only in general terms.

3.3 The Regulations, which set out the various requirements fully, are available at <https://www.legislation.gov.uk/ssi/2019/195/contents/made> However, the categories in relation to which compliance requires to be declared or confirmed (hereinafter “the compliance categories”) relate to the following responsibilities of landlords:

- The repairing and tolerable standard
- Gas safety obligations
- Electrical safety reports
- Portable Appliance Testing of electrical items
- Fire, smoke and heat detection
- Carbon Monoxide detection
- Private Water Supply requirements (where applicable)
- Energy Performance
- Legionella Risk Assessment (and necessary steps taken as a result of the assessment)
- Rental Property Insurance (for tenemental properties)
- Common Repairs (for tenemental properties)
- Tenancy deposit requirements

3.4 Following the introduction of the 2019 Regulations, it has become increasingly apparent that a high proportion of landlords either are not compliant with or, notwithstanding assistance from the Council’s licensing team, do not fully understand their requirements as private landlords. In addition, there have been a very significant number of landlords who have failed to engage with the licensing team, with repeated correspondence to landlords remaining unanswered. As a result, the number of outstanding applications has risen considerably, due to a declared failure to meet one or more of the compliance categories, as further detailed at Paragraph 3.5 and 3.6.

3.5 Initially, attempts had been made to engage with landlords to assist them to achieve compliance with the requirements and, thereafter, correspondence was issued to landlords in anticipation of referring applications to the Regulatory Functions Board for determination. However, following the introduction of restrictions relative to the coronavirus pandemic in early 2020, and again from late 2020 to April 2021 when Level 4 restrictions were in place, works were only permitted to take place within residential dwellings which were essential for the wellbeing, safety and functioning of the household. This precluded some works from being carried out on behalf of landlords to achieve compliance, while other landlords reported difficulties in having safety checks completed as contractors were not available to provide these.

3.6 Although a number of cases were referred to the Regulatory Functions Board in February 2021, these cases were continued, given the existing level of restrictions, to allow a further opportunity to landlords to comply. However, the number of cases outstanding due to the above compliance issues is now in excess of 1,000. As restrictions have now eased considerably to allow non-essential repairs and other services to be provided in residential dwellings, officers have considered what options may be available to allow these applications to be progressed and determined and recommend the approach set out at Paragraph 4.1 of the report.

4. **Proposal**

4.1 It is recommended that the Board delegate powers to officers to refuse applications for landlord registration where non-compliance is declared, which powers could be exercised where, despite officers attempting to engage with applicants, the non-compliance continues and/or applicants fail to engage with the Council. At present, while officers have delegated powers to grant applications for landlord registration where no significant adverse factors exist, they have no power to refuse an application.

Unlike the position with applications for licences made under the terms of the Civic Government (Scotland) Act 1982, there is no legal requirement for a hearing to be held to determine applications for landlord registration. It is anticipated, however, should the Board agree this option as recommended at section 2.1.1 of the report, that the specified officers would exercise the delegated power only in circumstances where they had written to an applicant on at least two occasions giving them an opportunity to confirm they now fully meet the compliance categories. It is recommended that the terms of the new delegated power would be as follows:

“To refuse applications for landlord registration where an applicant has failed to declare or confirm that they comply fully with the requirements and responsibilities set out in the Private Landlord Registration (Information) (Scotland) Regulations 2019.”

4.2 In reaching the above recommendation, officers considered two alternative options but are of the view that these would not be feasible. The first option considered by officers was that the outstanding applications, and future similar applications, be referred to the Board for consideration and determination. However, the very substantial number of cases now outstanding, as set out at Paragraph 3.6, would require a large number of additional Board meetings to be arranged to accommodate these cases. On the basis of an optimistic assessment that 50 such applications might be able to be considered and determined at each additional Board meeting, over twenty special meetings of the Board would be required to deal with the applications currently outstanding, with an ongoing need to make similar arrangements for applications which continue to be received meantime. In addition, the preparation for Board meetings to accommodate such arrangements would give rise to considerable resource implications which would impact severely on the delivery of the licensing service.

4.3 The other approach officers considered related to whether all, or some, applications which disclose some level of non-compliance could be granted by officers, on the basis of a direction by the Board together with a delegation of powers to approve these. Officers are of the view that this approach would similarly not be feasible. The 2019 Regulations place a requirement on applicants for landlord registration to declare and confirm that they meet the compliance categories and the Council requires to be satisfied that a landlord is fit and proper in order to approve their registration. Further, it is the view of officers that granting non-compliant applications would give rise to various risks. Board Members may consider, while recognising that failure to meet some of the compliance categories could have greater safety implications than a failure to meet others, that requirements such as gas and electrical safety- and fire, smoke, heat and carbon monoxide detection- are of considerable importance, with the potential for serious and tragic consequences where let properties are not properly maintained.

