

Field Officer – Functions for 17 September 2018 Launch

SERVICE	FUNCTIONS AND TASKING	CODES	
1. Regulatory Services	FUNCTIONS		
HIGH	1.Disconnection of vehicle and premises alarms ENVIRONMENTAL PROTECTION ACT 1990 : SECTION 80 AS AMENDED BY NOISE AND STATUTORY NUISANCE ACT 1993 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1(1)(2) Code definition NOA : Alarm Vehicle and Premises CONTINUOUS NOAI : Alarm Vehicle and Premises INTERMITTENT	NOA NOAI	
UNIFORM : FULLY FUNCTIONAL	2.Investigation and abatement of noise in the street Control of Pollution Act 1974- section 62 Environmental Protection Act 1990 part III Noise and Statutory Nuisance Act 1993 Good Rule and Government Byelaws (Noise in the Street and other Public Places)– Local Government Act 1972 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1(1)(2) Code Definition NBUSK : Busker	NBUSK	
Champions : Glenn Boughen; Jim Cosgrove, Paul Hooper	3.Initial response and investigation to residential noise complaints Environmental Protection Act 1990 section 79-82 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1 (1)(2) Code Definition ALL DOMESTIC NOISE NOB : Barking Dog NOC : Other Animals and Birds NOH : People noise (footsteps/talking shouting) NOI : Music NOJ : Party NOJS : Students NOK : TV/Radio NOP : Vehicle noise NOQ : Vehicle repairs NOR : DIY NOT : Other	NOB NOC NOH NOI NOJ NOJS NOK NOP NOQ NOR NOT	

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<p>Service Managers : Annie Sparks; Nick Wilmot, Jim Whitelegg</p>	<p>4. Investigation and abatement of all commercial and domestic bonfire complaints Environmental Protection Act 1990 section 79-82 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1 (1) UNIFORM Code definition DOMESTIC AND COMMERCIAL RSMO : Pollution bonfire (limited) - Residential PSMOKL : Pollution bonfire (large area) – Commercial</p>	<p>RSMO PSMOKL</p>	
	<p>5. Investigation and abatement of all commercial and domestic dust complaints Environmental Protection Act 1990 section 79-82 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1(1) UNIFORM Code definition DOEMSTIC AND COMMERCIAL PDUST : Pollution Dust</p>	<p>PDUST</p>	
<p>146</p>	<p>6. Investigation and abatement of waste on private land inc noxious matter on private land Environmental Protection Act 1990 section 79-82 PUBLIC HEALTH ACT 1936 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1 (1) (9) UNIFORM Code Definition DOMESTIC AND COMMERCIAL RACC : Public Health - Accumulation - Residential RACCF : Public Health – Accumulation FOUL – Residential CHECK COMMERCIAL WASTE ON PRIVATE LAND *****</p>	<p>RACC RACCF</p>	
	<p>7. Investigation of blocked commercial drains and commercial drains in disrepair Section 35 of the Local Government (Miscellaneous Provisions) Act 1976 BUILDING ACT 1984 - SECTION 59 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1(10) UNIFORM Code Definition COMMERCIAL AND DOMESTIC DRABLK : Blocked Drain – Commercial DRADEF : Defective Drain - Commercial Residential drainage to come on board when Private Sector Housing Launched *****</p>	<p>DRABLK DRADEF</p>	

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	8.Enforcement of taxis over/illegal ranking Section 64; Local Government (Miscellaneous Provisions) Act 1976 PartVII page54 Paras 8(1)(2) Page 60 Part 6.5 Schedule 2 (3)(x)	TBC	
	9.Dog Control Order Enforcement : including not keeping a dog on a lead; not putting, and keeping, a dog on a lead, dog fouling and permitting a dog to enter land from which dogs are excluded; All can be dealt with under Sections 43 & 52 of the Anti-Social Behaviour, Crime and Policing Act 2014 Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1 (8)	TBC	
	10.Street Trading Enforcement only inc markets and mobile vehicles <u>Local Government (Miscellaneous Provisions) Act 1982 (Schedule 4) sections 7, 8,9 & 10.</u> PartVII page54 Paras 8(1)(2) Page 60 Part 6.5 Schedule 2 (3)(xix) UNIFORM Code Definition LICSTI : Illegal Street Trading	LICSTI	
	TASKS		
	1.Support Licensing Officers by gathering information and evidence in relation to breach of Licensing Act 2003 provisions eg breach of premises licence conditions Licensing Act 2003 PartVII page54 Paras 8(1)(2) Page 60 Part 6.5 Schedule 2 (1)(i)(ii)(iii)(iv)		
	2.Monthly changing of the nitrogen dioxide diffusion tubes T N/A		

