

APPENDIX 1

TERMS OF REFERENCE TAMESIDE COUNCIL ENFORCEMENT CO-ORDINATION PANEL

1. PURPOSE

1.1 The main purpose of the Enforcement Co-ordination Panel is to:

- Provide overview, assurance and scrutiny of the wide range of enforcement activity undertaken across the Council by receiving reports from service areas in scope.
- Promote the enforcement activities of the Council enforcement services throughout the borough.
- Provide cohesion of the Council's enforcement bodies.
- Promote integrated provision and joined up planning across a range of enforcement activities with wider service providers such as Greater Manchester Police.
- Deliver on the strategic priorities including increasing enforcement across the Borough.

2. SCOPE

2.1 The group will consider a range of enforcement activity and statutory functions that are undertaken across the Borough of Tameside. Topics that are within the scope of the group are, but are not restricted to include:

- Food Safety & Food Standards
- Health & Safety
- Public Health
- Animal Health & Welfare
- Licensing
- Parking Enforcement
- Environmental Enforcement
- Waste Enforcement
- Environmental Protection
- Housing
- Anti-Social Behaviour
- Planning Enforcement
- Building Control Enforcement

3. MEMBERSHIP

3.1 Core Membership:

A minimum of six Elected Members to include:

- Assistant Executive Member with responsibility for Enforcement (Chair);
- Chairs of Neighbourhood Forums;
- One Opposition Councillor (to reflect political balance on the Council)

3.2 Quorum

The quorum of the Panel shall be three Elected Members

3.3 The Panel will be supported by:

- Head of Public Protection
- Head of Community Safety
- Head of Planning
- Head of Legal Services
- Service Unit Managers responsible for enforcement activity across the council.
- Democratic Services

4. KEY RESPONSIBILITIES

4.1 The key responsibilities of the panel are:

- (i) To receive an overview of the enforcement activity that is being undertaken across a range of services within the Council.
- (ii) To direct and scrutinise the enforcement activity of service areas in line with statutory requirements and council priorities.
- (iii) To provide assurance to the Council of the adequacy of the enforcement action being taken in the borough of Tameside.
- (iv) To highlight concerns to the panel about significant issues that may require more targeted enforcement activity.

5. MEETING ARRANGEMENTS

5.1 Meetings will be held quarterly and in person.

5.2 Agenda items will include reports of the previous quarter's enforcement activity and any additional reports at the request of the panel.

5.3 The Agenda will be set and circulated ahead of the meeting and minutes will be taken by a member of Democratic Services.

5.4 Minutes of the meetings will be provided to Elected Members for information.