5. **Conclusion**

5.1 The Board is asked to agree to delegate the power to officers as recommended at Paragraph 2.1.1 of the report.

5.2 The Board may wish to note that, in the event of this recommendation being agreed and an application being refused by officers, it is open to a landlord to reapply for landlord registration once they meet the compliance categories. Officers would then be able to consider granting the new application under delegated powers. Unlike those applying for landlord registration for the first time, who are entitled to let their properties until their application is determined, those landlords refused registration within the preceding 12 months would not legally be able to do so.

- 5.3 At a meeting on 4 March 2021, Council approved funding of £200,000 to provide support for private tenants and private landlord enforcement activities. A report by the Director of Communities and Housing Services has been referred to the Communities, Housing and Planning Policy Board on 17 August 2021, detailing proposals to utilise this funding and outcomes that can be delivered.

Implications of the Report

1. **Financial** – Nil.
 2. **HR & Organisational Development** – Nil
 3. **Community/Council Planning** –
 - Our Renfrewshire is thriving – encouraging people to live in Renfrewshire through improved regulation of the private rented sector.
 - Our Renfrewshire is safe – improving the safety of those residing in the private rented sector by improving processes to ensure the suitability of registered private landlords.
 - Creating a sustainable Renfrewshire for all to enjoy – regulating the private rented sector to achieve improved housing standards.
 4. **Legal** – The 2019 Regulations require applicants to confirm they are compliant with the categories detailed in the report. The Council as the landlord registration authority require to be satisfied as to the suitability of registered private landlords under the terms of section 84 of the Antisocial Behaviour etc. (Scotland) Act 2004 in order to approve an application for registration.
 5. **Property/Assets** – Nil
 6. **Information Technology** – Nil
 7. **Equality & Human Rights** -The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report, as they seek only to delegate powers to officers to facilitate the determination of landlord registration applications. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – Nil
 9. **Procurement** – Nil
 10. **Risk** – in the event of refusal of an application for landlord registration, it is open to an applicant to appeal the decision to the First Tier Tribunal (Housing and Property Chamber).
 11. **Privacy Impact** – Nil
 12. **Cosla Policy Position** – Nil
 13. **Climate Risk** – Nil.
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List of Background Papers

None

Author: Douglas Campbell, Assistant Managing Solicitor (Licensing), 0141-618-7172
email: douglas.campbell@renfrewshire.gov.uk



To: Regulatory Functions Board

On: 18 August 2021

Report by: Director of Communities and Housing Services

Heading: The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

1. Summary

- 1.1 The trade in illegally imported puppies, or puppy farming, is on the rise as demand for puppies increases and with associated concern for animal welfare also increasing. The practice of breeding dogs in Scotland is currently governed by the Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999. Under these Acts, a licence is required for any individual who either a) undertakes the business of breeding dogs for sale, or b) owns or is responsible for breeding bitches which produce a total of five or more litters between them in a 12-month period. The breeding of cats and rabbits is currently unregulated.
- 1.2 The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021 come into effect on 1 September 2021 and replace the Acts regulating the breeding and sale of dogs and further extends the requirements to include licensing of cat and rabbit breeders. Under these regulations, the Local Authority where the premises are located is considered to be the relevant licensing authority, with one specific exception where Scottish Ministers are the licensing authority.
- 1.3 The new licensing regime also regulates animal rehoming activities, animal welfare premises (which includes animal sanctuaries and rehoming centres) and the selling of animals as pets, which includes the sale of animals from pet shops (currently regulated under the Pet Animals Act 1951).
- 1.4 All licenses issued will have mandatory general and activity-specific conditions attached – with these conditions detailed within the Regulations.

- 1.5 The regulations allow for fees to be set to recover reasonable costs relating to the processing of applications, inspections and enforcement activities. There will be resource implications for the Council to enact the provisions of the Regulations in full and at this stage these are not fully understood as the Council has no information on how many dog, cat and rabbit breeders currently trade within Renfrewshire who will meet the threshold for a licence.
 - 1.6 On the basis of the best information available a schedule of Fees has been proposed for the consideration of Board members.
 - 1.7 Licences will be issued for either 1, 2 or 3 years and their duration will depend on a number of factors including previous compliance, confidence in management of the activity and whether the licensee is already operating to higher standards than the minimum set.
 - 1.8 As further guidance is issued and more information is identified relating to the expected resource implications further reports will be brought back to future meetings of the Board for consideration.
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2. Recommendations

