

**POLICY & FINANCE COMMITTEE**  
**20 SEPTEMBER 2018**

**CLEANER, SAFER AND GREENER - A PLACE WE ARE ALL PROUD OF - ENFORCEMENT POSTS**

**1.0 Purpose of Report**

- 1.1 For Members to consider the creation on new community based Enforcement Officers to support the Cleaner Safer Greener Strategy.

**2.0 Background**

- 2.1 The Cleaner Safer Greener Strategy was approved by Full Council on 17 July 2018. The Strategy set out key objectives relating to littering, graffiti, dog fouling and other environmental offences.
- 2.2 A successful launch of the new strategy has been undertaken with good media coverage and a significant set of initiatives already achieved.
- 2.3 A day of action was undertaken on 30 August 2018 covering Yorke Drive and Winthorpe Road areas. This was well supported by the local communities and well received by the residents. Two further dates already being planned within the district.
- 2.4 The Strategy seeks to encourage a partnership approach to securing our objective of a cleaner, safer and greener environment together with residents, businesses, key partners and parish and town councils. A set of performance indicators has been developed to measure our success in achieving those objectives.
- 2.5 Whilst this Strategy has a keen focus on community litter picks and other partnership initiatives one of the elements of the Strategy was to ensure that the Strategy was promoted and where appropriate enforcement of the penalties for environmental crime.
- 2.6 In addition the Business Manager - Environmental Health & Licensing brought a report to Leisure & Environment Committee on 26 June 2018 which refreshed and set new maximum charges for fixed penalty notices issued in relation to environmental crimes.
- 2.7 Recommendation (b) of that report stated:
- “a report be brought to the September meeting of the Policy & Finance Committee with a view to the appointment of 2 dedicated officers to promote and enforce the strategy on a pilot basis with consideration being given to the allocation of additional resources in the 2019/2020 budget to further increase the officer capacity and associated resources to promote the cleaner, safer, greener agenda.”
- 2.8.1 This report brings forward further details in relation to the enforcement posts that were introduced in the report to Full Council.

### **3.0 Introduction**

- 3.1 The role of community based Enforcement Officers in addressing antisocial behaviour and environmental crime is well established and they can prove highly effective in increasing the public awareness of these issues and providing effective enforcement of place based environmental crime.
- 3.2 Whilst there are already a small number of posts within the Council which are appropriately trained to serve Fixed Penalty Notices (FPNs) there is currently no post where this forms part of the day to day function of the role.

### **4.0 Proposals**

- 4.1 The initial vision was for two dedicated officers. Having visited other local authorities with similar posts the suggestion and discussed the issues with them the view is that two officers could present issues in relation to lone working, resilience of the team and responsiveness. The appointment of four officers would address these issues and would have a visible and demonstrable impact in the community.
- 4.2 It is therefore proposed that 4 posts are created to provide a dedicated function for the issuing of FPNs and promoting a responsible approach to the environment.
- 4.3 It is proposed that the new posts will take the title of Neighbourhood Wardens will have a variety of responsibilities, the main emphasis of the role will be:-
- Tackling the issues of – littering in the street, littering from cars, low level anti-social behaviour, dog fouling including issuing FPNs for all of the above
  - Investigating small fly tips and removing the waste
  - And take forward the enforcement of public spaces protection orders (around, drinking, begging, dog controls etc.)
  - Gathering local intelligence to assist the council as a whole in its understanding of 'place'.
- 4.4 It is anticipated that Neighbourhood Wardens will spend 90% of their time in the community, working directly with the public. They will become a valuable source of information for the Council gathering local intelligence. They will work closely with partner organisations and across a range of business units. They will also work closely with the Police on relevant issues.
- 4.5 The Neighbourhood Wardens will report to the Business Manager – Environmental Health & Licensing who will provide regular updates on their progress to both CMT and the relevant committees.
- 4.6 The Neighbourhood Wardens will require two corporate vehicles to enable to move around the district, as this service is district wide. The vehicles will be appropriately liveried which will add a visible presence in the district, highlighting the work of team and providing an additional deterrent to anti-social behaviour. They will be uniformed so that they are easily recognisable.

#### 4.7 Training and Development

Relevant and training will be provided to cover all aspects of their work. The Neighbourhood Wardens will also work towards completing the Community Safety Accreditation Scheme. The scheme creates a framework for public and private bodies to work in partnership with the police, providing additional uniformed presence in communities and capitalising on the skills and information captured by those already engaged with the community.

4.8 It is anticipated that the training of the wardens will partly be delivered in house, but will also involve external training and coaching and shadowing with other local authorities. Nottingham City Council have employed similar wardens for a number of years and offer 4 week intensive training courses as part of an induction process. Discussions with the city council have also resulted in an offer from officers at the council to provide onsite (within Newark and Sherwood) local assistance with training for any Newark & Sherwood Wardens.