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2. Housing Management	FUNCTIONS Function Delayed		
<p>HIGH</p> <p>OHMS NO UNIFORM</p>	<p>Carry Out Estates Inspections and follow up March 2019 Housing Act 1985 Part 4 Secure Tenancies & rights of Secure Tenants</p> <p>Our Tenancy agreement states as follows, in Section 2 <i>Repairs and improvements</i> - <i>Our responsibilities</i>:</p> <ol style="list-style-type: none"> 1. We are responsible for keeping the following items in good repair and working order: <ul style="list-style-type: none"> • The structure and outside of your home including but not limited to drains, gutters and pipes • All fittings. Pipes and connections for supplying water, gas and electricity • All equipment for sanitation including basins, sinks, baths and toilets • All kitchen units and worktops provided by the council • All equipment that provides heating and hot water <p>If you live in a flat, we will keep the shared parts and services clean and in a good state of repair. This includes but is not limited to entrances, door entry systems, halls, stairways, lifts, passages, refuse chutes and lighting.</p> <ol style="list-style-type: none"> 2. We will decorate the outside of your home and the shared parts when necessary. 3. We will keep communal grounds and landscaped areas that are our responsibility clear and tidy. <p>This mirrors our statutory obligations laid out in the Landlord and Tenant Act 1985.</p> <p>Part VII p50 Para 4 (2)(a)(b) page 66 Part 6.5 Schedule 5 (5)(9)</p>		

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	TASK		
<p>Champions : Laura Newton; Toya Regan; Caroline Boaks;</p> <p>Service Manager : Rachel Chasseaud</p>	<p>Supporting Housing Officer Intelligence gathering on ASB and drug related behaviour and community reassurance liaison</p> <p>Community Protection Notices Issue warnings and Community Protection Notices - section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices sections 52 & 53 of the Anti-Social Behaviour, Crime and Policing Act 2014 Part VII p50 Para 4 (2)(a)(b) page 66 Part 6.5 Schedule 5 (9)</p>		
3. Private Sector Housing	FUNCTIONS DELAYED		
HIGH	<p>Responding to complaints about unlicensed HMOs. Visit and collate evidence and pass back to HMO team/and or Planning Enforcement to enforce. Housing Act 2004 Part VII page 52 Para 4(11)</p>		
<p>UNIFORM FULLY FUNCTIONAL</p> <p>Champions: Tracy Lewis Service Managers: Martin Reid;</p>	<p>Third Party complaints (not tenants) about private rented accommodation including licensed and non-licensed HMOs eg. Waste and overgrown gardens. Limited to issues relating to non HRA housing and related to nuisance arising from occupation of those properties in particular (not exclusively) drainage, ASB, waste management, residential drainage, and overgrown gardens.</p> <p>Section 35 of the Local Government (Miscellaneous Provisions) Act 1976 BUILDING ACT 1984 - SECTION 59 Housing Act 2004</p> <p>Part VII page 54 Paras 7(1) and (2) page 59 Part 6.5 Schedule 1(10) Part VII page 52 Para 4 (12)(b)</p>		

