CONTENTS

1. Chair's Foreword
2. Terms of Reference
3. Membership
4. Operating arrangements
5. Work Programme

Appendix A - Current Membership (during 2007/8)

Appendix B - Minutes of meetings
  • 6 June 2007
  • 27 September 2007
  • 26 February 2008
1. **Chair’s Foreword**

The 2007/08 year was a very busy one for the Forum which has continued to play an important role in advising government and others on zoos issues. The minutes of the year’s meetings are reproduced below in Appendix B.

In the previous year, the Forum began work to develop supplementary guidance, in addition to that already contained in the Secretary of State’s Standards of Modern Zoo Practice (SSSMZP), on establishing minimum benchmarks for the requirement for zoos to participate in education and public awareness activities. This was completed and a paper published on the Defra website as an annex to the Conservation, Education and Research chapter of the Zoos Forum Handbook.

A new chapter, on which work had also commenced last year, was added to the Zoos Forum Handbook, on ‘Veterinary practices’. The aim of this is to indicate to zoo managers, local authorities and zoo inspectors where the minimum standards of veterinary service may lie, and the options for achieving a far better than minimum level of veterinary care in licensed zoos.

The Forum has also published guidance to assist in the consistent interpretation of aspects of the Zoo Licensing Act 1981 (as amended). Guidance on the interpretation of “kept for exhibition to the public” was drawn up to assist with decisions on whether establishments fall within the Act’s controls (whilst recognising that only the courts can give a definitive ruling on interpretation of the legislation). Guidance has also been prepared on the requirements for education in the Act with respect to animal presentations. This guidance is intended to assist zoo inspectors and operators in considering education within the context of animal presentations.

The Forum has also published a model direction to comply with zoo licence conditions, to assist local authorities in implementing section 16A(2) of the Act when faced with the possible closure of a zoo. It plans to publish further similar directions in the forthcoming year.

All of the documents mentioned above are available at the Zoos Forum website at www.defra.gov.uk/wildlife-countryside/gwd/zoosforum/index.htm.

Other work which is underway includes, at Defra’s request, supporting the preparation of draft guidance for the keeping of cetaceans in captivity. The existing guidance is over twenty years old and needs to be reviewed and updated. Defra has confirmed that any revised guidance will be subject to full public consultation prior to it forming part of, or being a supplement to, the SSSMZP.
Another area upon which the Forum is focussing is the wider implementation of the Act, particularly by local authorities. Whilst many local authorities carry out their zoo licensing responsibilities very comprehensively, we are aware that others may not. We have recommended that a letter is sent to all local authorities to remind them of the requirements of the Act and to encourage them to put systems in place to ensure that they do fully comply.

Preliminary plans are also underway for the next Zoo Inspectors’ Training Seminar, scheduled to take place early in 2009. The implementation of the Act will be one of the main issues for discussion.

I would like to take this opportunity to thank all the Forum members (especially Nick Jackson, Miranda Stevenson, Tim Thomas and Andrew Greenwood who completed their terms of office this year) and the staff of the Secretariat for all their hard work during the year.

James Kirkwood
Chair
2. **Terms of Reference**

The Forum’s Terms of Reference are:

- to encourage the role of zoos in conservation, education and scientific research; to keep under review the operation and implementation of the zoo licensing system in the UK, and to advise or make recommendations to Ministers on any legislative or other changes that may be necessary.

The Forum can:

- investigate any specific aspects of zoo policy and practice falling within its remit;

- consider any animal-related issue where there is a specific zoo interest and offer advice on animal welfare where no other more suitable body exists through which these views could be more appropriately put;

- seek and obtain detailed advice or assistance from other persons or organisations with knowledge or experience appearing to the Forum to be relevant to its work;

- assess the evolving role of zoos in society; and foster a fuller understanding of that role;

- communicate freely with outside bodies, the European Commission and the public; and

- publish its advice independently.

3. **Membership**

The Forum’s membership for the 2007/08 year was twelve. A reappointments exercise was carried out and three current members, Alistair Grant, Nick Jackson and Miranda Stevenson were re-appointed to serve further terms, from 1 April 2007. Details of the Forum members during the 07/08 year are at Appendix A.

4. **Operating Arrangements**
The Forum met on three occasions during the year, in June and September 2007 and in February 2008. The February meeting was open to the public. Open meetings are held annually and allow the public to observe the Forum at work and to ask questions. A similar public meeting is planned for January 2009. Full minutes of the meetings held are reproduced below and are available on the Defra website at www.defra.gov.uk.

Officials from the Scottish Executive, National Assembly for Wales and the Department of the Environment for Northern Ireland are invited to attend the meetings as observers.

The Department for Environment, Food and Rural Affairs (Defra) provides secretariat and administrative support to the Forum. The main contact for enquiries about the Forum and its work is: Jane Withey, Defra, Zone 1/11, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6EB (Tel: 0117 372 8524).
5. **Work Programme 2006/8**

The Forum has developed a formal work programme. It is reviewed annually and enables the Forum to take stock of the work undertaken so far and in prioritising future work.

**Work programme (September 2006 – September 2008)**

<table>
<thead>
<tr>
<th>OVERARCHING OBJECTIVE</th>
<th>KEY WORK AREA</th>
<th>SPECIFIC CURRENT TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective operation of Zoos Forum</td>
<td>Zoos Forum strategic work plan</td>
<td>Keep Forum’s work plan under review, agree annually</td>
</tr>
<tr>
<td>Keep operation of zoo licensing system under review (including responding to requests for advice from Defra)</td>
<td>SoS Standards of Modern Zoo Practice</td>
<td>Future revisions to Standards - watching brief for issues for Defra to take into account in future revisions. Provide Defra with advice on the terms of a supplement for keeping cetaceans.</td>
</tr>
<tr>
<td></td>
<td>Zoo Inspectorate</td>
<td>Performance management of the Inspectorate - advice and participation in development of measures to improve operation of Zoo Inspectorate: - by supporting the provision of training - by providing advice on guidance which may be needed as and when this may be required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Timetable: Ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Timetable: June 2007</td>
</tr>
<tr>
<td></td>
<td>Species-specific issues relating to zoo animals</td>
<td>Elephant husbandry research – consider results of research and advise Defra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Timetable: on completion of research, 6th months after receipt of report – March 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review and revision of Govt Circular</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Timetable: August 2008</td>
</tr>
<tr>
<td>Other issues relating to operation of zoo licensing system</td>
<td>Consider implementation of zoo licensing system by local authorities and what action might be appropriate.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Timetable: Ongoing</td>
<td></td>
</tr>
<tr>
<td>Consider implications of Animal Welfare Act for zoos</td>
<td>Timetable: November 06 onwards</td>
<td></td>
</tr>
<tr>
<td>Produce appendix to handbook on benchmarks for assessing education content/value of shows and presentations in zoos.</td>
<td>Timetable: End March 2008</td>
<td></td>
</tr>
<tr>
<td>Respond to ad hoc requests from Government for advice</td>
<td>Timetable: as required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Produce guidance on zoo licensing system and encourage role of zoos in conservation, education and scientific research</th>
<th>Complete Veterinary Practices chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Timetable: Completed November 2007</td>
</tr>
<tr>
<td>Consider future priorities for guidance and keep existing chapters under periodic review</td>
<td>Timetable: Ongoing</td>
</tr>
<tr>
<td>Development and finalisation of the education benchmarks annex</td>
<td>Timetable: Completed September 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zoo training seminars, to disseminate guidance and training</th>
<th>Assist Defra in developing programmes for, and running, zoo training seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Timetable: Next seminar due November 2008 (now due March 2009)</td>
</tr>
</tbody>
</table>
Explanatory notes

For the purposes of the strategic work plan, the Forum’s work has been broken down into three main overarching objectives, then a number of key work areas and finally specific individual tasks. The intention is that the first two columns help provide structure to the Forum’s work, helping place individual work streams in context. These are expected to change little from year to year, whereas the third column contains the details of specific current tasks which require updating.

The overarching objectives stem from the Forum’s terms of reference. The first of these (“Effective operation of the Zoos Forum”, which gives rise to the strategic plan) is simply to provide a trigger for the Forum itself to regularly take an overview of its work and prioritise accordingly. The next two are the main pillars of the Forum’s work, i.e. (i) reviewing operation of the zoo licensing system and (ii) providing guidance and encouraging the role of zoos in conservation.
Appendix A – Current membership (during 2007/08)

James Kirkwood (Chair) is Chief Executive and Scientific Director of the Universities Federation for Animal Welfare (UFAW) and the Humane Slaughter Association (HSA). He is a visiting Professor in the Department of Pathology and Infectious Diseases at the Royal Veterinary College and Editor in Chief of the quarterly scientific journal ‘Animal Welfare’. He was Senior Veterinary Officer at the Zoological Society of London for 12 years and Head of the Institute of Zoology’s Veterinary Science Group. He was a Defra zoo inspector for 16 years. He has published over 150 papers in scientific literature including many on veterinary aspects of wildlife conservation and welfare.

Nick Jackson MBE has worked in zoos since 1969 and has been the Zoological Director of The Welsh Mountain Zoo since 1984. He was Chairman of the Federation of Zoos from 1996 to 2002 and has been a member of the Zoological Society of London's Zoos Advisory Committee since 2003. He has been a Defra zoo inspector since 1984, a member of the Forum since its inception in 1999 and is currently its Deputy Chair.

Dr Brian Bertram was a field research worker in animal behaviour before becoming Curator of Mammals at London Zoo. He then became Director-General of The Wildfowl & Wetlands Trust and following that Special Projects Co-ordinator at Bristol Zoo Gardens before retiring at the end of 2003. He is on the Council of the Zoological Society of London and on its Animal Welfare Committee. He has been a Defra zoo inspector since 1983.

Alastair Grant is a Principal Environmental Health Officer at Dudley Metropolitan Borough Council and has been involved with the Zoo Licensing Act since 1984. He has been a Forum member since 2001.

Andrew Greenwood is a veterinary surgeon and a partner in the International Zoo Veterinary Group. He has been a Defra zoo inspector since 1984.

Raymond Ings worked for the RSPCA for 13 years as an Education Officer where he had a responsibility for the higher education programme. He ran several overseas courses in animal welfare science and education. He has a BSc in Zoology and an MSc in Applied Animal Behaviour and Animal Welfare. He has published research in environmental enrichment in the zoo environment. He occasionally lectures in zoo animal behaviour and welfare.

Anna Meredith is Head of the Exotic Animal Service at the Royal (Dick) School of Veterinary Studies, University of Edinburgh and Head Veterinary Surgeon at Edinburgh Zoo. She lectures internationally on exotic and wild animal medicine and welfare. She is past president and council member of the British Veterinary Zoological Society, and has been a Zoo Inspector in Scotland since 1996.

Stewart Muir is Assistant Director at Newquay Zoo and founder and Honorary Director of Shaldon Wildlife Trust. He is Chairman of the EAZA
Dr Miranda Stevenson is Director of BIAZA - the British and Irish Association of Zoos and Aquariums. Prior to this she was the Conservation Programmes Manager at the Zoological Society of London, Regent's Park Zoo, having previously spent 20 years at Edinburgh Zoo. She has been a Defra zoo inspector since 1984 and a member of the Forum since its inception in 1999.

Tim Thomas is Senior Scientific Officer for the RSPCA's wildlife department and the principal representative for the Society on zoo animal issues. Since joining the RSPCA wildlife department in late 1980 he has been responsible within the Society's specialist department for supplying information, advice and comment on zoo animal welfare matters.

Peter Wearden is Divisional Environmental Health Officer at South Hams District Council and has been responsible for zoo licensing since 1984. He was also involved in the revision and drafting of health and safety guidance for zoos.

