

Department	Standards & Minimum Welfare
SOP #	2
Revision #	1
Last review Date	25/09/2019
Page	1 of 2

Self-Assessment of Existing Member

Standard Operating Procedure

Standard Operating Procedures are designed to be shared with members and new member applicants in the interests of transparency

Key definitions:

Site / Centre:	A single location housing animals, or a group of locations housing animals but under common management
Foster Carer:	Typically a domestic home providing temporary care for an animal, or small number of animals. If a foster home is under the management of a specific site / centre of an organisation it does not need to be separately assessed, but the process for selection and management of foster homes will be assessed

Procedure:

1. The self-assessment pattern is such that all members are to self-assess in even numbered years (2020; 2022 etc).
2. Members may be externally assessed in the same year as self-assessment, or in between self-assessment years.
3. The assessment form and FAQs will be sent to all members by the Member and Administration Member near the start of the year.
4. Members should carry out their self-assessment within two months of the request to self-assess.
5. Where a self-assessment shows that one or more standards are not met, and action plan should be drawn up by the member, detailing plans to address areas of non-compliance.
6. Completed assessment forms and action plans should be sent to assessment@adch.org.uk by the due date.
7. The Member and Administration Manager will compile a report based on self-assessment forms received, for the Standards and Animal Welfare Sub-committee.
8. The report will use a traffic light system to illustrate members' assessments that are received and are; compliant (green); received and non-compliant (amber); and not received (red), along with further information on the degree and nature of any non-compliance.

Department	Standards & Minimum Welfare
SOP #	2
Revision #	1
Last review Date	25/09/2019
Page	2 of 2

9. The Member and Administration Manager will remind members if forms and relevant action plans are not received by the deadline, initially contacting the Master Contact, but escalating to the CEO / Chair of the member organisation if required.
10. If a self-assessment is not received within a further month, the Standards and Animal Welfare Sub-Committee will arrange for an external assessment to take place within 3 months.
11. For non-compliant members, action plans will be reviewed by the Standards and Animal Welfare Sub-Committee and further discussion may take place regarding the scale and implementation time frame of plans.
12. If a member has not facilitated an external assessment by the revised deadline, the Standards and Animal Welfare Sub-Committee may recommend to the Board of Trustees that their membership be terminated.
13. If a non-compliant member has not submitted their action plan by the deadline, the Standards and Animal Welfare Sub-Committee may recommend to the Board of Trustees that their membership be terminated.
14. For members with multiple sites, please refer to SOP4 for guidance on number of sites to be self-assessed

Appeals

Appeals from existing members should be submitted in writing to the ADCH Chair. A sub-committee of Trustees will hear appeals and their decision is final

Further Guidance:

Further guidance can be obtained from the ADCH Member and Administration Manager therese@adch.org.uk