- 2.1 It is recommended that the Board
 - (i) notes the content of this report and that a further report on the full extent of the new regulations will be brought to a future meeting of the Board; and
 - (ii) agrees the proposed scheme of proposed charges for licence fees detailed within appendix 1 of this report.
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3. Background

- 3.1 Dog Breeders in Scotland are currently licensed under the Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999. There are currently no licensed dog breeders within Renfrewshire, which is due to the high threshold to be met within the current legislation, which only requires a breeder to be licensed when they produce more than 5 litters of puppies in a year, and is not breached by most hobby breeders.
- 3.2 Under existing animal licensing legislation and these new Regulations, the Local Authority within the area where the licensable activity takes place is the relevant licensing authority, however there is one specific exemption whereby Scottish Ministers are the relevant licensing authority which relates to the licensing of animal rehoming activities where the applicants neither reside or have a place of business in Scotland.
- 3.3 The licensing of cat and rabbit breeders has been, until the introduction of these new regulations, completely unregulated and it is not known how many breeders of such animals will require to be licensed. Although not requiring to be licensed, there is currently a provision to regulate the sale and supply of ferrets as pets.

- 3.4 With the implementation of these Regulations from 1 September 2021, animal rehoming centres and animal welfare premises will also require to be licensed. It is acknowledged within guidance which the Scottish Government has produced that these are often charity-based organisations and that the costs to such premises should be minimised, where possible.
- 3.5 The regulations will also require anyone engaged in the selling of animals as pets, or the expectation they will be resold as pets, or keeping animals for these purposes will require to be licensed. The definition of an animal is any vertebrate which will include all mammals, reptiles and fish. This will include pet shops, currently licensed under the Pet Shops Act 1951, which is repealed on the implementation of these new regulations.
- 3.6 For dog, cat and animal breeders the regulations provide thresholds which require to be met for anyone engaged in this activity, reducing the current requirement for dog breeders. This will potentially capture current dog breeders who do not meet current thresholds and the thresholds, for information are:
- Dog breeders - any person breeding 3 or more litters of puppies in any 12-month period must be licensed.
 - Cat Breeders - any person breeding 3 or more litters of kittens in any 12-month period must be licensed.
 - Rabbit breeders - any person breeding 6 or more litters of kits in any 12-month period must be licensed.
- 3.7 These thresholds apply regardless of whether the breeder sells or otherwise supplies the animals to be kept as a pet to another person, with some limited exceptions eg a dog breeder intending to supply the offspring for training as assistance dogs.
- 3.8 The Regulations make provision for local authorities to charge a fee for the consideration of an application for grant, renewal or variation of a licence and the subsequent grant, renewal and variation of the licence. The fee for consideration of an application can include the cost of any related inspection. The fee charged for the consideration of an application and for any related inspection must not exceed the reasonable costs of the consideration and inspection. As licences can be issued for durations of one, two or three years the fees set for administering the licensing and inspection of premises requires to be the same, regardless of the licence duration. This rewards good compliance by operators of licensable activities where they demonstrate consistently high levels of compliance and operate to high animal welfare standards; such premises being likely to be granted licences for a longer duration.
- 3.9 Upon receipt of any application, Local Authorities are required to arrange for the premises to be inspected by an appointed person for this purpose, who requires to be suitably qualified and experienced, with a sound understanding of animal welfare. Currently Environmental Health Officers and Regulatory Officers within Communities and Housing undertake this role for the inspection of animal licensed premises, however the Regulations extend the inspection requirements for new activities where Officers may not be appropriately experienced, particularly on welfare of some animals, such as

rabbits and cats. The Regulations permit the use of veterinary surgeons to undertake inspections where they are appropriately trained and the Council is exploring this avenue with Abbey Vets who are the Council's currently contracted veterinary surgeons. It would be the intention of the Service to engage the services of an appropriate vet to undertake inspections for the purposes of these Regulations for the first three years to allow the licensing regime to settle and provide opportunities for Officer training during these inspections. Abbey Vets currently undertakes inspections for animal welfare purposes on behalf of the Council eg, for premises applying for a Horse Riding Establishment licence.