Stephen P Woollard is the Interpretation Officer at the Royal Zoological Society of Scotland, Edinburgh Zoo. He has been involved in environmental education in zoos since 1987, working at Twycross, Bristol and Dudley Zoos. He is a Council Member of the Association of British Wild Animal Keepers and lecturer on the M.Sc. Primate Conservation course at Oxford Brookes University.
Appendix B: Minutes of meetings

MINUTES OF THE ZOOS FORUM HELD AT NOBEL HOUSE, LONDON,
6TH JUNE 2007

Zoos Forum members present:
James Kirkwood (Chair)
Nick Jackson
Brian Bertram
Alastair Grant
Andrew Greenwood
Ray Ings
Anna Meredith
Miranda Stevenson
Tim Thomas
Peter Wearden
Stephen Woollard

Officials present:
Graham Thurlow (Defra)
Dave Wootton (Defra)
Jacqui Payne (Defra)
Tom Adams (Defra)

Guest:
Emma Creighton (Chester University)

1. Introductions and apologies
The Chair welcomed Emma Creighton from Chester University who is
shadowing Miranda under Defra’s mentoring scheme to encourage
women into public appointments. The Chair also welcomed Graham
Thurlow, Defra’s veterinary advisor to the Animal Welfare Act team.

Apologies were received from Stewart Muir (Zoos Forum), Alun
Streeter (WAG)\(^1\) and Allan MacFarlane (SEERAD)\(^2\).

2. Minutes of last meeting
The Forum agreed to accept the minutes.

3. Matters arising

a) Appointments to the Forum
Defra reported that it plans to begin the 2008 round of appointments to
the Forum. Dave will be liaising with James Kirkwood to discuss from
what areas of expertise new Forum members should be drawn. Defra
confirmed that it had been suggested previously to consider appointing

---
\(^1\) Welsh Assembly Government
\(^2\) Scottish Executive Environment and Rural Affairs Department
an aquarium specialist and also someone at director level from a non-charitable zoo.

Defra confirmed that it is looking to recruit up to 4 new members and would welcome suggestions for possible candidates. Nick suggested that Defra looked at replacing those areas of expertise held by Forum members who are stepping down, namely zoo inspectors, vets, zoo directors (charitable zoos) and animal welfare.

Tim felt that there was a need to maintain a balance and that more representatives from the area of animal welfare needed to be considered.

Miranda suggested one option to consider would be to appoint a welfare scientist from an independent (academic) organisation.

Nick suggested that clear thinking would be needed on whether everyone on the Forum would support the objectives of the Forum.

Defra confirmed it would take on board these helpful suggestions when it begins the appointment round.

**Action: Defra**

**b) Update on Animal Welfare Act**

Graham Thurlow provided the meeting with a recap informing them that the Act came into force on 6 April 2007 and whilst it maintained the provisions of the Protection of Animals Act 1911 it went further in requiring all owners and keepers to ensure that the welfare needs of their animals are met. The Act applies to all vertebrate animals controlled by man. Enforcement of the Act is by Local Authorities, Police and Animal Health (formerly SVS\(^3\)). The Act also allows for members of the public to make private prosecutions. Graham stated that there were no substantial differences between the English AWA\(^4\) and the Scottish Animal Health and Welfare Act in terms of welfare.

Graham confirmed that zoos are required to comply with the general AWA requirements (but this shouldn’t be a problem if they were already complying with the ZLA\(^5\) and SSSMZP\(^6\)) and a zoo could be prosecuted under the Act. Graham also informed the meeting that the Mutilations Regulations which also came into force on 6 April provides details on what exemptions may apply to the general ban on mutilations (Permitted Procedures) (England) Regulations 2007 SI 2007 No 1100 in the AWA. The regulations do not include ‘wing tagging’ therefore wing tagging is banned. In order to wing tag people may apply for an Animal (Scientific Procedures) Act (ASPA) licence.

---

\(^3\) State Veterinary Service  
\(^4\) Animal Welfare Act 2006  
\(^5\) Zoo Licensing Act  
\(^6\) Secretary of State’s Standards of Modern Zoo Practice
Graham informed the meeting that if problems do arise from the mutilations regulations, they may be reviewed.

Graham also informed the meeting that the AWA covered mental as well as physical suffering and under the AWA various codes of practice would be drawn up. He said that the codes such as the primate code (due in Autumn 2008) will be aimed at private keepers. It is not intended to be used as guidance for how primates are kept in zoos. Graham informed the meeting that the codes of practice will have no legal status, their role is to support the AWA legislation, however someone wishing to prosecute a zoo could refer to the code of practice on primates over and above the SSSMZP.

Stephen Woollard raised the question of how malicious complaints about zoos might be dealt with under the AWA. Alastair Grant stated that under the ZLA the LA\(^7\) would be expected to follow up any complaints to decide if they were warranted before taking any further action and this would be the procedure with complaints under the AWA.

Andrew Greenwood stated that there is no provision under the ZLA for criminal prosecution and LAs will now need to consider both the AWA and ZLA and suggested that SSSMZP and ZLA could be hijacked by AWA, so LAs will need to have regard to this.

The question of what is happening with banning certain wild animals from travelling circuses was raised. Graham informed the meeting that Defra has put together several working groups, one of circus owners, one of welfare organisations and one of scientists. The scientists’ role would be to assess research brought to Defra by the other two groups. Graham said that a report from Mike Radford, the chair of the working groups, is expected in July.

Graham added that inspectors of circuses will be required to inspect a circuses’ winter quarters and the animals’ accommodation whilst in transit. The proposal from Defra that zoo inspectors may be approached to act as circus inspectors is still on the table, but Defra will seek the opinion of the Zoos Forum on extending the remit of zoo inspectors before pursuing it further as an option.

c) DWAA\(^8\) update

Defra informed the meeting that a Statutory Instrument (SI) No. 1437, making a couple of additions but more deletions to the current schedule of species requiring licences, has been laid in both Houses. Defra stated that if the SI gets through Parliamentary scrutiny then the revised schedule will come into force on 1 October 2007. Defra said that a further consultation document on the amendments to the main

---

\(^7\) Local Authority

\(^8\) Dangerous Wild Animals Act
body of the Act which will include the draft order, impact assessment, explanatory document and guidance for LAs is still being drafted, but Defra stated that it expected to go out to consultation in August.

Defra confirmed that animals kept under the DWAA would also be covered by the AWA. Defra stated that codes of practice would be drawn up, but codes for exotic animals were not a priority. Defra said that the DWAA was predominantly a public safety piece of legislation and the AWA will cover welfare for DWAA animals and will supersede any welfare provision provided under the DWAA.

d) Elephant Husbandry research project
Defra informed the meeting that there had been delays in the drafting of the final report due to anonymity issues and the presentation of the data. Defra have contacted the research team and the Data Protection Officer in Defra to try and address the issue. Defra informed the meeting that it had given the research team until the end of June to produce the final draft report and a meeting of the steering group is likely to follow soon after. Defra confirmed that it would not be granting any further extension to the deadline for this project and it agreed to e-mail any updates to the Forum in the meantime. Defra also stated that it would let the Forum see the report as soon as it can.

Action: Defra

e) Update on HSE\(^9\) guidance
Defra reported that it had written to all the zoos, of which it has details, to draw their attention to the new guidance. No further action is needed.

f) Update on Zoo Inspector management measures
Defra informed the meeting that it had received 39 applications for the advertised Zoo Inspector posts, 13 of which were from people from the south west region (one of the desired criteria). Defra stated that a sift of applicants took place in April by a panel consisting of Miranda Stevenson (BIAZA\(^{10}\)), Michael Fielding (BVA\(^{11}\)) and Dave Wootton (Defra). The recommended appointees were then approved by the Minister (Barry Gardiner) and letters from the Minister were sent to the two successful applicants, Duncan Williams (List 1, veterinary inspector) and Heather Koldewey (List 2, zoo management/curator).

Andrew Greenwood queried the continued inclusion on the zoo inspectors list of two inspectors who have been out of the country for a number of years. Defra agreed to consider how to address this.

Action: Defra

Anna Meredith asked if Defra could link up more closely with the Scottish Executive and suggested that some of the Scottish inspectors

---

\(^9\) Health and Safety Executive
\(^{10}\) British and Irish Association of Zoos and Aquariums
\(^{11}\) British Veterinary Association
should be considered for zoo inspections in the North of England. Defra confirmed that the Scottish inspectors appointed before devolution were still eligible to carry out inspections in England. Defra confirmed that it does keep the Scottish Executive informed, but would in future bear in mind the pre-devolution appointed Scottish inspectors for appropriate zoo inspections south of the border.

g) Dispensations review
Defra reported that the review, covering dispensations issued between 1984 and 2003, had now been completed and that all the LAs that have zoos in their areas with dispensations or exemptions had been contacted. Responses were slowly coming in and in general it appears that the LAs consider the current dispensation and exemption directions are still appropriate. There have been one or two cases that we have been asked to formally review.

Defra asked the Forum for views on how often this review should take place. Defra considered that only dispensations/exemptions under section 14(1)(b) and 14(1)(a) of the ZLA should be reviewed as zoos with dispensations under section 14(2) would still have regular inspections by Secretary of State nominated inspectors and so their dispensations could be monitored that way. The Forum agreed and suggested that 14(1)(b) and 14(1)(a) dispensations/exemptions ought to be reviewed every six years. Defra confirmed that it would take account of this advice in considering when the next review might be undertaken.

Action: Defra

h) Update on CITES Article 8.2 proposals
Defra reported that the proposals to prohibit the private keeping of certain CITES species have not progressed any further since the last meeting. Defra informed the meeting that the CITES team have been working on the preparations for the forthcoming Conference of the Parties 14. Defra confirmed it would keep the Forum updated and may have something further to report at the next meeting.

Action: Defra

i) Link up between CITES A60 inspections and zoo inspections
Defra informed the meeting that it will be arranging a meeting between Defra and JNCC in July and will report back at the next meeting of the Forum.

Action: Defra

Post meeting note:
A meeting has now been arranged for the end of August.

j) Born Free Zoo Check latest list
Defra informed the meeting that it is making slow progress on this. As a result of follow up on Born Free's list there have been some new exemptions issued and some LAs have been prompted to look into the status of some of the collections listed. Defra reported that due to a
lack of response from some LAs, and because of other Defra work priorities, it has not been able to make significant progress since last time it reported on this item. Andrew Greenwood suggested that, given responses from LAs was poor, Defra should contact the collections themselves and suggest that the collections contact the LAs. Defra confirmed that it will consider this as an option.

**Action:** Defra

**k) Zoo closure direction model**

Defra reported that a final version of the model direction had been submitted to its legal team for comment and were waiting for a response. Defra confirmed that it will follow this up and report back when legal have commented.

**Action:** Defra

**l) Freedom of Information requirements for Zoo Inspectors**

Defra informed the meeting that following discussions at the last Forum it had contacted FOIA\(^{12}\) colleagues who had agreed in principle to our suggested advice notes for LAs. Defra informed the meeting that its proposal was to provide 3 forms of advice on the FOI, DPA\(^{13}\) and EIRs\(^{14}\) as follows:

- A short advice note to be put on the revised inspection and audit forms
- A longer advice note to be included in all future inspection letters to LAs and zoo inspectors.
- A guidance sheet to be included in the revised circular on zoo licensing

Defra provided the Forum with the draft documents it had prepared for comment.

