

**Minutes of the Dog Shelter Tender Specification Subcommittee Meeting held on 6<sup>th</sup> November 2020 Via MS Teams**

In Attendance:

Members:

Cllr. Caroline Conroy **(CC)**  
Cllr. Donna Cooney **(DC)**  
Cllr. Deirdre Heney **(DH)**  
Cllr. Cieran Perry **(CP)**

Officials:

John Flanagan **(JF)**  
Céline Reilly **(CR)**  
Kevin Meade **(KM)**  
Patricia Colfer **(PC)**  
Ciarán McGoldrick **(CMcG)**  
Gareth Matthews **(GM)**

1. Nominate and agree Chair Of the Subcommittee

**Order: Councillor Deirdre Heney was elected Chair**

2. Terms of reference

**Order: Terms of reference agreed, Chair to seek nomination from An Garda to present to the Subcommittee.**

3. Cllr. Heney's Working Document for Tender & Associated Issues

Member had a discussion in relation to the document(s) that were circulated and raised the following points / questions

- The possibility of each of the Dublin Local Authorities seeking tenders for individual service provider should be explored **(DH)**
- If the capacity of the facility required is smaller (than the current position) animal Welfare groups might be interested in tendering **(DH)**
- The Louth County Council service provider might be of interest **(DH)**

- Administration and the dog warden service should be separate entity to the kennelling **(CP)**
- Dublin City Council providing the Dog Warden Service by direct Labour should be examined **(CP)**
- What happens if no organisation tenders for the contract **(CP)**
- As part of the procurement it, should be clear that better care for the animals is central **(CP)**
- Are there any other Funding streams available for an enhanced service (Department of Agriculture, An Garda Síochána) or must the costs be met by DCC **(DH)**
- Can charitable organisations be used only for sheltering **(CC)**
- Members of the Committee should advise the Executive of contacts they have who might be interested in tendering **(DH)**
- Rehoming occurs by the Charities, this service should form part of the new contract. **(DC)**
- Does financial benefit accrue to Charitable Organisations for rehoming dogs from Ashton Pound
- What will happen to the employment of those currently working in Ashton Pound **(CC)**
- When does the tender document need to be completed **(DH)**
- There is provision to extend the contract if tendering timelines are not met **(CP)**
- The possibility of a site visit should be examined **(DC)**
- “A dog is not for Christmas” awareness campaign should be rolled out **(CC)**

John Flanagan / Kevin Meade / Céline Reilly responded/

- Welcomed Cllr Heney’s working document
- DCC will review all the documents (Cllr. Heney’s, Dept. of Agriculture, and Breeding Guidelines) and produce a paper that amalgamates all dog welfare / care recommendations, the procurement procedures / advice which will be presented to a future meeting of the Subcommittee.
- It is hoped that there will be plenty of competition for in the tendering process
- The expressions of interest will issue to Organisations identified
- The provision of the Dog Warden Service by direct labour will be examined and we will report back to the Subcommittee
- The focus is to have as many organisations as possible tender for the contract.
- We do not want to arrive at the point where tenders are not received for the contract.
- If tenders are not received, we will seek specialist procurement advice and will consider negotiating with organisations that could provide the service.
- An enhanced service will generally be more expensive
- Funding sources will be examined
- Charitable organisations tendering for the contract has been referred for procurement advice.

- Organisations identified as having an interest in providing the service will be contacted via an Expressions of Interest initially
- Existing staff have specialised skills which will be in demand irrespective of which organisation is successful in the tendering process
- It is hoped that the tender document will be finalised in February 2021.

**Order Noted:**

4. A.O.B

Next meeting 1<sup>st</sup> Week December 2020, date to be advised

**Order: Noted**

**Actions & Responsibility**

- Animal welfare recommendations and procurement procedures / advice for the various documents to be amalgamated into one document **(CR)**
- Provision of Dog Warden Service by direct labour to be examined **(JF/CR)**
- Funding Streams / Budgets to be explored **(CMCG)**
- Councillors to submit details of organisations known to them to Ciarán McGoldrick **(Members)**
- Clarification on status of Charitable Organisations tendering **(PC/KM)**
- Nomination from an Garda Síochána to be sought **(CMcG / DH)**
- Position on the 4 DLA's providing separate facilities to be clarified **(PC/KM)**
- Next meeting to be arranged **(CMcG)**

**Deirdre Heney**

**Chair, Dog Pound Subcommittee**

**12<sup>th</sup> November 2020**