- 3.10 The Regulations require that any licence issued is subject to the list of general conditions and activity-specific conditions within the schedules being attached to the licence. These are mandatory conditions for all licences issued and are significantly more onerous for licence holders than is currently the case. Local authorities are also permitted to attach further licence conditions as they consider necessary to secure the welfare of animals under the holder's responsibility. These additional conditions are subject to appeal by the applicant if they object to these conditions being attached. the Scottish government guidance considers Local Authority specific conditions to be by exception, rather than the norm.
- 3.11 There are various enforcement options provided within the Regulations to address concerns with any premises which have been licensed including powers to suspend, vary or revoke a licence. This includes procedures for the immediate revocation of a licence where the conditions are considered necessary to warrant this action. Where action is taken by the Local Authority, there is a process for the licence holder to make representations to the Local Authority which requires that the decision to take the action is reviewed, with a final decision being notified to the licence holder on whether the enforcement action is being upheld, varied or cancelled. This final decision is subject to appeal through the Sheriff Court. There are certain criminal offences provided for within the Regulations, with fines up to £40,000 for breaching these, one of which includes engaging in activities without a licence.
- 3.12 There is a requirement that a public register of licence holders for each licensable activity is published on the Council website, on the basis that this will enable anyone to quickly and easily check whether they are dealing with a licensed operator. The provision of a register will assist the public in avoiding dealing with unlicensed breeders/sellers, particularly those operating within the area of 'puppy farming' which is a growing concern. Those involved in this trade have little regard for the welfare of those animals which they breed/sell.
- 3.13 There are some limited exemptions to the requirement for breeders to be placed on a register and this will include licence holders for pet selling or the breeding of dogs, cats or rabbits where all animal sales in the course of the activity are to persons buying the animals for the purpose of reselling them. The example given in the Scottish Government guidance is where a rabbit breeder solely sells offspring to a business such as Pets at Home who then would re-sell the rabbits as pets from their stores. Registers of licence holders published by a local authority must include the following information:

- the name of the licence holder (see below),
 - the licence number,
 - the postcode, or postcodes, of the licenced premises to which the licence relates within the local authority area (note additional information below regarding engaging in animal rehoming activities),
 - the date on which the licence was granted,
 - if a licence has been renewed, the date on which it was renewed,
 - the date on which the licence is due to expire,
 - in the case of a pet selling licence, the animals or types of animals that can be sold by the licence holder,
 - whether the licence is currently suspended.
- 3.14 Transitional arrangements exist within the Regulations to allow current animal licences under those Acts which are being repealed to remain in effect until their renewal is due and any new licence will then require to be considered within the regime enacted by these Regulations.
- 3.15 As these regulations require a number of new activities to be licensed, as well as reducing the threshold at which dog breeders require to be licensed, there is current uncertainty on the numbers of establishments which will require to be licensed and hence the demands on resource.
- 3.16 Information on the requirements within these new Regulations will be published on the Council website and all current licensed premises subject to the new licensing requirements will be advised in advance of their current licences expiring. Work on identifying anyone who may be engaged in a licensable activity will be undertaken over the coming weeks and as a matter of routine going forward, with Officers also acting upon intelligence received about persons engaging in such activities.

Implications of the Report

1. **Financial-** minimal impact as any reasonable costs incurred from the licensing process are recoverable from the owners of the supply.
2. **HR & Organisational Development- None**
3. **Community/Council Planning –**
 - *Our Renfrewshire is thriving* – regulation of animal welfare and licensing of persons involved in activities which are subject to a licence will ensure that operators maintain high standards, are effectively regulated and will reduce the negative impacts on legitimate businesses from unlicensed operators. This will provide confidence for businesses and the public providing or using these services.
4. **Legal- None**
5. **Property/Assets- None**
6. **Information Technology- None**

7. **Equality & Human Rights**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**- None.

9. **Procurement** - None

10. **Risk** - None

11. **Privacy Impact**- None

12. **COSLA Policy Position** N/A

13. **Climate Risk** N/A.

List of Background Papers

(a) Background Papers- None

Author: Oliver Reid, Head of Public Protection; email: oliver.reid@renfrewshire.gov.uk

Appendix 1

Proposed Fees for All Licence Applications under the Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

Task	Indicative Time (FTE hours)	Cost per hour	Other Costs	Total Cost
Receiving, logging, and storing information relating to the application for a licence/renewal/variation, including checking and authorising the application by manager, processing fees.	3	£29.82	£0	£89.46
Site inspection and assessment (<i>Site inspection carried out by 1 Officer (initial and verification parts of inspection).</i>)	2	£29.82	Hourly rate for Veterinary Surgeon to undertake inspection will be added to overall costs* TBC	£59.64
Determination of application (<i>Processing inspection report; further discussion with applicants; drafting licence approval and conditions; processing of appeals and representations; legal advice and support.</i>) Checking and authorising the application by manager	3	£29.82		£89.46
Any additional site visits required and in respect of complaints or where enforcement activity is undertaken	Hourly rate applied for 2 Officers	£67.04		-
TOTAL				£238.56

*Where there is no veterinary inspection and it is solely an Officer from the Council, the inspection fees may be adjusted for any additional hours to undertake this element at a rate of £29.82 per hour, or part thereof.