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4. Planning Enforcement	FUNCTIONS		
HIGH UNIFORM FULLY FUNCTIONAL	1.Condition of land or a property is considered harmful to the area (Detriment to the amenity of the area) Serve Section 215 notices/enforcement if necessary. Section 215 of the Town and Country Planning Act 1990 (as amended) Part IV Page 34 Para 15(2) Page 64 Part 6.5 Schedule 4 Part II (4)(a)	TBC	
Champion: Sarah Mossman; Allison Palmer	2.Breaches of planning condition that are easily quantifiable such as hours of use or delivery time restrictions (All go to FO for initial assessment and checking planning history and then triaged) Section 187a of the Town and Country Planning Act 1990 (as amended) Part IV Page 34 Para 15(2) Page 64 Part 6.5 Schedule 4 Part II (4)a	TBC	
Service Manager: Robin Hodgetts; Nicola Hurley	3.Estate Agent Boards enforcement The Town and Country (Planning) Control of Advertisements (England) regulations 2007 (as amended) Part IV Page 34 Para 15(2) Page 64 Part 6.5 Schedule 4 Part II (4)(a)	TBC	
	4.Initial assessment and evidence gathering for alleged unauthorised signage. Part IV Page 34 Para 15(2) Page 64 Part 6.5 Schedule 4 Part II (4)(a)	TBC	
	TASKS		
	1.Following complaint visit listed buildings when work has commenced on them to gather information and warn them of their responsibilities before passing to Planning / Heritage immediate response to stop work and gather evidence issue temp stop notice. The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended) Part IV Page 34 Para 17(1)		

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	2.Display of site notices relating to planning permission N/A		
	3.General site visits to gather information for Planning Enforcement Officers relating to enforcement cases (photos, measurements, talking to residents)		
5. Travellers	FUNCTIONS		
MEDIUM	1.Out of Hours Dealing with PSPO breach out of hours s59 of the Anti-social Behaviour, Crime and Policing Act 2014 Part VII Page 50 Para 1 Part IV Page 30 Para 7(1) Part IV Page 29 Para 6 (1) UNIFORM Code Definition 20TLOP : Out of hours PSPO Breach	20TLOP	
UNIFORM LICENSING FUNCTION ONLY Champion: Debbie Simmons Service Managers : Rachel Chasseaud; Sheila Peters	2. Out of Hours Hotspots Out of hours checking for evidence as to whether vehicles are lived in and if so serving a S77 notice and referring to the team for follow up Criminal Justice and Public Order Act 1994. Part VII Page 50 Para 1 Part VII Page 50 Para 4 (2)(a) Part IV Page 31 Para 10 Page 70 Part 6.5 Schedule 7 (14) Part IV Page 31 Para 12(3) Part IV Page 30 Para 7(1) Part IV Page 29 Para 6 (1) Part IV Page 35 Para 21(1) UNIFORM Code Defintion 20TLOV : Out of Hours Hotspot sec 77	20TLOV	
	3.Carry out welfare checks Part VII Page 50 Para 1 UNIFORM Code Definition 20TLWC : Welfare checks	20TLWC	

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6. Community Safety	TASKS		
MEDIUM	1. Attending LATs and relevant community/residents meetings when ASB/hate incidents is on the agenda. T		
UNIFORM ACCESS NOT UTILISED ECINS ONLY	<p>Community and individual victim reassurance visits to reduce harm T More detailed list:</p> <ol style="list-style-type: none"> 1. Assist CSCT caseworker with setting up restorative conferences 2. Add information to community notice boards 3. Attend Court to give evidence in support of Injunctions, CBOs, Closure Orders etc . 4. Attend hotspot locations where there is a need to assertively engage with identified individual 5. Attend hotspots and collect evidence 6. Attend visits (first visits or any visit where risk dictates the need for two professionals) with caseworkers. 7. Attend Restorative conferences where they have played a role in the work around the behaviour that has caused harm. 8. Attend LATS and public meetings 9. Conduct letter drops and House to house enquiries 10. Observe breaches of enforcement orders 11. Provide support to victims and witnesses in court 12. Respond to reports relating to condition of land or property that is causing harm to the area/local residents by visiting 13. Serve BCRP exclusions 14. Serve Closure Notices. 15. Serve warning letters /CPNs 16. Support collection of statements, including taking statements 17. Take clients to appointments 18. Undertake HARAs. 19. Visit BCRP premises to collect evidence. 20. Welfare checks on vulnerable clients (those reporting harm/ those vulnerable to exploitation). 		

