


<b>Report to:</b>	<b>COUNCIL</b>
<b>Date:</b>	6 December 2022
<b>Executive Member:</b>	Councillor Denise Ward, Executive Member for Climate Emergency and Environmental Services
<b>Reporting Officer:</b>	Emma Varnam, Assistant Director of Operations & Neighbourhoods
<b>Subject:</b>	<b>ESTABLISHMENT OF ENFORCEMENT CO-ORDINATION PANEL</b>
<b>Report Summary:</b>	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> <li>Propose the establishment of an Enforcement Co-ordination Panel.</li> <li>Propose the terms of reference for the Panel.</li> </ul>
<b>Recommendations:</b>	<p>That the Council be recommended to agree:</p> <ul style="list-style-type: none"> <li>The re-establishment of the Enforcement Panel.</li> <li>The terms of reference for Enforcement Panel as set out in <b>APPENDIX 1</b> to this report.</li> </ul>
<b>Corporate Plan:</b>	<p>The proposals contained in this report will support the delivery of the Corporate Plan by;</p> <p>Helping to provide a sustainable environment.</p> <p>By nurturing our communities.</p> <p>Helping people to live longer and healthier lives with good mental health.</p>
<b>Policy Implications:</b>	Any policies relating to enforcement will be a matter for the council to consider.
<b>Financial Implications:</b> <b>(Authorised by the statutory Section 151 Officer)</b>	There are no direct financial implications arising from this report. All expenditure relating to enforcement activity is financed via the annual revenue budget of the Council. Any resultant charges levied for non-compliance are set out in the fees and charges schedule within the Council's annual budget report.
<b>Legal Implications:</b> <b>(Authorised by the Borough Solicitor)</b>	This panel will provide valuable overview and scrutiny across the range of enforcement activity across the council to help drive improvements and efficiencies especially in relation to the range of statutory enforcement activity.
<b>Risk Management:</b>	The establishment of the Enforcement Panel will enable the council to have oversight of the Councils enforcement activity.
<b>Background Information:</b>	The background papers relating to this report can be inspected by contacting Sharon Smith, Head of Public Protection

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## **1. INTRODUCTION**

- 1.1 The purpose of this report is to propose that the Council establish an Enforcement Co-ordination Panel and agree to the terms of reference for the meetings as set out at **Appendix 1**.

## **2. BACKGROUND**

- 2.1 The Council's Enforcement Co-ordination Panel previously met quarterly until 17 April 2019 when it was disbanded. Enforcement is a priority for the Council and the re-establishment of the panel will enable the Council to receive regular updates on the Enforcement activity across the relevant service areas.
- 2.2 The Council has a wide range of enforcement responsibilities and statutory functions primarily in the following areas:
- 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. ENFORCEMENT PANEL ARRANGMENTS**

- 3.1 The purpose of the Panel is to receive reports on enforcement activity from across the Council and ensure there is a co-ordinated approach across service areas and with partners to tackling the issues presented.

## **4. MEMBERSHIP AND GOVERNANCE**

- 4.1 The Panel will have a minimum of six Members to include the Assistant Executive Member with responsibility for enforcement matters, the Chairs of the Neighbourhood Forums and one opposition councillor (to reflect political balance on the Council). The Panel will be chaired by the elected member who has the responsibility for enforcement. The Quorum for the Panel shall be three elected members.
- 4.2 The Panel will be supported by Heads of Service and Managers from Public Protection, Planning, Building Control and Community Safety.
- 4.3 Democratic Services will facilitate the meetings and a legal representative will also be in attendance.
- 4.4 As an internal Working Group the Enforcement Co-ordination Panel will be held in private, where necessary decisions will be considered through the Council's formal decision-making process.

**5. COMMUNICATION**

- 5.1 A representative from the Council's communications team will attend the meetings and will ensure any enforcement activity that can go in the public domain and is not still under investigation or may prejudice any legal action is reported on in a timely manner.

**6. RECOMMENDATIONS**

- 6.1 As set out at the front of the report.