

**CATTLE IMPROVEMENT SCHEME
(INTERIM ARRANGEMENTS FOR 2007)
GUIDANCE NOTES-Also available on Crofters Commission website
Costs**

	Breed of Bull Supplied	
	Continental	Native
Hiring Fee (All Bulls)	*£500	*£500
Insurance (All Bulls)	£17	£17
Wintering (At Stud Farms)	*£350	*£290
Transport Costs (Per Bull)	*£73	*£73

* + VAT

NB Cost of Hiring Bull is £1,000; stated hiring fee above reflects a 50% grant for hiring bulls.

All costs must be paid in advance of the bull being delivered.

A grant of £100 will be paid on completion of a Cattle Improvement Plan, subject to Commission approval (see Q29)

Guidance Notes

Q1. *Who can apply?*

Normally applications should be made by Clerks of Grazings Committees and Grazings Constables on behalf of crofting townships. However, applications will also be accepted from a secretary or representative of other groups approved by the Commission consisting of crofters, occupiers of similar status to crofters or both. Each Committee or Group must represent at least 3 cow owners.
Applications from individual crofters will not be accepted.

Q2. *Can we apply for any breed?*

Yes, but the Commission reserves the right to supply a breed, which it considers more suitable. Where herd replacements are made from homebred heifers, suitable breeds for that purpose will be provided.

Q3. *Which breeds of bull are available?*

To date Aberdeen Angus, Charolais, Hereford, Highland, Limousin, Luig, Saler, Shorthorn and Simmental bulls have been supplied. Other breeds may be provided in the future if considered suitable for the conditions in the individual townships.

Q4. *Who is responsible for delivery to and collection of bulls from the township?*

This is normally arranged by the Commission, charges listed above. Any alternative arrangements would require the Commission's approval.

Q5. *Must the custodian be present when the bull is delivered?*

Yes. If the custodian is not available then the group must appoint a responsible member or representative of the group. This person must be competent in handling such livestock, **must be personally present** to receive the bull. The nominated representative and their contact details should be provided on the confirmation section of Conditions of Hire document.

Q6. *What if there is no person available at the time of delivery?*

In the absence of a competent person to take delivery at the appointed place and time, the bull will be returned directly to the Commission stud. Should the delivery driver have reason to be concerned as to the competence or fitness of any person taking delivery of the bull, he may refuse to offload the bull and return it to the Commission stud.

Q7. *What facilities must the group provide at the delivery point?*

The group is responsible for ensuring that the facilities at the delivery point are suitable for the safe delivery and handover of each bull. The delivery driver has sole discretion to judge the fitness or otherwise of the facility and may refuse to offload the bull at an unsuitable facility.

Q8. *What documentation is required?*

The delivery driver will pass the cattle passport and delivery note to the responsible person when the bull is delivered. The delivery note must be signed by the responsible person acknowledging receipt of the bull and passport, the delivery note is then returned to the driver. At this point the group becomes the keeper of the animal, assumes responsibility for the bull, for all movement recording and safekeeping for the passport.

Q9. *Who is responsible for the bull while in the township?*

Township Committees and other approved groups must provide for the adequate keep and welfare of the bull and appoint a custodian to be responsible for its care. The custodian should take all reasonable steps to keep the bull under proper control. The custodian must be under 70 years of age.

Q10. *Can the bull be used how and where we wish?*

The bull must be available for the service of cows in the township or group for which it is supplied. On no account must any other stock be served by the bull unless the Commission's approval has been obtained. **The bull must not be used on animals that have aborted within the previous 2 months.**

Q11. *What if there are breeding difficulties with the cows to be served?*

Then service may be refused by the custodian and the case reported immediately to the Clerk of the Committee or group representative who should inform Alistair Coutts, Farm Manager on 01463 231261. Where there is evidence of abortion or it is found difficult to get cows or heifers to hold to the bull, the local veterinary surgeon should be consulted and Alistair Coutts, Farm Manager informed.

Q12. *What records should be kept?*

The custodian should complete the details on your township/group's Monitoring Record (CISIA02, example attached) and have the form signed by the cow-owners or their representatives. Completed forms should be certified by the Clerk to the Committee or representative of the approved group and returned to Alistair Coutts, Farm Manager, Knocknagael Farm, Essich Road, Inverness, IV2 6AJ **no later than 31 October each year.**

Q13. *Who arranges for the uplift of the bull?*

Commission staff will contact the group by letter to arrange the time and place for uplift and will confirm the name of individual responsible for the handover the bull/s. These details will again be confirmed by telephone in the week prior to uplift.

Q14. What must we do to prepare for the uplift of the bull?

All bulls must be haltered and tethered prior to being handed over by the named individual who must be competent in handling such livestock. The same individual will handover the cattle passport to the delivery driver. At this point the Commission becomes the keeper of the animal/s, assumes responsibility for it, for all movement recording and for the passport. **The driver will not uplift the bull if the cattle passport is not available at the time of uplift.**

Q15. What facilities must the group provide at the uplift point?