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153	<p>21. Initial visits to people/ properties reported to be causing harm where a verbal warning is likely to be sufficient intervention to address reported behaviour.</p> <p>22. Involvement in targeted action addressing ASB issues relating to Street Community</p> <p>23. Targeted enforcement of PSPOs</p> <p><u>Community Protection Notices</u> Issue warnings and Community Protection Notices - section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Issue Fixed Penalty Notices sections 52 & 53 of the Anti-Social Behaviour, Crime and Policing Act 2014</p> <p><u>Public Space Protection Order</u> Exercise the Council's powers to enforce relevant prohibitions - section 63 of the Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Issue Fixed Penalty Notices - section 68 of the Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Part VII Page 53 Para 6 (1)(b)</p>		
<p>Champions: Siobhan Bostock, Anthony Carroll</p>	<p>1.Letter drops in priority and emerging areas and for ongoing cases</p> <p>Patrolling priority and emerging areas gathering information, intelligence and evidence and providing community reassurance and reducing harm</p> <p>2.Serving Warning letters and notices e.g. Community Protection Notices (CPN) TASK</p> <p>Part VII Page 53 Para 6 (1)(b)</p>		
<p>Service Manager: Peter Wileman</p>	<p>TASK</p> <p>Tasking on complex cases</p>		
<p>7. Highways</p>	<p>FUNCTIONS</p>		
<p>LOW</p>	<p>1.Abandoned bicycle tagging/photographs no follow up enforcement back to team</p> <p>Refuse Disposal (Amenity) Act 1978 sec 6</p> <p>No delegation</p> <p>UNIFORM Code Definition</p> <p>3AB</p>	<p>3AB</p>	

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	TASKS		
NO CUSTOMER DATABASE EXCEL ONLY	1.Evidence gathering Overgrown Vegetation photographs only. Enforcement back to team Highways Act sec154 Part IV page 31 Para 10 Page 70 Part 6.5 Schedule 7 (14)		
Champion: Sarah Leach Service Manager: David Fisher , Sarah Leach	2.Supporting Highways Enforcement Officers by gathering information and intelligence in relation to unauthorised stree licensing activities T Part IV page 31 Para 10 Page 70 Part 6.5 Schedule 7 (14)		
8. City Parks			
LOW Need legislation	1.Intelligence and evidence (for court purposes) - ASB, fly tipping, parks borders etc. This is currently largely done during the working week there is very little cover at other times. Environmental Protection Act 1990 ADD SPECIFIC Byelaws Community Protection Notices Issue warnings and Community Protection Notices - section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices sections 52 & 53 of the Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Order Exercise the Council’s powers to enforce relevant prohibitions - section 63 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices - section 68 of the Anti-Social Behaviour, Crime and Policing Act 2014 Part IV Page 30 Part 7 (1) (2)	TBC	

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<p>NO CUSTOMER DATABASE EXCEL ONLY</p> <p>Needs legislation</p>	<p>2.Out of Hours - improving behaviour and issue PSPO's. There is some incidental work by rangers Community Protection Notices Issue warnings and Community Protection Notices - section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices sections 52 & 53 of the Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Order Exercise the Council's powers to enforce relevant prohibitions - section 63 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices - section 68 of the Anti-Social Behaviour, Crime and Policing Act 2014 Local Government Misc Provisions Act 1976 Part IV Page 30 Part 7 (1) UNIFORM Code Definition 4PSPS : City Parks PSPO CHANGE TO</p> <p>*****</p> <p>4PSPO1 : PSPO Parks – Vehicle / Tent /Caravan 4PSPO2 : PSPO Parks – Driving vehicle on grass 4PSPO3 : PSPO Parks – Littering and Flytipping 4PSOP4 : PSPO Parks – Lighting/Maintaining Fire 4PSPO5 : PSPO Parks – Deficating Urinating</p>	<p>4PSPS (change to 4PSPO1 4PSPO2 4PSPO3 4PSPO4 4PSPO5</p>	
<p>Champions: David Larkin; Sarah Carlisle</p> <p>Check with VS</p>	<p>3.Out of Hours – Tents. Currently rangers are working on this but this is a rapidly growing issue Civil Procedure Part 55 Possession claims for Unauthorised Encampments on land. Part IV Page 30 Part 7 (1) UNIFORM Code Definition 4TC : Tented Communities (NON PSPO Area)</p>	<p>4TC</p>	