Nick Jackson felt that the last paragraph of the second advice note needed to be expanded to recommend a reasonable response time for a zoo to comment on an inspection report. Defra suggested 15 working days might be a reasonable turnaround, but as there is no timescale prescribed in the ZLA it could only be advisory and the individual LAs would have to decide what was reasonable. Defra agreed however, that it would be helpful to provide LAs with an indication and this would also draw the LAs’ attention to the need for inspection reports to have completed the required process. Defra informed the meeting that it would be looking into options to expand the advice on this issue and incorporate it into a future revision of the circular.

**Action:** Defra

---

\(^{12}\) Freedom of Information Act  
\(^{13}\) Data Protection Act  
\(^{14}\) Environmental Impact Regulations
Anna Meredith raised the question of when an inspection report was considered to be complete. She informed the meeting that her view was that the form was complete once the inspectors had signed it off and so zoo owners would be commenting on the completed document. Defra confirmed that it would seek clarification on when the forms can be considered complete from its legal and FOI advisers. Defra’s initial view was that although the report may be complete once the inspectors have signed it off the process is not complete until the zoo has had an opportunity to comment. Defra asked the Forum to provide any further comments on the draft documents within one week.

**Action: Forum/Defra**

The Forum suggested that LAs should be encouraged not to keep copies of completed Pre inspection audit forms and that the forms should be sent to the nominated inspector/s as this was the main purpose for these forms. Defra said it would consider including this in the FOI guidance.

**Action: Defra**

Peter Wearden advised Defra to clear final drafts with the Information Commissioner’s Office.

**m) Review of Zoo’s Conservation and Education Contribution – Research Project**

Defra reported no further progress on this. Defra confirmed it was trying to seek further funds to add to the £15k already secured and will contact Miranda and Stephen in due course with regard to the drafting of the project specification. Defra added that it may be the case that it would need to base the specification on the £15k.

Miranda asked if there was any possibility of joint funding, Defra would pursue this suggestion.

Defra informed the meeting that the £15k would only be available for the financial year 2007/2008 and if unused would need to be surrendered.

Defra agreed to liaise with Miranda and Stephen and would fix a date for a meeting before the end of June.

**Action: Defra**

*Post meeting note:*

A meeting with Miranda and Stephen will now be delayed until the outcome of the budget meeting on 12 July was known.

**4. Zoo Licensing Act definition issues**

Defra provided the Forum with a copy of the final draft of Nick Jackson’s paper and informed the meeting that the draft is with its legal advisers for approval.
The Forum felt that under section 5 there still needed some clarification. Paragraph 5a) defining a pet shop, needs to be revisited and will need to take into account a possible change in the Pet Animals Act 1951 which may occur under the AWA. The Forum felt the paragraph needed to emphasise the definition of a pet shop as ‘a place where animals are kept for sale’.

The Forum also stated that they had understood that 5b) relating to collections with animals only viewed by web cam or live CCTV would be subject to the ZLA, contrary to what the draft guidance says. Defra confirmed it would look back at the previous drafts and legal advice to see how the guidance in the current draft was arrived at. Defra confirmed that it would also look at redrafting 5a).

**Action: Defra**

5. Development of the Handbook chapters
   a) Veterinary practices chapter
   Andrew Greenwood provided the meeting with the final draft of the chapter. Andrew informed the meeting that he had received a response from the RCVS\(^{15}\) and will forward their comments to Defra for inclusion. James Kirkwood and Defra thanked Andrew and Anna for their work on this chapter.

   Nick Jackson asked whether there would be a problem with the Animal By Products regulations being interpreted differently in Scotland and Wales. Andrew stated that all the chapter could do was point people to the legislation; it did not offer an interpretation.

   Defra informed the meeting that WAG had offered to go through the legislation referred to in the chapter and provide the Welsh equivalents. Defra confirmed that it would also contact SEERAD to do the same for Scotland. Defra will then edit and publish the chapter for publication on the Defra website.

   **Action: Defra**

   Defra reported on progress with priorities identified at the previous seminar.

   **Impact of Hampton review on ZLA**
   Defra informed the meeting that it has been looking at better regulation in general, in light of the Hampton Review which reported on reducing the burden of regulation on business. Defra added that Hampton’s recommendations cover all the Defra delivery bodies – including parts of core Defra – that are considered to have an inspection or regulatory function. Defra reported that there are expected to be real benefits for the way that businesses are regulated, there will be fewer interfaces with regulators, fewer but more targeted inspections, more advice, less

\(^{15}\) Royal College of Veterinary Surgeons
red-tape, and a more transparent penalty system for those who choose not to comply with regulations. One of the areas in which this may have an impact is on the overlap of Article 60 certificates and zoo inspections and Defra confirmed it would be looking at this during its meeting in August as mentioned above.

Defra informed the meeting that its plan to review the inspection forms and the guidance circular could also be considered under the Hampton review as better regulation. The overarching aim of the review is to reduce the burden on businesses. Defra added that it would need to look at all aspects covered by the Forum with this aim in mind.

**Assessment of education content/value of shows and presentations in zoos**

Stephen Woollard informed the meeting that he recently attended a European Educators meeting and from discussions there had formulated some initial thoughts on a paper which he provided to the Forum (and confirmed that he would e-mail to Defra). The Forum agreed that a finalised paper would be aimed primarily at zoos, but felt it useful for inspectors to be aware of. The Forum also agreed the paper should be included in the Zoos Forum Handbook as an appendix.

Andrew Greenwood questioned whether a show needs to be educational and not purely entertainment. Stephen Woollard said that whilst a show didn’t have to have an overtly educational content, it should avoid being negatively educational. However if a zoo included the show as fulfilling part of its educational requirements then the zoos should have to justify the shows have an educational value. It was agreed that the value of a show should be something that a zoo’s ethical review group could consider.

Stephen Woollard agreed to take the draft paper to the next stage and would keep Ray Ings in the loop.

**Action: Stephen Woollard**

**Zoo Licensing flowcharts**

Defra informed the meeting that the flow charts had been drafted, but have some formatting problems which have yet to be sorted. Work priorities permitting, Defra will look to finalise these before the next Forum meeting.

**Dates and venues for the next training seminar 2008**

Defra reported that progress on this has been delayed due to other work commitments. Defra asked if the EAZA conference dates for 2008 were known. Miranda agreed to find out. Defra would start looking at possible venues and would e-mail the Forum with workshop suggestions.

**Action: Miranda/Defra**
Post meeting note:
EAZA conference dates confirmed as 16 to 21 September 2008

Defra reported that the other identified priorities, Impact of AWA on ZLA, Impact of FOIA on ZLA have been addressed earlier in the meeting.

7. Parliamentary Questions on zoo licensing
Defra informed the meeting that a PQ\textsuperscript{16} and EDM\textsuperscript{17} were received in April concerning Cetaceans in captivity and requested that the UK Government bring forward legislation to prohibit the keeping of cetaceans other than for rehabilitation. Defra had provided responses. Defra informed the meeting that the EDM may be the start of a letter writing campaign, in response to rumours of proposals to set up dolphinariums in England. A number of constituents’ letters had been received via ministers and Defra’s standard reply had been agreed based on the EDM and PQ responses. Defra added that it had made some enquiries into the rumoured proposals and had not found any evidence of any formal proposals to set up dolphinariums in the UK.

Andrew Greenwood stated that the premise on which the PQ and EDM was based is factually inaccurate and part of Defra’s standard response should challenge the premise. Andrew agreed he would provide Defra with information to address the inaccuracies and Defra confirmed it would draw them to the attention of the Minister and amend its standard response accordingly.

Action: Andrew/Defra

Ray Ings stated that Forum members should be careful when responding formally on subjective issues.

8. Avian Influenza and Zoos
Defra informed the meeting that the AI\textsuperscript{18} situation in the UK is very quiet. Zoos could still apply for vaccination if they want to and so far a small number of zoos had vaccinated their birds in response to the Norfolk Turkey outbreak. Defra further informed the meeting that no problems associated with the vaccine or delivery had been noted. Biosecurity advice and wild bird surveillance remains in place, details of which can be found on the Defra website.

Andrew Greenwood informed the meeting that he had recently inspected a zoo and they had been advised by Defra’s regional offices that although birds could be vaccinated, those vaccinated would not be permitted to fly free. Andrew asked Defra to clarify this point. Defra confirmed it would seek clarification from Matt Hartley and report back.

Action: Defra

\textsuperscript{16} Parliamentary Question
\textsuperscript{17} Early Day Motion
\textsuperscript{18} Avian Influenza
9. **England Implementation Group (EIG)**

James Kirkwood informed the meeting that, as Forum Chair, he had been invited to attend a meeting of the EIG. He stated that the EIG had said that it would welcome any approach by the Forum if it required help and similarly the EIG would like to be able to approach the Forum should it need assistance.

Miranda expressed concerns that the EIG discussed issues that affected zoos, but didn’t appear to consider zoos. Miranda felt the problem was that although the EIG’s role is to look at best practice of implementing the Animal Health & Welfare Strategy, this legislation was drawn up in reference to agriculture and this meant that zoos often get overlooked. Miranda felt that the link between the EIG and zoos was not very active.

Alastair Grant asked whether Defra monitored the EIG minutes. Defra replied that it hadn’t, but would consider doing so for future meetings.

**Action:** Defra

The Forum agreed to let James know any issues that they felt should be raised with EIG.

**Action:** Zoos Forum

10. **Guidance on the keeping of Cetaceans in UK**

Andrew Greenwood informed the meeting that he was in the process of reviewing the current guidance and would have the review completed in about a month. Andrew further explained that he was conducting the review by going through the current guidance point by point looking where guidance is replicated in the current SSSZMP. Where there were apparent gaps he would look to see what further guidance was needed. Andrew informed the meeting that he proposed to keep any new guidance in line with the current ZLA guidelines i.e. not using specific figures and not being too prescriptive. Andrew asked whether Defra would require the new guidance to specify standards and how should it be pitched.

Defra and the Forum agreed that Andrew should draft the guidance in the way that he feels they should be drafted and then submit them to Defra who would circulate them to the Forum for views. Andrew agreed to get the draft to Defra at the end of July.

**Action:** Andrew/Defra

11. **Zoos Manifesto**

Defra informed the meeting that John Regan is still to hear from the Deputy Prime Minister’s Office and had not forwarded any discussion paper ahead of this meeting. The Forum agreed to retain this item on the agenda for the next meeting, but could not really comment further as there seems to be no clear mandate on which the Forum could act.

**Action:** Defra
12. Benchmarks for Education
Stephen Woollard informed the meeting that the latest draft was at the point of being signed off. Stephen asked whether the education benchmarks should be put together with the conservation benchmarks as one document. The Forum felt the documents should remain separate but it should be clear there was a link. The Forum agreed that the document was now ready to be edited and published on the website.

Action: Defra

13. Amendments required to the Defra Circular, SSSMZP and Zoo Inspection Forms
Defra informed the meeting that a short consultation was carried out to seek comments on what amendments needed to be made to the interactive inspection forms. We had received a few suggested amendments and would be taking these forward with our form designers.

Amendments to be taken forward are:
- To look to re-size the comments boxes on the forms
- To add an advice note on all forms regarding FOI and DPA
- Suggested re-wording of education parts of Pre-inspection audit.
  - Stephen made some detailed suggestions for changes to the PIA
- Brian also made detailed suggestions for change which Defra will consider

The Forum members were provided with the feedback received on the forms and asked for their views. Brian Bertram felt that the ranking system option on the inspection forms should be removed as in practice it did not prove to be helpful. Various other suggestions were made about wording of questions and whether there were some questions that were not the role of the inspector to cover. The Forum agreed that the questions on toilets, parking and first aid were not areas for a zoo inspector to cover and would be better covered under other legislation, by local authority health and safety inspectors.