4.9 An intensive training programme will be delivered within the first few weeks of employment. This will then be followed by a period of supervision to allow the officers to put some of the training into practice. Over time the level of day to day supervision will be reduced and it will be replaced with additional training and development to fully gown and nature the full potential of these posts.

#### 4.10 Fixed Penalty Notices

Any fixed penalty notices issued will require accurate monitoring and administering to ensure that any none payments are identified and appropriate action taken. All none payments will be considered with reference to the Fixed Penalty Notices Policy and the Council's Corporate Enforcement Policy and the appropriate action taken.

4.11 Experience from other authorities has indicated that a payment rate up to 80% for FPNs can be achieved, however, a figure of around 50% is more likely, particularly as there is currently no history of issuing large numbers of this type of penalty and the public response is unknown. Where a FPN is not paid there is an option to take these to the Magistrates' Court. As stated above any legal action will need to be appropriate, however, failure to follow up on none payments does undermine the enforcement process. At this stage it is not known what additional legal resources will be required to support the FPN process. However this is met it will be delivered in the most cost effective and appropriate way.

#### 4.12 Partnerships

The role of the new posts will cross cut across a number of Business Units. This will require co-ordination to ensure that best use is made of the new posts. The daily work load will be a mixture of responsive work where they will react to complaints and ongoing incidents and programmed patrols in geographical areas based on local intelligence and high risk areas.

4.13 It is difficult to predict with any certainty how these roles will develop over time. It is envisaged that they will remain community based, becoming an important source of local intelligence and forming a bridge between the community based environmental activities and actions initiated at Castle House. It will be crucial that they form effective partnerships with other locally based agencies such as the police beat officers, Police Community Support Officers, tenancy officers (from both NaSH and other social housing providers), youth workers and crucially locally elected community representatives.

4.14 A job description and person specification has been produced and has been subject to the Council's job evaluation process to determine the grading of the post.

## **5.0 Equalities Implications**

5.1 An equalities impact assessment has been completed for this enforcement role. It has included the considerations around issuing fixed penalty notices to young people and people with disabilities.

## **6.0 Impact on Budget/Policy Framework**

6.1 If approved these posts will be advertised immediately and it is envisaged that following the recruitment process and any notice period required, the successful candidates will commence work straight after the Christmas break.

6.2 Costs for 2018/19 are estimated as £45,687 and sufficient reserves have been set aside to cover these costs.

6.3 The costs for the Neighbourhood Wardens for 2019/20 onwards will be built into the base budget.

6.4 A breakdown of the indicative costs for the posts is set out in the table below.

<b>2018/19 Jan - Mar</b>	Revenue cost per post	Revenue cost total
Salary (NS 7)	£5,268.50	£21,074.00
On costs	£1,218.25	£4,873.00
Vehicles		£8,100.00
Uniform (2 full sets plus boots and wet weather gear) at commencement	£300.00	£1,200.00
Cameras x4	£250.00	£1,000.00
Other Equipment	£200.00	£800.00
Training & Support		£8,000.00
Mobile phones	£160.00	£640.00
<b>Total Expenditure</b>		<b>£45,687.00</b>

<b>2019/20 Full Year</b>	Revenue cost per post	Revenue cost total
Salary	£21,589.00	£86,356.00
On costs	£4,965.00	£19,860.00
Vehicles		£18,000.00
Uniform (allow one new set per year)	£150.00	£600.00
Cameras (replace every 5 years)	£ -	£ -
Revenue budget (equipment, consumables, and general replacements)	£500.00	£2,000.00
<b>Total Expenditure</b>		<b>£126,816.00</b>

## **7.0 Comments of Business Manager – Financial Services (FIN18-19/7924)**

7.1 The income likely to be generated from the issuing of fixed penalty notices cannot at this stage be assessed. However, any income generated can be retained by the local authority and can be used to support a range of services. **Appendix One** to the report indicates which services the income can be used to support.

## **8.0 Comments of Business Manager – HR, OD & Legal**

8.1 A job description and person specification has been produced and has been subject to the Council's job evaluation process to determine the grading of the post.

## **9.0 RECOMMENDATIONS that:**

- (a) Members consider the creation of four new posts of Neighbourhood wardens;**
- (b) additional revenue budget as shown in the report for 2018/19 and 2019/20 be approved; and**
- (c) a review of these posts be undertaken after six months of operation and the results of the review reported to the Leisure & Environment Committee.**

## **Reason for the Recommendations**

**To support the Cleaner Safer Greener Strategy with a dedicated community based advice education and enforcement posts.**

## **Background Papers**

Fixed Penalty Notices: Issuing and Enforcement by Councils - DEFRA  
Community Safety Accreditation Scheme - Home Office

For further information please contact Deborah Johnson on Ext. 5800

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