

**DECISION NUMBER: PCCG-2015-051**

**MINUTES OF THE ANIMAL WELFARE MEETING**  
**HELD ON 8<sup>th</sup> JUNE, 4.00PM**  
**AT POLICE HEADQUARTERS, CROESYCEILIOG**

**PRESENT:** Mr E J Harrhy – Chair  
Mrs Laura Buchanan-Smith  
Mr Martyn Evans  
Mr Gary Lucas  
Mrs Siân Curley – Scheme Manager, OPCC  
Mrs Maria Chapman – Scheme Administrator, OPCC  
Miss Jessica Tippins – Assistant Scheme Administrator, OPCC

*The meeting began at 4.05pm*

**1 APOLOGIES FOR ABSENCE ACTION**

Apologies for absence were received from Mr Paul Harris, Cllr Lisa Winnett and Inspector Emma Smith.

**2 CONFIRM MINUTES OF MEETING OF 8<sup>TH</sup> OCTOBER 2014**

We received and confirmed the minutes from the meeting held on the 9<sup>th</sup> February 2015.

**3 OPERATIONAL UPDATE FROM THE DOG SECTION SERGEANT**

Sergeant Julie Pearce unable to attend

**4 SAFE OPERATING PROCEDURES**

Provided in the agenda. This was not discussed as Sergeant Julie Pearce was not present.

**5 SCHEME UPDATE**

The group were made aware that no report forms had been received into the OPCC for the April and May visits. It was agreed that of the three copies of reports which are completed at visits one copy would be handed to the officer, one copy would be sent directly to the OPCC by the visitor and one copy would remain with the visitor for their records.

Visitors were also asked that if a welfare issue was identified during a visit that they ring the OPCC directly to make the Scheme Administrator aware.

Those in attendance were asked if there was any further training they

would like to receive. No further training was identified. If any visitors did identify any training needs, they were asked to contact the Scheme Administrator: Maria Chapman – 01633 647005.

**6 RSPCA UPDATE BY INSPECTOR GARY LUCAS**

Provided in the agenda for visitors information.

**7 TRAINING ON THE COMPLETION OF RSPCA REPORTS TO INFORM WELFARE VISITOR'S PRACTICE**

Gary Lucas (GL) provided the group with guidance on how to complete the report forms.

Keys points which GL focused upon included reminding lay visitors to ask if the dogs have been micro-chipped, that all equipment is within reasonable working order and to check the general appearance and attitude of the dog. It was agreed that a RSPCA leaflet noting all the key areas lay visitors should be checking would be sent out with the minutes of the meeting for the visitors information. **MC**

**8 Any Other Business**

A query was made regarding visitors seeing records of visits made to the Waterton Kennels in South Wales. GL asked if the group could see a sample of reports from visits carried out on Gwent Police dogs at Waterton to allow for the monitoring of standards at this site. Maria Chapman agreed she would make contact with South Wales to facilitate this request. **MC**

***The meeting concluded at 5.07pm***

<b>Ian Johnston QPM, Police and Crime Commissioner for Gwent</b>	
I have monitored the Animal Welfare Scheme Minutes and am satisfied with progress.	
Signed	Date

<b>Contact Officer</b>	
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Background papers	None