The Forum also felt that the Pre-Inspection Audit form (PIA) should have something on the front to indicate that it is not a mandatory requirement for a zoo to complete the form. Andrew Greenwood felt that a lot of information supplied on the PIA is relevant and gives a good indication to the inspector of the status of the zoo, especially for a new zoo. Miranda confirmed that she had sent Defra some suggested updates to this form which Defra would take on board. Alastair Grant suggested that the more sensitive questions from the PIA should be added to the inspection forms.

Defra confirmed that it would have regard to these comments when revising the forms and would provide draft revisions for comment by the Forum. Defra informed the meeting that the revisions may suffer timing wise until it had finished dealing with other work priorities, but it
was hoped that the target date for completion would coincide with the next training seminar (Autumn/Winter 2008).

**Action: Defra**

Anna Meredith asked if word versions of the current inspection and PIA forms could be forwarded to SEERAD so they could be adapted for use in Scotland. Defra confirmed that it would contact SEERAD with the information.

**Action: Defra**

14. **Zoos Forum Work Programme**

James Kirkwood informed the meeting that no further comments on the work programme had been received since the last Forum meeting other than Stephen’s suggestion to include assessment of shows and displays as a research project on the work programme. Defra confirmed that this had been added and the work programme now needed to be agreed by the Forum. James went through the work programme with the Forum to agree a suitable timetable. Defra agreed to amend the work programme to reflect the timetable agreed at the meeting.

**Action: Defra**

15. **Defining minimum standards for participation in conservation**

James Kirkwood informed the meeting that the conservation benchmarks paper has now been in circulation for a year. James had requested that Defra marked the paper for review at this meeting. The Forum considered that the paper was still current. Miranda Stevenson commented that the names of the taxon advisory groups had changed. The Forum agreed that as these changes were of minor importance they could be done at the next review. As could the reference to Article 30 certificates which are now referred to as Article 60 certificates. Defra agreed to mark the paper for a further review in June 2008. It also confirmed that it would mark the paper as reviewed on the work programme.

**Action: Defra**

16. **Dates for future meetings**

James confirmed that the next Forum meetings were to be held on 27 September 2007 in London and 5 February 2008 in Bristol (The Open Meeting).

The Forum agreed that the summer 2008 meeting should be on 4 June and should be held in London.

*Post meeting note:*
*The Open meeting date has now been moved to 26 February 2008.*

17. **Any other business**

Letter from a Zoo Director
James informed the meeting that a letter had been received by Defra which called for a discussion on the roles of zoo inspectors. The Director felt that the roles of Zoo Inspectors from parts I and II of the Secretary of State’s list of inspectors had become blurred. The Director gave Defra permission to circulate the letter to the Forum for consideration. James asked the Forum if they had a view on the Director’s claim. The inspectors on the Forum did not think this was a major issue in practice.

The Forum felt that the wording of the ZLA provided details of what an inspector’s competencies and experience should be, but did not attempt to define or limit the inspector’s role during an inspection (the process had evolved over the years since the Act had come into force). It was suggested that this issue could be considered for wider discussion at the next training seminar. Defra confirmed that it would add it as a possible topic. Defra also confirmed that it would reply to the Director accordingly.

The Eurogroup for Animals
Defra informed the meeting that the Eurogroup for Animals had produced a paper seeking to develop a strategy for confiscated animals. Defra had circulated the letter and paper to the Forum for information.

Miranda Stevenson pointed out that the letter didn’t refer to IUCN and that she considered there was an issue with the way animals confiscated under CITES, even when re-homed to a zoo, had restrictions placed on them. She commented that zoos found these restrictions made things difficult for them. Miranda also confirmed that BIAZA did not have a confiscated animal procedure.

James asked for Defra to draft a response to Eurogroup and circulate to the Forum for comment. The response would need to be accurate as it was likely to be included in a full report.

Zoo inspections
Nick Jackson asked if a zoo inspector could insist that the zoo vet attend a zoo inspection. Defra confirmed that Section 10(4)(c) allowed for inspectors to require the attendance of “…any veterinary surgeon or veterinary practitioner employed in or retained by or for the purpose of the zoo.”

Blue tongue
Miranda informed the meeting that Blue tongue was proving problematic with susceptible species being moved through Europe and suggested that Matt Hartley be invited to attend the next Forum meeting to address this issue.
Liaison Group of the Animal Welfare Advisory Bodies
The Chair informed the meeting that, as Chair of the Forum, he had attended a meeting at Defra (1a Page Street) on 16th May of the Liaison Group of the Animal Welfare Advisory Bodies (FAWC, CAWC, Zoos Forum, Animal Procedures Committee) and that this Group intended to undertake a cross-sector review of animal welfare surveillance.

Defra secretariat: 20.07.07
MINUTES OF THE ZOOS FORUM MEETING HELD AT EASTBURY
HOUSE, LONDON, 27 SEPTEMBER 2007

Zoos Forum members present:
James Kirkwood (Chair)
Nick Jackson (Deputy Chair)
Brian Bertram
Alastair Grant
Ray Ings
Stewart Muir
Miranda Stevenson
Tim Thomas
Peter Wearden
Stephen Woollard

Officials present:
Dave Wootton (Defra)
Jacqui Payne (Defra)
Alun Streeter (WAG)¹⁹

1. Apologies
Apologies were received from Anna Meredith and Andrew Greenwood (Zoos Forum), Allan MacFarlane (SEERAD)²⁰ and Matt Hartley (Defra).

2. Minutes of last meeting
The Forum agreed the following amendments to the minutes of the last meeting held on 6 June 2007.

- Page 5, l) - Freedom of information requirements for Zoo Inspectors, second bullet point – amend to read ‘A longer advice note to be included in all future inspection letters to LAs and zoo inspectors.

- Page 8 - Assessment of education content/value of shows and presentations in zoos, 2nd paragraph – amend to read ‘Stephen Woollard said that whilst a show didn’t have to have an overtly educational content, it should avoid being negatively educational.’

- Page 9 - English Implementation Group (EIG) – amend to read ‘England Implementation Group (EIG).’

3. Matters arising

a) Appointments to the Forum

¹⁹ Welsh Assembly Government
²⁰ Scottish Executive Environment and Rural Affairs Department
Following discussion at the previous meeting, Defra confirmed that it would be seeking applicants with expertise in the following areas:

- zoo management, including the role of zoos in contributing to wildlife conservation efforts, preferably at Chief Executive or Director level
- biology, conservation and captive husbandry of fish
- animal welfare, preferably with expertise in wild animals
- species conservation, preferably including the role of captive husbandry in this field

Defra reported that a submission had been sent to the Minister, Joan Ruddock, about the proposed appointment of four new members and the reappointment of James Kirkwood as Chair. Once Ministerial approval had been received, the sift and interview dates would be arranged. It is planned that the advert will go out at the end of October, with the sift taking place in December and interviews in January. Defra plans to announce the new appointments at the Open meeting in February 2008 with the appointments in place by 1 April 2008.

**Action: Defra**

### b) Update on Animal Welfare Act

**Banning certain wild animals from travelling circuses**

At the last meeting Graham Thurlow explained that several working groups had been set up and that the Chair of the working group Mike Radford was due to report in July. Unfortunately this was delayed due to illness but it is hoped that the report would be available after the Summer Recess.

**Inspections of circuses**

With regard to the proposed use of the Zoo Inspectorate in relation to circuses, Defra reported that much will depend on the recommendations in Mike Radford’s report and the minister’s decision on how to proceed. The Forum agreed to defer the matter until it had seen the working group report.

**Action: Defra**

### c) DWAA\(^{21}\) update

Defra confirmed that the revised Schedule of Species to the DWAA would come into force on Monday 1 October and an Information Bulletin, including a link to the web page containing the revised Schedule, would be issued then. Defra said that some new species had been added, mainly snakes, also a scorpion and the Dingo and over 30 species had been removed (some smaller primates and cat species amongst them).

\(^{21}\) Dangerous Wild Animals Act
Defra reported that the consultation on amendments to the main body of the Act had been delayed but it planned to go out to public consultation in November.

**Action:** Defra

d) **Elephant Husbandry research project**
Defra confirmed that it had received the final report but that it had not yet been circulated to the Steering Group. Miranda Stevenson (a member of the Steering Group) informed the meeting that she was very unhappy that the report had not been circulated to the Steering Group and that the Group would want to meet with the researchers to discuss the report before it was formally published. Defra confirmed that it would circulate the report to steering group members, and then to the Forum once a meeting between the steering group and the researchers had taken place.

**Action:** Defra

*Post meeting Note:* The report was circulated to Steering Group members on 28 September. A meeting with the researchers is planned for early November.

e) **Update on Zoo Inspector management measures**
At the last meeting Defra agreed to consider the position of two inspectors who had remained on the Secretary of State’s list despite being out of the country for an extended period of time.

Defra reported that there was no real concern relating to the unavailability of the two overseas inspectors, particularly as two new inspectors had recently been appointed. Defra said that it planned to wait for their return, send the “retention on the list” questionnaires and assess the situation then, particularly with regard to CPD. The next review of the inspectorate is due in 2010, but Defra agreed to monitor the situation between now and then.

f) **Update on CITES Article 8.2 proposals**
Defra reported that there had been some progress on the proposals to prohibit the private keeping of certain CITES species. The CITES Policy team had outlined an action plan for taking this issue forward, which would entail a submission to Ministers by the end of 2007. Defra reported that it seemed likely that further developments on possible proposals would be known and communicated to stakeholders by the next meeting of the Forum early next year. That being the case, the Forum agreed to invite colleagues from CITES Policy to attend that meeting to provide an update.

**Action:** Defra

g) **Link up between CITES A60 inspections and zoo inspections**
Defra reported that Jacqui had chaired a meeting between Defra, Animal Health Agency colleagues and representatives from the Joint Nature Conservation Committee (JNCC) on 29 August to raise
awareness of the overlap of the two inspection types and to look into the possibilities of merging the two inspections (one problem with merger would be the fact that zoos do not pay for Article 60 inspections). Following discussions it was agreed that Defra would issue the CITES team’s Guidance Note 12 on Article 60s to all stakeholders and also attach a paper listing the different requirements for the two inspection types. This would also be sent to Forum members.

Defra (zoos team) and AH (Wildlife Inspectorate) agreed to continue to liaise to enable greater coordination and awareness of ongoing cases and to ensure that both teams are kept up to date with potential inspections. This would include looking at each application on a case by case basis to assess whether an amalgamated inspection was feasible and resource efficient, whilst also achieving the outcomes required by the relevant local authority and JNCC. It was noted that Animal Health Agency colleagues are currently reviewing Article 60s.

**Action:** Defra

h) Born Free Zoo Check latest list
Defra reported that no progress had been made in this area due to lack of resource in the Zoos team. It was agreed that Defra would continue to deal with the queries that come in from LAs as a result of the Born Free lists, but that further follow up with LAs and zoo establishments (as suggested by Andrew Greenwood at the last meeting) would be less of a priority. The Forum agreed that Defra should continue to send reminder letters to LAs that had failed to respond and in turn follow up with the individual zoos as necessary. Nick Jackson asked for an update on the statistics. Defra agreed to send an up to date list as soon as possible.

**Action:** Defra

i) Zoo closure direction model
Defra reported that the draft model direction was still with Defra Legal and that it had been delayed due to a transfer of responsibilities within Defra’s Legal team. Defra agreed to email any response from Legal as soon as it was received, rather than wait until the open meeting.

**Action:** Defra

j) Freedom of Information requirements for Zoo Inspectors
At the last meeting it was agreed that the Forum should provide any further comments on the draft FOI advice notes provided at that meeting within one week.

