

<b>Department</b>	Standards & Minimum Welfare
<b>SOP #</b>	3
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## External-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:

<b>Site / Centre:</b>	A single location housing animals, or a group of locations housing animals but under common management
<b>Foster Carer:</b>	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. External assessments of all members will be carried out such that every member will be assessed at least once every three years.
2. External assessments may take place in the same year as self-assessments.
3. The members to be externally assessed each year will be decided by the Standards and Animal Welfare Sub-Committee that reports to the Board of Trustees.
4. An Assessor will be appointed by the Board or the Animal Welfare Standards Sub-Committee to complete the external assessment within 4 months.
5. The Assessor will submit their completed assessment form and where applicable, the member's action plan for any areas scoring less than 2 to [assessment@adch.org.uk](mailto:assessment@adch.org.uk)
6. A copy of the completed assessment form will be sent to the member.
7. The Member and Administration Manager will compile a report based on 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.
9. In cases where Members persistently fail to facilitate and external assessment, the Standards and Animal Welfare Sub-Committee may recommend to the Board of Trustees that their membership be terminated.

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10. 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.
11. For members with multiple sites, please refer to SOP4 for guidance on the process for external assessment

**Further Guidance:**

Further guidance can be obtained from the ADCH Member and Administration Manager [therese@adch.org.uk](mailto:therese@adch.org.uk)