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<p>Service Manager : Robert Walker</p> <p>Needs legislation Check with VS</p>	<p>Out of Hours - Respond to initial queries and answering questions on Tree Preservation Orders (TPO) and Conservation Orders through checks on planning portal F</p> <p>Needs Legislation XXXXX</p> <p>Part IV ?? TPOS page 64 more about enforcement not managing application</p> <p>UNIFORM Code Definition</p> <p>4QTC : Out of Hours Tree Preservation Offences</p>	<p>4QTC</p>	
<p>9. Seafront Office</p>		<p>FUNCTIONS</p>	
<p>LOW</p>	<p>1.Remove illegal traders from the upper/lower promenade</p> <p>Local Government (Miscellaneous Provisions) Act 1982, Part 3 and schedule 4 Trading Consents.</p> <p>ADD SPECIFIC BYELAWS</p> <p>PartVII page54 Paras 8(1)(2) Page 60 Part 6.5 Schedule 2 (3)(xix)</p> <p>UNIFORM Code Definition</p> <p>5ILT : Illegal Street Traders - Seafront</p>	<p>5ILT</p>	
<p>NO CUSTOMER DATABASE EXCEL ONLY</p>	<p>2.Seafront commercial premises not managing their waste (no law as such Duty of Care certificate from their waste collection provider)</p> <p>ADD SPECIFIC BYELAWS</p> <p>Environmetal Protection Act 1990</p> <p>UNIFORM Code Definition</p> <p>5 WSTC : Waste Seafront</p>	<p>5WSTC</p>	
<p>Champion: David Wheeler</p>	<p>3.PSPO work</p> <p>Community Protection Notices</p> <p>Issue warnings and Community Protection Notices - section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Issue Fixed Penalty Notices sections 52 & 53 of the Anti-Social Behaviour, Crime and Policing Act 2014</p>	<p>5PSPO1</p> <p>5PSPO2</p> <p>5PSPO3</p> <p>5PSPO4</p> <p>5PSPO5</p>	

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	<p>Public Space Protection Order Exercise the Council’s powers to enforce relevant prohibitions - section 63 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices - section 68 of the Anti-Social Behaviour, Crime and Policing Act 2014 Part IV Page 29 Para 6 (1) UNIFORM Code Definition 5PSPO1 : PSPO Seafront – Vehicle / Tent /Caravan 5PSPO2 : PSPO Seafront – Driving vehicle on grass 5PSPO3 : PSPO Seafront – Littering and Flytipping 5PSPO4 : PSPO Seafront – Lighting/Maintaining Fire 5PSPO5 : PSPO Seafront – Defecating Urinating</p>		
Service Manager : Chris Ingall	<p>4.In addition managing ASB on the seafront Part IV Page 29 Para 6 (1)</p>		
	INFORMATION ON PSPO FUNCTIONS: SEAFRONT, CITY PARKS, TRAVELLERS		
	PSPO Prohibitions :		
	1. Occupying any vehicle, caravan, tent or other structure		2.
	2. Driving any vehicle on grass		3.
	3. Littering or fly tipping		4.
	4. Lighting or maintaining a fire		5.
	5. Defecating or urinating		6.
	<p>PSPO delivery cuts across 3 services above so could be captured together as one piece of work.</p> <p>Public Space Protection Order Exercise the Council’s powers to enforce relevant prohibitions - section 63 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices - section 68 of the Anti-Social Behaviour, Crime and Policing Act 2014</p>		

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Requisition of information across all service areas	Requisition of Information General Section 16 Local Government (Miscellaneous) Provisions Act 1972? Or 1984?		
Community Protection Notices across all service areas	<u>Community Protection Notices</u> Issue warnings and Community Protection Notices - section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014 Issue Fixed Penalty Notices sections 52 & 53 of the Anti-Social Behaviour, Crime and Policing Act 2014		

KEY

FUNCTION	FUNCTION
TASKS	TASKS
INFORMATION ON PSPO	INFORMATION ON PSPO