- A short advice note to be put on the revised inspection and audit forms
- A longer advice note to be included in all future inspection letters to LAs and zoo inspectors.
- A guidance sheet to be included in the revised circular on zoo licensing
No further comments were received.

Defra reported that the short note for the zoo inspection forms and pre-inspection audit forms had not yet been added to the forms but that the information for LAs does now appear in the standard letters sent to LAs nominating inspectors for zoo inspections. A further advice note on FoI will be added to the website in due course (and revised circular eventually).

Defra agreed to make the additions by the next meeting.

Defra had also agreed at the last meeting to seek clarification from legal and FOI advisers on when inspection forms can be considered complete and to consider adding to FOI advice to encourage LAs not to keep copies of pre-inspection audit forms, but send only copies to inspectors. Defra agreed to action this point by the next meeting.

**Action:** Defra

**k) Review of Zoos’ Conservation and Education Contribution – Research Project**

Defra reported that following discussions within Defra, the bid had been dropped for this financial year in order to give the recently drafted benchmarks on conservation and education time to bed in. In addition, the £15k allocated would not have made it possible to undertake a feasible zoo visit/desk study. Defra reported that a bid for £30k had been made for the financial year 2008-09. The Forum were sorry to hear that the planned project had been dropped but were pleased with the new bid and looked forward to the outcome in due course.

**Action:** Defra

**l) Eurogroup for animals**

At the June meeting Defra agreed to draft a response to circulate to the Forum before sending to Eurogroup in response to its strategy for confiscated animals. Defra reported that it needed to liaise further with CITES colleagues before finalising the draft and to ensure a coordinated response.

**Action:** Defra

**m) Impact of Blue Tongue on susceptible species through Europe**

Defra reported that it had invited Matt Hartley to attend the meeting to address this issue but unfortunately he was unable to attend. Defra reported the latest situation and informed the Forum that further updates could be found on the Defra website at [www.defra.gov.uk/animalh/diseases/notifiable/bluetongue/index.htm](http://www.defra.gov.uk/animalh/diseases/notifiable/bluetongue/index.htm)

4. **Zoo Licensing Act definition issues**
Defra reported that they had received a response from Legal on Nick Jackson’s paper “Guidance on the interpretation of …"kept for exhibition to the public” and a copy of the Legal-approved version was provided in the brief.

The Forum suggested a couple of minor amendments to the paper including the request to add in at 5(a) the legal definition of a pet shop as shown in the Act.

Defra agreed to arrange for the paper to be amended as agreed, checked by Legal and for it to be added to the Zoos Forum pages of the Defra website. Defra said they would circulate the paper to zoo inspectors, BIAZA and others.

Defra thanked Nick for producing the paper (as did the Forum) and the Forum for their input.

Pete Wearden asked if a zoo which had a pet shop on site would also require a pet shop licence. Defra agreed to discuss with Animal Health colleagues and report back.

Action: Defra

5. Development of the Handbook chapters

a) Veterinary practices chapter

Defra reported that comments on Andrew’s draft had been received from the RCVS and Andrew had been liaising with Dave with regard to text changes.

Defra said that the chapter had also been sent to WAG and SEERAD so they could add in the Welsh and Scottish equivalents of the listed legislation that cover veterinary involvement with zoos. When these contributions have been received, Defra will be in a position to formally publish the chapter on the Defra website.

It was also agreed that the veterinary chapter, the paper on zoo definitions (see 4 above) and the paper on education benchmarks (see 12 below) would be circulated by email to zoo stakeholders.

Action: Defra

6. Zoo Licensing Training Seminar

Assessment of the educational content/value of shows and presentations in zoos

Stephen Woollard circulated a clarification document on the education and animal shows/demonstrations issue that came from the draft minutes of the June meeting. He suggested that the draft paper should include cross referencing with the Secretary of State’s Standards of Modern Zoo Practice. The Forum agreed this proposal and Stephen agreed to circulate a revised paper by the end of January.

Action: Stephen Woollard
Zoo licensing flowcharts
Defra reported that the drafts had been completed and thanked Pete and Alastair for the useful comments received. Defra said that they would incorporate Pete and Alastair’s latest comments into the flowcharts and send to Legal for a final review prior to publishing.

Action: Defra

Dates and venues for next training seminar 2008
Defra said that no action had been taken on this due to other priorities, but that they were considering dates in September 2008 avoiding the 16-21 September when the EAZA conference takes place, and would be looking at centrally located venues. James suggested Defra consider the 1-2 September or 8-9 September 2008. Tim Thomas suggested Stoneleigh Park Exhibition & Conference Centre in Warwickshire as a potential centrally located venue.

Action: Defra

7. Parliamentary Questions on zoo licensing
Defra reported that they had received 2 Parliamentary questions since the last meeting. Defra had also received 17 pieces of correspondence, all of which were in relation to the keeping of cetaceans in captivity. Defra said that NGOs were pressing to meet with both the SoS and Ministers with regard to this subject and Defra suggested that Andrew Greenwood be available to attend any meeting along with Defra officials. Defra said that Andrew had provided a useful Advice Note on the keeping of cetaceans which they had used to inform Ministers. Defra agreed to circulate the standard response to correspondees and the Advice Note to the Forum for information.

Action: Andrew/Defra

Post meeting note:
The standard response to correspondees and the Advice Note has been circulated to the Forum. The Captive Animals Protection Society and Marine Connection have also received copies of the Advice Note and have responded in the form of a paper which has been circulated to Forum members for comment.

8. Avian Influenza and Zoos
At the June meeting Andrew Greenwood requested clarification on whether birds vaccinated for AI would be allowed to fly free. Defra reported that they had received a response from Matt Hartley who confirmed that he was aware of the case and that guidance had been amended and re-issued as an instruction to Defra Animal Health colleagues. The advice was that vaccinated birds are allowed to fly free but they must be micro-chipped.

9. England Implementation Group (EIG)
At the last meeting, Defra had agreed to monitor the meeting minutes of the EIG for zoo related issues. Defra reported that the group had
met yesterday (26 September) so Defra would check the minutes of this and their next meeting on 12 December and report back at the Open meeting in February.

**Action:** Defra

10. **Guidance on the keeping of Cetaceans in UK**
Defra reported that they had not yet received the draft guidance from Andrew. They agreed to pursue this directly with Andrew and report any progress in due course. It was noted that EAZA may have drafted similar guidance and Defra agreed to check this point with Andrew as well.

**Action:** Andrew/Defra

11. **Zoos Manifesto**
Defra said that this item had been retained on the agenda as agreed at the last meeting but that a discussion paper had not yet been received from John Regan. The Forum agreed that no action was required until the paper was received. Defra agreed to chase John for an update ahead of the next meeting.

**Action:** Defra

12. **Benchmarks for Education**
Defra reported that the document had been edited and placed on the Zoos Forum pages of the Defra website alongside the conservation benchmarks. Defra thanked Stephen Woollard for his work on this and to Forum members for contributions and comments.

**Action:** No further action

13. **Amendments required to the Defra Circular, SSSMZP and Zoo Inspection Forms**
Defra reported that there had been no progress on amendments to the Circular but suggested that it may be appropriate to resolve this by providing updated guidance as and when required on the Defra website like we have done in the past, i.e. the llama and alpaca paper. This was agreed.

Defra explained that because of staffing changes it would not be easy to find staff time to undertake revisions of the SSSMZP – particularly as these had been updated as recently as 2006. This was noted by the Forum who agreed that they would push for changes to be made as necessary.

The Forum agreed that the Zoo Inspection form amendments should still be taken forward as originally planned.

**Action:** Defra

14. **Zoos Forum Open Meeting**
The Forum discussed the format of the open meetings and felt that the usual format was appropriate. However, the agenda would be
Miranda Stevenson suggested that the new Minister Joan Ruddock should be invited to the next meeting. The Forum agreed, particularly as the Forum had not received a Ministerial visit for some time. Defra said it would consider the possibility of the Minister attending next time the meeting is held in London. James Kirkwood said that on a related point he had received a letter from the Minister thanking him for sending her a copy of the Zoos Forum Annual Report and for all that the Forum had achieved over the past year.

It was also suggested that Matt Hartley and Graham Thurlow were invited to the next meeting to cover animal health issues.

**Action: Defra**

15. **Changes within Defra and zoos branch**
Defra reported that due to its new initiative of separating policy and delivery functions, the “zoos” branch had been split. Zoo licensing work would now come under the heading of “delivery” and as a consequence they had lost Tom Adams on ZF Secretariat matters. This in turn meant a heavier workload for Dave and Jacqui on Zoos Forum work which had already impacted on progress on issues from the last meeting and would mean a restricted service for the Forum in the future. Defra further reported that Tom was currently on a well deserved temporary promotion to another branch for about a year and his zoo licensing functions were now being carried out by Chris Hussey who would, understandably, take time to come up to speed on the licensing and inspection work.

The Forum expressed concern at the split of functions and at the reduced ‘service’ from Defra but agreed that no action would be taken until it was clear how much impact there was likely to be on service. The Forum requested that Defra keep them informed of any future developments due to Departmental restructuring.

Pete Wearden spoke for the entire Forum in expressing their appreciation and thanks to Tom Adams for all his hard work and support to the Forum over the years. The members of the Forum relayed their sincere thanks to him.

16. **Dates for future meetings**
James confirmed that the Open meeting will take place on 26 February 2008 in Bristol and the summer meeting will take place on 4 June 2008 in London (Room 101 Nobel House).

17. **AOB**
- Ken Sims’ letter concerning the role of List 1 and List 2 inspectors during zoo inspections
Ken Sims’ letter and Defra’s response was included in the meeting brief for information. No further action.

- **Friends of Wildlink “Fair Trade” paper**
  Defra had circulated the paper and explained that the paper had been sent to the Forum by Lisa Lauren of the Friends of Wildlink who feels that Fairtrade should feature strongly among integrated conservation measures. She considers that the Zoo Counterparts Initiative is a natural focus point for Fair Trade use.

  A discussion followed where it was agreed that this issue was not in the Forum’s remit to consider but was for individual zoos. It was suggested that Lisa contact the zoos through BIAZA. Defra agreed to respond to Lisa on this basis.

  **Action: Defra**

- **Liaison Group of the Animal Welfare Advisory Bodies**
  The Chair informed the meeting that, as Chair of the Forum, he would be attending a meeting of the Group on Thursday 18 October to address cross-sector issues relating to animal welfare surveillance. He reported that he had circulated copies of the ZF handbook assessment of welfare chapter and other relevant ZF publications to the group which consisted of FAWC, CAWC, Zoos Forum and the Animal Procedures Committee and was supported by a Secretariat provided by the Home Office. James said he would report back at the next meeting.

  There being no other business the meeting closed at 1530hrs.

  **Defra secretariat: 02.10.07**
Zoos Forum members present:
James Kirkwood (Chair)
Nick Jackson (Deputy Chair)
Brian Bertram
Alastair Grant
Andrew Greenwood
Ray Ings
Anna Meredith
Stewart Muir
Tim Thomas
Stephen Woollard

Officials present:
John Clorley (Defra)
Jane Withey (Defra)
Jacqui Payne (Defra)
Chris Hussey (Defra)

1. Welcome, introduction and apologies
The Chair welcomed the Forum and the members of the public to the meeting and outlined the programme for the day. The Forum and Defra officials then introduced themselves to the public attendees.

Apologies were received from Miranda Stevenson and Peter Wearden (Zoos Forum), Allan MacFarlane (SEERAD) and Alun Streeter (WAG).

2. Minutes of last meeting
The Chair explained that the draft minutes of each meeting of the Forum are placed on the Defra website in draft form after each meeting. They are corrected as necessary and approved or not at the start of the subsequent meeting.

