

OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR GWENT

ANIMAL WELFARE SCHEME

TERMS OF REFERENCE

Purpose

The Animal Welfare Scheme meetings provide an opportunity for discussion to take place in relation to the welfare of Police Dogs.

Terms of Reference

- For Scheme Members to raise matters which are positive and issues of concern relating to their role or the welfare of the police dogs.
- For the Scheme Manager to provide an update on changes in legislation, procedures or guidelines.
- To share best practice.
- To consult on any policies and/or procedures relating to the Animal Welfare Scheme.
- To receive feedback on issues identified at visits.
- To review the team rota to ensure visiting targets are achieved.
- To undertake further training exercises when appropriate.
- For Scheme Members and the Scheme Manager to address issues with the Force Representative
- To receive an update from the Gwent Police representative on the work undertaken by the Dog Section.
- To network with Scheme Members.
- To provide comment on the proposed changes to the Scheme handbook when reviewed by the Scheme Manager.
- To review these Terms of Reference on an annual basis.

Working arrangements:

- The meeting will be chaired by the appointed Chair or by the Vice-Chair in the absence of the Chair
- Subject to annual election there is no limit to the length of time that a member can be elected as Chair or Vice Chair.
- The agenda for the meetings will be drafted by the Scheme Manager in conjunction with the Scheme Administrator
- The Scheme Administrator will distribute papers 5 working days before the meeting
Minutes of the meeting will be prepared by the Scheme Administrator and will be distributed within 4 weeks of the date of the meeting.
- Minutes of the meeting will be published on the OPCC website

Attendees:

Scheme Manager

Scheme Administrator

Animal Welfare Scheme Members

Chief Inspector and Sergeant (with responsibility for Dog section)

Dogs Trust representative

Frequency and Location of Meetings:

Meetings will be held on a quarterly basis and will take place at Police Headquarters.