The group is responsible for ensuring that the facilities at the uplift point are suitable for the handling of bulls. The delivery driver has sole discretion to judge the fitness or otherwise of the facility and may refuse to uplift the bull from an unsuitable facility. In the absence of suitable facilities, the presence of the competent person or if the bull is not suitably haltered and restrained at the appointed place and time, the bull will not be uplifted.

Q16. Will the group be charged if the bull is unable to be delivered/uplifted?

In the event that the bull/s is unable to be delivered/uplifted due to failure of the group to provide suitable facilities, lack of a competent person being present or the passport not being available. The group will be liable for all additional charges associated with the return of the bull/s to and from the Commission stud.

Q17. How do we know that the bull provided will be fertile and disease free?

Only fertile bulls found free from clinical evidence of disease are dispatched to townships. The Commission accepts no liability for a bull proving to be a non-server or infertile nor for loss in respect of any outbreaks of contagious or infectious diseases. In addition while every care is taken in the selection of bulls used in the Scheme, no liability can be accepted should any bull leave defective progeny.

Q18. What are the arrangements for wintering the bulls?

Bulls are normally returned each autumn to the Commission's Stud Farm for wintering. If a township requests to over winter a bull and there are adequate facilities and keep available then any such arrangement requires the approval of the Commission.

Q19. Do we need insurance cover for the period of hire?

The Commission has arranged cover for the townships and groups under public liability insurance up to £2,000,000 and also minimal cover for the custodians under personal accident insurance. Details are available from the Farm Manager. **As the cover for personal accident is minimal you may wish to consider arranging additional cover privately to a level you consider adequate.**

Q20. What if the bull has an accident or dies in our care?

This must be reported immediately to the local veterinary surgeon and to the Commission. If the bull dies the veterinary surgeon's report stating the cause of death must be sent to the Commission without delay and the carcass disposed of in accordance with regulations.

Q21. What if the bull needs veterinary attention?

If you need to call a veterinary surgeon to attend the bull, you should do so and inform Alistair Coutts, Farm Manager on 01463 231261 immediately.

Q22. Who pays the veterinary surgeon's fees?

You must meet these costs in the first instance. The Commission may refund in part provided you submit a detailed and receipted voucher for the amount along with a veterinary report or a report by the township clerk.

- Q23. *Will the Commission monitor the condition of the bull while in our care?***
 Yes. Commission officials or their representatives must have access to inspect bulls and the Cattle Improvement Monitoring Plan at all reasonable times. The Commission reserves the right to withdraw a bull at any time during the specified period of supply or to restrict the use of the bull to certain stock.
- Q24. *How do we apply?***
 You should apply on the enclosed form CISIA01.
- Q25. *When should we apply?***
 Completed forms should be submitted by 15th December 2006 and be sent to the Crofters Commission, Castle Wynd, Inverness, IV2 3EQ.
- Q26. *Are the bulls provided free of charge?***
 No, a hire charge is levied on all bulls together with transport costs, insurance (see Q19) and wintering charge, if appropriate. All fees **must be paid** following the issue of an approval and in advance of the bull being delivered.
- Q27. *Is VAT payable?***
 VAT is payable on the hire charge, transport costs and wintering charges only.
- Q28. *Who is responsible for the collection of the fees from individual cow owners?***
 Responsibility lies with the Grazings Clerk/Constable or secretary/ representative of the group. These should be collected and submitted by the due date.
- Q29. *What is the Cattle Improvement Plan?***
 The Cattle Improvement Plan (CIP) is required to set out the herd improvements objectives of the group and to monitor and record the plan achievements against the targets set. Your township's application will only be considered when accompanied by a completed Cattle Improvement Plan. If you wish any guidance on the completion of the Improvement Plan, please contact your local Development Manager. (see attached map)
- Q30. *What if we fail to comply with the conditions of the Scheme?***
 The Commission will refuse to supply further bulls on loan. In all cases of dispute, the Commission's decision is final.
- Q31. *How can I appeal against a decision?***
 Our aim is to provide a good standard of service but if there is any aspect of the administration of the Scheme about which you have a complaint we shall investigate this fully. Any complaints or appeals against decisions should be addressed in writing to the Chief Executive, Crofters Commission, Castle Wynd, Inverness, IV2 3EQ.

**Contact Details
 Farm Manager**

Alistair Coutts Knocknagael Farm Essich Road Inverness, IV2 6AJ Tel No: 01463 231261
Finance Team Crofters Commission Castle Wynd Inverness, IV2 3EQ Tel: 01463 663416

**Application Forms
 to be sent to:**

Cattle Improvement Scheme - Monitoring Record - SAMPLE

Breeding Season 2007													
Group Name: <i>HH Group</i>										File No:			
Calf ID	Male/ Female	DOB of Calf	*Calving Interval of Dam	Weaning		Livestock Sale				Deadstock Sale			
				Date	Approx LWT	Date	LWT	Price	Outlet/ Market	DWT	Grade	Price	Outlet/ Market
<i>UK 501009/ 100000</i>	<i>M</i>	<i>11/03/07</i>	<i>375</i>	<i>1/10/07</i>	<i>330</i>	<i>1/10/07</i>	<i>330</i>	<i>£xxx</i>	<i>Lochmaddy Auction Mart</i>				

*Days since cow last calved.

Custodian/Clerk/Representative Signature _____ Date _____