The Forum agreed the following amendments to the minutes of the last meeting held on 27 September 2007.

Page 7, 13. Amendments required to the Defra Circular, SSSMZP and Zoo Inspection Forms

Defra explained that because of staffing changes it would not be easy to find staff time to undertake revision of the SSSMZP – particularly as these had been updated as recently as 2006. This was noted by the Forum who agreed that they would push for changes to be made as necessary.

22 Department for Environment, Food and Rural Affairs
23 Scottish Executive Environment and Rural Affairs Department
24 Welsh Assembly Government
3. Matters arising

a) Appointments to the Forum
Defra reported that they had progressed the round of Zoo Forum appointments to replace four members standing down at the end of March 2008. 21 applications from 20 individuals were received, and the sift panel took place in January, where it was decided to interview 9 candidates with specialisms in the following areas; fish biology, animal welfare, species conservation and zoo management. The interviews took place earlier this month and the panel was delighted at the competence and professionalism of everyone they saw. The panel’s recommendations are currently being considered by Ministers, who will decide who should be appointed. The new members will take up office on 1 April 2008.

Defra took this opportunity to thank the Chair, James Kirkwood who had agreed to serve a further term and to Andrew Greenwood, Nick Jackson, Miranda Stevenson and Tim Thomas who would be standing down at the end of March. Defra said that the Forum would be losing a great deal of expertise and thanked the departing members for their hard work and support over the last 10 years or so.

Defra believed that the appointment of the four new members would continue to ensure that the Zoos Forum provided a high standard of timely advice to Ministers and to support zoo stakeholders in continuing to produce appropriate advice and guidance through the Zoos Forum Handbook, publications on the Defra website and regular training.

Defra agreed to publish details of the new appointments in due course.

Action: Defra

b) Update on Animal Welfare Act 2006
Defra provided an update on the banning of certain wild animals from travelling circuses.

Defra explained that the working group, led by Mike Radford, had released its report on wild animal acts in circuses on 20 November 2007. The group had concluded that a complete ban on wild animals in circuses could not be legally justified purely on scientific grounds. Responding to the report, the Secretary of State for Environment, Hilary Benn said:

“I am very grateful for the group’s work which will contribute to the debate on the welfare of wild animals in circuses.”

“We have a commitment to producing regulations on the welfare of wild animals in circuses under the Animal Welfare Act 2006 so we will consider the report’s findings carefully.”
“I fully acknowledge that there is a strong body of opinion, both in Parliament and amongst the wider public, in favour of a ban. The Government will now want to hear reactions to the report and consider its position.”

The report had raised as an option the introduction of a regulatory system for wild animal acts in circuses, and suggested that such a system could be similar to the relevant parts of the Secretary of State’s Standards of Modern Zoo Practice. Ministers have now approved a feasibility study which will look at the possibility of introducing a regulatory system. This should be completed by early spring. The study will involve Defra veterinarians and economists as well as representatives of the zoo licensing inspectorate.

There was some serious concern among the Forum that the use of the SoS Standards would result in a ‘dumbing down’ of standards for zoos. It was suggested that zoo inspectors should be involved in consultations and that local authorities should also be involved in the process. Defra indicated that any regulatory system introduced for circuses should not affect zoo standards. Nick Jackson said that circuses didn’t fall within the remit of the Forum and that they should be careful of becoming too involved. Andrew Greenwood asked if domestic species were to be included. Defra agreed to check. A further update will be provided to the next Zoos Forum when information becomes available.

Action: Defra

c) DWAA\textsuperscript{25} update
Defra reported that since the last Forum meeting a revised Schedule, which lists those animals deemed to be dangerous and requiring a licence, had come into force. A few species, mainly snakes, were added to the Schedule but many more (over 30) had been removed and no longer required licensing. Full details can be found on the Defra or OPSI websites.

Amendments to the main body of the Act, which should reduce costs for keepers and the administrative burden on both keepers and local authorities, had been delayed but Defra expect to go out to full public consultation at the end of March. It was likely that the consultation would contain questionnaires for both keepers and local authorities and it was hoped that both would complete the questionnaires in order to give the Department a better understanding of the current costs and burdens and also to provide up to date information with regard to the number of licences issued and animals kept. Defra said that they would also be looking for suggestions as to areas which the Department should specifically address its guidance on the Act which would be drafted later in the year.

\textsuperscript{25} Dangerous Wild Animals Act
d) Elephant Husbandry research project
Defra reported that the elephant husbandry research report had been peer reviewed by three independent reviewers and a coordinated peer review report had been drafted and sent through to Defra’s Science Directorate (SD) for analysis. A summary of this report would be drafted by them and circulated to the policy team/steering group for comment. These comments would then be fed back to SD to make any revisions necessary to the peer review report, the final version of which is due to be submitted by 10 March. At this time the peer review report will be seen by the research team/steering group and time allowed for the research team to address any points raised in the review and amend the main research report if necessary. Once the research report has been finalised then a final steering group meeting will be held, probably at the beginning of April, to discuss sign off, publication and publicity.

Forum members asked if they could see a copy of the final report prior to publication. Defra agreed to find out from colleagues if this could be done.

Action: Defra

Post meeting Note: Defra confirmed that the Forum would be sent a pre-publication copy of the final report.

Action: Defra

e) Update on Zoo Inspector management measures
The chair asked the Forum if they were content that all actions on this had now been completed or were now covered elsewhere in the agenda, and that the item did not need to be included in future meeting agendas. The Forum agreed.

Action: Defra

f) Update on CITES Article 8.2 proposals
The Chair explained that this item related to Article 8.2 of the EU CITES Regulation which proposes to enable member states to prohibit the keeping of certain live CITES species listed in Annex A.

Defra said that CITES policy colleagues had reported that Ministerial changes, other priorities and developments had prevented further scrutiny of the Article 8.2 proposals consulted upon in 2005, and that there was no timescale currently under which the proposals would be considered further.

The Chair suggested that this item was removed from the next agenda until such time as there were any further developments. The Forum agreed.
**g) Link up between CITES A60 inspections and zoo inspections**

The Chair explained that this item related to the potential overlap between CITES Article 60 inspections and zoo inspections with regard to CITES Annex A species kept in zoos. The Forum has received representations about the need to avoid over-regulation and unnecessary bureaucratic burdens on zoos and wanted to consider whether there was a possibility to alleviate possible duplication by perhaps merging Zoo Inspections and Article 60 inspections.

Defra reported that a meeting had taken place between Defra Zoos branch, Animal Health colleagues and representatives from the Joint Nature Conservation Committee who are the UK scientific advisors on CITES. It was agreed at that meeting that CITES Guidance Note 12 on Article 60s and a paper explaining the requirements for the two inspection types would be placed on the zoo pages of the Defra website. Defra reported that this was done in November and the information had also been circulated by email to zoo stakeholders.

Andrew Greenwood asked what the paper had concluded. Defra explained that the possibility of joint inspections would be considered on a case by case basis and provided AG copies of the relevant documents.

The Chair reported that the work on this task was now complete and proposed that the item was removed from the agenda for the next meeting. The Forum agreed.

**Action: Defra**

**h) Born Free Zoo Check latest list**

The Chair explained that the Born Free Foundation had, over the past few years, provided Defra with a list of animal collections that it considered may require licensing under the Act. Defra had followed these up with the relevant local authorities and had reported back on news about these at subsequent Forum meetings. At the last meeting in September, the Forum had asked Defra to continue to chase LAs up about this.

Defra reported that the list of zoos operating in England had been revised, updated and published on the Defra website in November ([http://www.defra.gov.uk/wildlife-countryside/gwd/zoo.htm#zoolist](http://www.defra.gov.uk/wildlife-countryside/gwd/zoo.htm#zoolist)). They confirmed that they were continuing to deal with queries that come in from LAs as a result of the Born Free lists, but this work was afforded a lower priority than other work in the biodiversity programme. Defra confirmed that it would continue to send reminder letters to LAs that are yet to respond and in turn follow up with the individual zoos as necessary and as resources permitted.

**Action: Defra**
The Chair stressed the importance of this work and the Forum asked if Defra could provide current statistics, as it had in the past, in relation to this task.

Defra responded that if people were concerned about the status of a collection then the first point of contact should be the local authority responsible for administering the Act. Defra confirmed that it would produce and email the Forum up to date statistics.

**Action: Defra**

**i) Zoo closure direction model**
The Chair explained that members of the Forum – notably Peter Wearden and Alastair Grant – had drafted a model zoo closure direction to assist LAs in implementing the Act when faced with the possible closure of a zoo.

Defra reported that it had now received final advice from their legal team and that the model direction was ready to be published on the Defra website as a guide to local authorities. Defra agreed to arrange this by the next meeting.

Defra also reported that Forum member, Peter Wearden was drawing up further models based on this first one to cover the other provisions under section 16 and that these would also be published on the website once the drafts had been cleared by Defra’s Legal team.

It was noted that, since the introduction of the EU Zoos Directive, the process to close a zoo was time consuming, although this had not prevented zoo closures being undertaken. The model directions would provide a useful aid to LAs in undertaking zoo closures.

**Action: Defra/Peter Wearden**

**j) Freedom of Information requirements for Zoo Inspectors**
The Chair explained that this item related to Freedom of Information Act guidance for zoo inspectors. At the last meeting it was agreed that advice notes would be added to zoo inspection letters and forms and that a guidance note about the FOI would be placed on the Defra website.

Defra reported that a note about FOI had been added to the inspection letters issued by Defra, but that it had not been possible to update the forms or to add a reference to FOI on the zoo pages of the Defra website. However, Defra explained that it already provides information about access to information including the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 on its website at [http://www.defra.gov.uk/corporate/opengov/index.htm](http://www.defra.gov.uk/corporate/opengov/index.htm).

The Defra zoo licensing team agreed to look into adding a reference to the inspection forms when other amendments need to be made.
Defra also reported that it had sought advice from its Legal team on when an inspector’s report could be considered as complete. This query had arisen because when an inspection takes place, the inspectors write their report, sign it and submit it to the local authority. The local authority then, within one month of receiving the report, send a copy to the zoo operator and give him/her the opportunity to comment. The question asked was, “Is the report complete before or after it has been sent to the operator.” Defra confirmed that it was awaiting Legal advice and would report back at the next meeting.

Action: Defra

k) Review of Zoos’ Conservation and Education Contribution – Research Project
The Chair explained that the Forum had proposed in early 2007 that Defra make available research funding to support independent research aimed at evaluating zoos’ conservation education work. At the last meeting Defra reported that its bid for funds for this had not been successful but that the bid would be carried forward to the 08/09 FY.

Defra reported that the research prioritisation meeting had taken place on 27 November 2007 and that the bid had been given a priority rating of 4 which is low and to be pursued when resources permit. Defra said that the prioritisation would be reviewed mid-year but that Departmental budgets were finite and that any research needed to be justified in terms of the Departmental objectives. The Zoos Forum discussed the possibility of joint funding but agreed that Defra should continue to pursue the possibility of full funding from the Department.

Action: Defra

l) Impact of Blue Tongue on susceptible species through Europe

The Chair asked the Forum if Blue Tongue had impacted on zoos. Forum members reported that it had an impact in relation to movement restrictions and with regard to testing within a specific time frame following movement.

It was reported that BIAZA had held a recent meeting on this subject and Stewart Muir undertook to circulate output from this meeting to the Forum.

Action: Stewart Muir

An update would be provided at the next meeting.

Action: Defra

4. Zoo Licensing Act definition issues
The Chair explained that this item related to a paper drawn up by Nick Jackson and discussed and approved by the Forum to assist zoo
stakeholders on the interpretation of the definition of ‘kept for exhibition to the public’.

