

1. Revise guidance to staff in current pets toolkit	Who	When
<ul style="list-style-type: none"> Review process for granting new and retrospective permission 	L&TM Team	Dec 15
<ul style="list-style-type: none"> Review guidance on using discretion on granting permission in exceptional cases where pets are being kept outside the strict policy – linked to the positive impact of pet ownership and how this links to tenancy sustainment 	L&TM Team	Q4 2015/16
<ul style="list-style-type: none"> Improve guidance on exotic pets 	L&TM Team	Jan 16
<ul style="list-style-type: none"> Review guidance on taking enforcement action and process for referring cases to LCC Legal Services (standard referral form similar to that used in other Tenancy Management procedures) 	L&TM Team / Legal	Q4 2015/16
<ul style="list-style-type: none"> Process on dealing with abandoned animals, particularly around rehoming options and the Council's duty to secure the animal as we would for any other property of the tenant 	L&TM Team / Legal	Q4 2015/16
<ul style="list-style-type: none"> Link with procedures on hoarding and support to vulnerable tenants and develop links with Social Care 	Safeguarding & Sustainability / Area Management	Q4 2015/16
<ul style="list-style-type: none"> Update procedures with details of triggers for referring animal cruelty and neglect cases to RSPCA 	L&TM / RSPCA	Q4 2015/16
2. Review Pets Policy training	Who	When
<ul style="list-style-type: none"> Deliver as a standalone module rather than being combined with Mobility Scooter/Satellite Dishes training 	L&TM Team	From Oct 2015
<ul style="list-style-type: none"> Include case examples raised by the animal charities at October workshop 	L&TM Team	Jan 16
<ul style="list-style-type: none"> Invite partners from the animal welfare charities to co-deliver the training, record video for training / inductions 	L&TM / Animal Welfare Charities	Q4 2015/16
<ul style="list-style-type: none"> Deliver awareness training to contractors 	L&TM Team / Property and Contracts	Q4 2015/16

<ul style="list-style-type: none"> Monitor void costs and rent arrears for properties where tenants have left pets in situ / reported cases of neglect 	L&TM Team / Property and Contracts	Jan 16
3. Decant procedures to be updated	Who	When
<ul style="list-style-type: none"> Procedure on decanting LCC tenants to include duty to provide suitable alternative accommodation for existing pets where permission has been given 	L&TM Team / Harmonisation Gp	Jan 16
4. Review Annual Home Visit (AHV) procedures	Who	When
<ul style="list-style-type: none"> Ensure every contact counts and that AHV picks up animal welfare issues eg include checks on garages, outer buildings and cellars where tenant suspected of breeding animals to sell. 	Area Management	2016/17
5. Pets Policy to be incorporated into main Tenancy Agreement at next review	Who	When
<ul style="list-style-type: none"> Include data sharing provisions 	L&TM Team / Legal	TBC
<ul style="list-style-type: none"> Include other legislative changes including micro-chipping to be mandatory and review policy relating to neutering to prevent unmanageable numbers of animals. 	L&TM Team / Legal	TBC
6. Information for tenants	Who	When
<ul style="list-style-type: none"> Housing Leeds to display customer information leaflets promoting responsible pet ownership and animal welfare issues 	Area Management	Jan 2016
<ul style="list-style-type: none"> Continued promotion of animal welfare and pets policy through tenant newsletter and social media campaigns 	L&TM Team	Ongoing
<ul style="list-style-type: none"> Housing Leeds to write to tenants who have been given permission to keep pets offering assistance with low cost / free neutering vouchers 	L&TM Team	Q4 2015/16
7. Improve partnership working	Who	When
<ul style="list-style-type: none"> Identify a 'Pets Champion' in each area office as the 'go to' contact for animal charities and to ensure that the policy is implemented in a consistent and fair manner. 	Area Management	Dec 2015
<ul style="list-style-type: none"> Contact details of housing officers and animal welfare charities to be shared 	L&TM Team, Animal Welfare Charities	Dec 2015
<ul style="list-style-type: none"> Invite partners from the animal welfare charities to visit local housing teams as part of the Wednesday afternoon training sessions 	Area Management / Animal charities	From Oct 15

<ul style="list-style-type: none"> Information Sharing Agreement drawn up between Housing Leeds and animal welfare charities to proactively share cases of concern, animal cruelty convictions, and to allow Housing Leeds to confirm to charity where tenant has permission to keep a pet (when charity dealing with adoption requests from tenants) 	L&TM Team / Info Governance / Animal charities	Q4 2015/16
<ul style="list-style-type: none"> Finalise procedure for distributing animal neutering vouchers 	L&TM Team / Charities	Jan 2016
<ul style="list-style-type: none"> Establish closer working relationships and protocol on exempt dogs with West Yorkshire Police and Dog Wardens Service to ensure a more joined up response to issues with dogs on cross-tenure housing estates. 	L&TM Team / WY Police / Dog Warden Service	Q4 2015/16
<ul style="list-style-type: none"> Housing Advisory Panels to be briefed on pets and look at funding of neutering vouchers based on Cats Protection example 	L&TM Team / TCIT	Q1 2016/17
<ul style="list-style-type: none"> Make links with the Freedom Project – providing temporary foster care for dogs belonging to families fleeing domestic violence and the Cinnamon Trust – volunteers help with the day to day care of terminally ill/elderly people’s pets. 	L&TM Team / Area Management / Housing Options	Q4 2015/16
<ul style="list-style-type: none"> Increase capacity of animal charities to rehome abandoned / neglected pets - Housing Leeds to share information with staff on how to become a fosterer for animal welfare charities through Hot Topics / Essentials 	L&TM Team / TCIT	Q4 2015/16
<ul style="list-style-type: none"> LCC has commitment to 10 hours per year paid volunteering – promote activities to LCC staff with recognised partners through Hot Topics / Essentials. Key priority area is volunteers needed to escort pets to neutering appointments – to reduce the no. cases where vouchers not used. 	L&TM Team / Animal Welfare Charities	Q4 2015/16
<ul style="list-style-type: none"> Set up responsible pet ownership events in the local community e.g. Free health checking, free micro chipping & neutering advice – BITMO have run a successful pets day for tenants which can be used as a template 	Area Management / Animal charities	Q1 2016/17
<ul style="list-style-type: none"> Leeds to host regional good practice event on keeping pets in social housing 	Housing Leeds / Animal charities	Q1 2016/17

L&TM = LCC Lettings and Tenancy Management Team
TCIT = LCC Tenant and Community Involvement Team

P&C = LCC Property & Contracts