Defra reported that a few further amendments were made following the last meeting and that the paper was approved by Defra’s legal team and placed on the Defra website in November. Zoo stakeholders had also been informed about the new guidance.

On a related matter, Pete Wearden had asked at the last meeting if a licensed zoo, which had a pet shop on site also required a pet shop licence. Defra reported that there is no exemption for zoos from the Pet Animals Act 1951.

The Chair reported that the work on these tasks had been concluded and proposed they were removed from the agenda for the next meeting. The Forum agreed.

Action: Defra

5. Development of the Handbook chapters  
a) Veterinary practices chapter  
The Chair reported that final editing of the veterinary chapter had taken place after the last meeting and said that the chapter had been published on the zoo pages of the Defra website in November. Zoo stakeholders had also been notified of this new addition to the handbook.

The Chair proposed, as this task had been concluded, to remove it from the agenda for the next meeting. The Forum agreed.

6. Zoo Licensing Training Seminar  
The Chair explained that at the Zoo Licensing training seminar in September 2006, discussions with stakeholders had led to the identification of 8 priority topics for further work or clarification. These were:

1. To clarify the possible impact of the Hampton Review on zoos.  
2. To identify the impact of the Animal Welfare Act on zoos – how it will work and interact with zoo legislation.  
3. To clarify what impact the FOI is having on ZLA process and to provide guidance on what should and should not be released (e.g. details of firearms).  
4. To consider issue of proportionality regarding conservation and education roles of commercial vs. not-for-profit zoos.  
5. To provide more guidance to LAs on conservation and education measures.  
6. To provide more guidance on assessing the educational content of shows and presentations.  
7. To revise and publish zoo licensing flow charts and revise and update the Government circular (to include the flowcharts and clarify criteria for dispensations).
8. To provide further guidance on zoo closure for LAs.

All of these things had since been addressed, or was ongoing work. One main point still to be finalised was:

(i) the assessment of the educational content/value of shows and presentations in zoos.

Stephen Woollard had drawn up a draft paper on this and had submitted a revised draft for the Forum’s comments.

A discussion took place and a couple of small amendments were made. The Chair thanked Stephen Woollard for his work and Defra agreed to make the amendments to the document and arrange for it to be published on the Defra website.

Action: Defra

(ii) Date for the next Zoo Training Seminar

The Chair explained that the aim had been to hold the next zoo training seminar in September this year and that Defra had been looking into venues.

He said that a number of topics had been suggested that could be covered at the seminar, these were:
   a) the roles of zoo inspectors, List 1 and List 2.
   b) special inspections.
   c) shows and public displays.

This issue was discussed at item 13 (Changes within Defra and the Zoos branch).

7. Parliamentary Questions on zoo licensing

The Chair explained that this is the regular check on any issues raised in Parliament relating to Zoo matters.

Defra reported that there had been 2 Parliamentary Questions and a steady flow of Ministerial correspondence relating to zoos since the last Forum meeting.

Defra said that one PQ was about the fatal shooting of a chimpanzee at Whipsnade Zoo. The other PQ was about guidelines in force to advise zoo operators of the appropriate action to take when an animal escapes; including the use of tranquilisers or firearms.

Defra reported that the Ministerial correspondence received related to the operation and implementation of the Zoo Licensing Act and to the keeping of cetaceans in captivity.

8. England Implementation Group (EiG)
The Chair explained that the EIG is an independent advisory group appointed by the Government to drive forward delivery, in England, of the Animal Health and Welfare Strategy for Great Britain.

He said that the EIG has established a subgroup to oversee the Animal Health and Welfare Development Strategy. This met in early February and as he was unable to attend Alastair Grant had kindly stood in. This sub group of the EIG is considering ways to encourage animal welfare developments in all sectors – farm animal, companion, and others.

Alastair said that it was likely that the Forum would receive a questionnaire about animal welfare in zoos, which would inform an action plan and then involve wider consultation. The Forum will be kept appraised of progress.

Action: Chair

9. Guidance on the keeping of Cetaceans in UK
The Chair explained that this related to the plan to revise the current guidance which was published over 20 years ago as a supplement to the Secretary of State’s Standards or Modern Zoo Practice (SSSMZP). It was proposed to revise the guidance and include it as an appendix to the SSSMZP and Andrew Greenwood had agreed to draft suitable guidance.

Andrew reported that he had produce a revised draft of the supplementary standards in the form of two documents. The first document showed where much of the guidance is now already covered in the SSSMZP. This is largely due to subsequent revisions of the SSSMZP since the original guidance was produced. The second document is Andrew’s proposed new draft guidelines.

There was a discussion about whether the new guidance would be published as a supplement to the SSSMZP or as an Appendix. The Forum agreed that, as the original guidance was a supplement then the new guidance should also be. There was further discussion about specifics and Tim Thomas asked for clarification on a reference to self-sustaining stock. Andrew explained that current levels of captive breeding in the EU meant that any animals required for a facility in the UK would be met from captive bred stock within the EU. He considered it unlikely that dolphinaria facilities would be opened in the UK.

It was agreed that the ZF would consider the revised guidance and report any comments direct to Andrew by the end of March 2008. Andrew confirmed that he would complete the work on the guidance despite the fact that his term of office on the Forum would end at the end of March 2008. The Chair and Defra thanked Andrew for his work.

Action: Zoos Forum/Andrew/Defra

Post meeting Note: Defra have received advice from its Legal team on the way forward which will be to use Andrew’s draft guidance to form
part of a document with which to go out to wider stakeholder consultation (LAs, NGOs). The consultation period will be 12 weeks and Defra will seek comment on the content of the revised guidance and also its intention to pull the current “supplementary guidance” fully into the SSSMZP or whether to retain separate supplementary guidance.

The draft will be looked at again in the light of consultation responses, amendments made where necessary and the final draft will be cleared by Ministers prior to the new guidance being published and circulated.

10. **Zoos Manifesto**
The Chair explained that this is the Manifesto for Zoos published in 2004 outlining the various public goods extended by well-run zoos and similar organisations and seeks discussion as to some new form of financial encouragement to underwrite their continuation and development.

The Chair reported that Defra had recently sought advice from John Regan, Head of the Consortium behind the initiative, and that he had reported that this matter has now moved on and has little current relevance to the Forum.

The Chair proposed therefore that this was removed from the agenda for the next meeting. The Forum agreed.

11. **Liaison Group of the Animal Welfare Advisory Bodies**
The Chair explained that the liaison group of the animal welfare advisory bodies comprises the chairs and secretariats of the government’s animal welfare advisory bodies: the Farm Animal Welfare Council, the Companion Animal Welfare Council, the Animal Procedures Committee and the Zoos Forum. This provides a forum for discussion of cross-sector issues and is a means to help avoiding unnecessary duplication.

At its meeting in October it was agreed that a review should be undertaken of methods of welfare surveillance across all the sectors – farm, companion, lab, zoo and other animals. A sub-group (which the Zoos Forum Chair had been asked to chair) met twice to produce a discussion paper on this which had been submitted to the Group. The Forum will be kept appraised of developments.

**Action:** Chair

12. **Amendments required to the Defra Circular, SSSMZP and Zoo Inspection Forms**
The Chair explained that it had been planned that Defra would revise the Government circular to include the flow charts; to clarify criteria for dispensations and also to resolve the issue of the response time of
zoos to the inspection form. It had been proposed that this could be done by posting information on the website.

Defra reported that this had been delayed due to other priorities but that it was hoped that any urgent amendments would be taken forward over the next few months.

The Chair also reported that as far as the Forum and Defra were aware no matters had arisen which required changes to the SSSMZP at this stage. However, since the most recent edition was published the Animal Welfare Act had come into force but it was understood that Defra planned to draft advice about this for the Defra website for the information of local authorities, inspectors, and other stakeholders.

Action: Defra

13. Changes within Defra and the zoos branch
Defra explained that the Department was currently going through a change programme aimed at transforming the way Defra operates, creating a department where people and resources could be moved quickly and flexibly and work undertaken more collaboratively and efficiently.

It was explained that the zoos work currently undertaken by Defra’s Wildlife Species Conservation Division (WSCD) consisted of:
- zoos policy development and legislation;
- zoo licensing advisory and casework and administration of the Zoos Inspectorate; and
- Zoos Forum secretariat support work.

A recent review of the future of this work had recommended that, whilst zoos policy and legislation should remain in WSCD, all the other zoos work (being associated with delivery) should relocate outside core-Defra. Defra Ministers had now agreed that this work should transfer to Animal Health, one of the “family” of Defra executive agencies.

Animal Health is the delivery body for animal (and associated public) health, animal welfare, and wildlife conservation and international trade. It has responsibility for licensing imports and exports of endangered animals listed under CITES and for the Wildlife Inspectorate, which undertakes species identification, monitors compliance with CITES and other wildlife licenses and assists enforcement bodies investigating wildlife crime. Defra’s zoo licensing staff already liaise with Animal Health’s WLRS on CITES and zoos issues.

Defra is working towards relocating zoo licensing, Inspectorate and Zoos Forum secretariat functions to Animal Health, together with the associated staff resource, with effect from 1 April 2008.
The Forum expressed concern at these changes and wanted reassurance that that there would be continuity of resources with regard to the Zoos Forum Secretariat and zoo licensing functions. The Chair stressed that the zoo training seminars had provided a very useful channel of communication with local authorities responsible for administering the Act and with all those with a stakehold in zoos. He asked that the minutes recorded the importance of this event and that a date and venues were confirmed for the latter part of this year or early in 2009.

Defra explained that the movement of work had meant that progress on the Training Seminar had been put on hold until the relocation of functions was finalised. Defra said that the level of resource to be transferred to AH would reflect the volume of work to be undertaken. Zoos legislation and policy work would remain with the core Department.

The Forum questioned how this would affect SEERAD. **Action: Defra**

*Post meeting note:* Defra has not received any information to suggest any changes affecting Scotland.

14. **Delivery of the zoo licensing system**

The Chair explained the background to this item. At the meeting in June 2006 the Forum had discussed issues surrounding the delivery of the zoo licensing system – about how well the guidance and information on zoo licensing matters was working ‘on the ground’. One of the suggestions at that time was to have a LA session at the Training Seminar in September 2006 to help gauge local authority views on the operation of the Act – and this was followed up with a LA workshop at that seminar.

Another suggestion was that some sort of review could be taken forward as a Defra research project. However there was a feeling that such a review was unnecessary and would not be a good use of resources. The Forum had been of the view that the ZLA had been working reasonably well and that, when issues had arisen, they had been dealt with appropriately. The Forum concluded that its recommendation for research would be for a review specifically of education and conservation.

The Chair further said that the Forum continued to keep the operation of the licensing system under review and reported that one suggestion they had received in correspondence to the Forum is for inspectors to be specifically asked, when they undertake an inspection of a zoo with a dispensation, for an opinion on whether the dispensation status remains appropriate. In addition and more broadly, the Forum had also been asked if the review of 14(ii) dispensations was adequate.
A discussion followed and it was concluded that there were three levels where the status of a collection could be questioned:
a) on application for a zoo licence;
b) before an inspection when a stock list is provided with documentation;
c) during an inspection.

It was agreed that Defra would send an email to remind SoS inspectors to look at the status of a collection in advance via the paperwork and during an inspection to ensure the appropriate level of dispensation status.

**Action: Defra**

The Chair said that because LAs are responsible for enforcement of the Act and are not obliged to provide information or feedback to Defra, there was no easy way for Defra (or the Forum) to access statistics on zoo licensing matters: eg when licensing inspections take place, licensing conditions, etc. At the Forum’s request, Defra already requests information from LAs and assimilates this but that this process can be slow and it is up to LAs whether they respond to requests or not. The Forum keeps the operation and implementation of the Act under review through feedback from:

- LAs (Forum members and those attending training seminars);
- Zoo inspectors (Forum members and those attending training seminars);
- Defra – regarding the information it collects and its correspondence with LAs and others;
- Other stakeholders and interested individuals (Forum members and others).

The Chair further stated that the Forum has been of the view that, whilst the way in which the Act was formed – giving responsibility to LAs - does not facilitate central collection of information, there was no evidence that the system was not operating adequately and no case to call for radical changes to the legislation. He said that through these channels the Forum were aware of cases occasionally where it appears LAs may have made an administrative error. Recently, the Local Government Ombudsman made a finding of maladministration against a District Council regarding record keeping relating to zoo inspections although we understand that the Ombudsman accepted that inspections had been undertaken thoroughly and conscientiously and there was no evidence to suggest that there was any reason to be concerned about animal welfare or other standards at the zoo.

In response to this the Chair proposed that Defra send a reminder to all local authorities about their responsibilities under the Act, including the need to record informal inspections. The Forum and Defra agreed. It was also suggested that if any matters emerged for debate with regard
to the Zoos Forum’s overview of the operation and implementation of the Act, that a Forum subgroup considered the issue.

**Action: Defra/the Forum**

15. **Strategic work plan**
The Chair explained that the work plan is the Forum’s programme of work and that the latest version of the programme had been circulated – with some updated dates on it. The Chair asked for any further comments before it is posted on the Forum pages of the Defra website. The plan was agreed and it was also agreed that it would have its annual review at the June meeting.

**Action: Defra**

16. **Research topics**
The Chair explained that at the first meeting of the year, the Forum considers recommendations to Defra about topics for research. The current recommendation regarding research priorities is the review of zoos contributions to education and conservation. The Forum agreed to continue with this proposal and had no further topics to put forward at this time.

17. **Dates for future meetings**
The Chair confirmed that the summer meeting will take place on 4 June 2008 in London (Room 101 Nobel House).

It was agreed that Defra would email the Forum about dates for the training seminar and future meetings for the rest of 2008 and 2009.

**Action: Defra**

18. **AOB**
   (i) **New Code of Practice on Scientific Advisory Committees**
The Chair reported that the Government’s Chief Scientific Adviser had recently published a new Code of Practice on Scientific Advisory Committees and that the Government had published its response to this. He explained that the Zoos Forum is classified as a Scientific Advisory Committee although the Forum’s terms of reference are much broader than some scientific advisory committees. He had looked briefly through the report but had asked the Secretariat to review the report to assess carefully any impacts it may have for the Forum.

**Action: Defra**

(ii) **Public Honours 2009** – The Chair said that he had received a letter from Defra’s Hilary Thompson which had asked Forum members for nominations of suitable candidates for honours by 31st March 2008. He suggested that anyone with any nominations should contact Defra.

**Action: Defra**

(iii) The Chair thanked departing Forum members, Nick Jackson, Andrew Greenwood, Tim Thomas and Miranda Stevenson for their support and hard work and also thanked Defra’s Jacqui Payne (who was leaving the Department), for her work in supporting the Forum.
There being no other business, the Chair opened the meeting up to the audience for questions and debate.

**Questions from the floor**

1. **Michael Fielding (MF), Blackpool Zoo, Secretary of State zoo inspector and Wildlife Inspector.**

   MF asked why the Zoos Forum do not consult more widely before giving advice to Defra and suggested that outside bodies such as BIAZA/NGOs should be consulted so that ideas can be modified as necessary before being put forward to government.

   Defra’s John Clorley (JC) said that this is done through public consultation which is currently 12 weeks. It is a fair, open and transparent process which enables people with a stakehold to express their views and have them taken into account. Andrew Greenwood (AG) commented that consultation on everything is simply not feasible.

2. **Ken Sims (KS), Thrigby Hall Wildlife Gardens & Secretary of State zoo inspector.**

   KS asked why Secretary of State zoo inspectors are not being consulted on matters coming out of the Forum.

   The Chair said that the Forum’s approach to consulting on its documents had varied depending on the nature of the documents and that the Forum will keep this under review. He noted also that the Forum is always open to feedback and comments on its publications and work. JC added that any changes to the Secretary of State’s Standards of Modern Zoo Practice would be publicly consulted on. Nick Jackson (NJ) suggested that some issues have been going out to inspectors for opinions but that perhaps inspectors should be more involved in discussing practical implications.

3. **Anthony Bush (AB), Noah’s Ark Zoo Farm.**

   AB asked if there was any hope of standardising the various tiers of inspection as he felt that zoos were over regulated by having a zoo licence inspection, an inspection for membership to BIAZA and a further inspection on membership to EAZA. He also expressed concern that treatment rooms feature largely in inspections when in reality they are not suitable for large animals and not favoured by vets.

   AG answered that the various tiers of inspection are only there when you take up the voluntary membership of BIAZA/EAZA. AG said that most inspectors are aware of the reality of the use of treatment rooms for large animals but that they should be provided and equipped with the basics.

4. **Will Travers (WT), Born Free Foundation.**
WT stated that he disagreed with a comment made by the Forum that the flow of information from zoos to the Forum is satisfactory, that it will now be made worse by the resource squeeze and believed a proper review of the situation was needed. WT gave the example of the close encounter activity at Paradise Wildlife Park and said that the Local Authority and a prominent zoo inspector had no idea that the activity was going on. WT asked whether the pre-inspection audit should be changed to note any close encounter activities with animals listed in the schedule to the Dangerous Wild Animals Act 1976 or on Appendix 12 (hazardous animal categorisation) of the SSSMZP. WT further suggested that it should be a requirement of the inspection that the activity is shown to the inspector.

Anna Meredith (AM) answered that the pre-inspection audit is not mandatory. AG added that the Forum can’t know what is going on in every single zoo and that some things can’t be known unless you hazard upon it but agreed that inspectors should see close encounter activities.

WT responded that specific cases should be known especially where there is a potential risk from animals that are known to be hazardous. AB responded that there is a danger of over-regulation and that regulation can go too far. Tim Thomas (TT) added that there is a feeding of animals section in the report form and this is utilised whether the animals are hazardous or not. Paul Thomas (PT), East Herts DC suggested all that was needed was an extra box on the pre-inspection audit form asking whether touching/petting is allowed as well as feeding. Alastair Grant (AGr) said that this is something that should be picked up by the local authority Health and Safety inspection when questions can be asked about the contact with animals by persons other than the keepers and if so what risk assessments have been carried out. Alastair suggested that the Health and Safety at Work legislation should work in parallel to zoo licensing legislation. He also added that the Health and Safety Executive (HSE) has published a guidance document on Health and Safety in zoos for LAs and zoo operators on its website.

The Forum agreed that it would give thought to the question as to whether a specific question was needed on the pre-inspection audit form.

5. Neville Wells (NW), member of public.

What legislative powers do the Forum have to stop zoos from shooting animals where they have escaped and to encourage the use of tranquillisers instead?

It was widely commented that there are no legislative powers. AG added that the safety of the public is the main priority and NJ said that whatever actions are taken at the time should depend on the circumstances, for example is the escape within or outside the zoo perimeter, and on protocols previously agreed with the relevant police authority.
NW asked whether there has been any research into speeding up the effectiveness of tranquilisers.

AG answered that there are still risks with darts in that they are not reliable and a percentage fail to go off. If hit, this can anger and upset the animal further, making it more dangerous. Even if an animal is successfully darted there can be upwards of 8 minutes where the animal is still a danger to the public and the keepers. NJ stated that there is a need for zoos to be able to deal with escaped animals and make quick decisions; there are so many imponderables that to legislate would be impossible.

6. Andrew Weldycz (AW), New Forest Council.

AW wanted to emphasise the importance of the seminars. AW asked whether a standard form can be produced for Section 12 informal inspections as the council representative can be anyone from a Senior Environmental Health Officer to a licensing official and would have very different levels of understanding.

AGr suggested that it is the responsibility of the LA to ensure that the person carrying out the inspection is competent to do it. NJ said that it is commonplace for LAs to base the annual informal inspection on an assessment of the zoo’s response to conditions and recommendations from the previous periodical inspection.

7. Chris Draper (CD), Born Free Foundation.

CD stated that knowledge and competence differs between each LA and questioned whether inspections are frequent enough or detailed enough.

AGr said that he would visit a zoo up to half a dozen times in a year – this could be for zoo licensing issues, health and safety, food hygiene, complaints etc. but didn’t know whether this was usual across all LAs. Ray Ings (RI) asked whether periodical inspections are too far apart. JC said that a proportional approach to the risk is required and that regulation is not for the exceptions but for the ‘norm’ and that over-regulation is a burden and unfair on the majority. BB added that he didn’t think that general conditions in zoos change rapidly enough to warrant more frequent inspections and that zoos’ resources would be better spent on improvements in zoos rather than on inspections.

CD stated that he felt that his questions regarding frequency of inspections had been addressed but questioned the time spent by inspectors. CD asked what current practice was and whether zoo inspectors actually walked round the whole zoo.

AG responded that inspections take up to 2-3 days in the case of a large zoo and added that more time was taken up by the completion of inspection paperwork. AG said that in some cases the inspection team will split up to cover as much as possible. NJ said that a small collection would take up to
the afternoon to complete, a medium to large collection would be a whole day, sometimes late into the evening and that a very big collection between 2 and 3 days. MF said that you can tell a lot by looking at the condition of the animals.

CD asked whether the wording in the report “each individual animal” was correct.

AM responded saying that inspectors would look at each individual animal and each individual enclosure as far as possible. Michael Fielding acknowledged that ‘each individual animal’ may not be correct in every case as with, for example, ant colonies, but he thought there was no sensible case for changing the wording.

8. KS, Thrigby Hall Wildlife Gardens.

KS expressed dissatisfaction with the inspection form in that an OK gets a tick and a NOT OK gets a comment, this gives an impression of negativity but does not show what the zoo has achieved.

AM responded that there is a comments section where positive and negative comments can be made. NJ agreed that reports should be annotated to show positive aspects where inspectors wished to indicate these. JC said that an inspection is to inspect how the zoo meets the required standards and is not an appraisal of the zoo. NJ suggested that it would be sensible to note where the zoo is succeeding under the Act. AG noted that a lot of inspectors prefer to comment positively or negatively instead of using the score system. WT said that he agreed that for example a written education plan could be evaluated and recognised against the benchmark.

The Forum agreed it would consider if any further advice is needed on this point.


JN asked whether Defra or the Forum were aware of any plans for a dolphinarium in the UK.

JC said that Defra had written to the two LAs concerned and that they had responded to say that they were not aware of any plans for a dolphinarium. They would welcome any further information from Marine Connection on this issue.

10. Jo Gipps (JG), Director Bristol Zoo Gardens

JG commented that it was a testament to the Zoos Forum, which has been running for nearly 10 years, that representatives from all with a stakeholding in zoos were able to meet and have constructive and open debate about the various issues.
11. Alexandra Cardenas (Animal Defenders International)

AC asked whether there would be any extension of the ZLA to wild animals in circuses and asked the Forum for its views.

Stuart Muir (SM) said that he fears that this would ‘dumb down’ the existing legislation for zoos. AGr said that it was not the within the Forum’s remit to comment but that he was aware that many LAs will not allow circuses with wild animals to perform on land they own.

The Chair said that the Forum had not been approached about becoming involved in circus inspections.

The Chair concluded that as there were no further questions he closed the meeting at 15:20 hours and thanked everyone for their contributions and attendance.

Defra secretariat: 27.03.08