

## APPENDIX ONE

### **Mobilising Team Caerphilly: Enforcement and associated community engagement – service review**

#### **Terms of Reference:**

1. To confirm the scope of the review. These Terms of Reference initially propose a review of 'environmental protection and community behaviour' enforcement activity – particularly focussing on elements of enforcement carried out by community safety wardens, including anti-social behaviour, environmental health 'enviro-crime' enforcement, waste and recycling compliance, and civil parking enforcement. Clearly, the term 'enforcement' is far-reaching and extends firmly beyond remit of environmental enforcement, e.g. unauthorised school absences, tenancy enforcement and planning enforcement so the initial requirement to propose an initial scope for this service review is key.
2. To determine a clear vision for the future remit and role of enforcement activity across Caerphilly County Borough Council.
3. To develop a comprehensive implementation plan and effective programme monitoring/management arrangements, with clear milestones identified to update key stakeholders from the outset of the service review.
4. To develop, using a variety of different data sources, including primary data collection and field data including from bodies such as APSE, a suite of best practice examples of Local Authority enforcement delivery models.
5. To convene a cross-service working group with representatives from all services within the review's remit. Facilitated by officers, the purpose of this operational review group would be to identify strengths, weaknesses, opportunities and threats within each existing service area and as a collective, in support of the Medium Term Financial Plan.
6. To explore key elements of enforcement and associated engagement activity including current resource, enforcement activity undertaken currently, support arrangements and potential future resource requirements to support members' aspirations.
7. To ensure engagement with relevant staff and Trade Unions through the review process and to clarify any grading implications of any potential changes to role.
8. To ensure Member input by involving relevant Cabinet Members and report to Scrutiny Committee including consideration of establishing an informal Member working group
9. Through this approach, to evaluate and make strategic recommendations that will support the councils Medium Term Financial Plan and transformational ambitions, while ensuring the future vision for enforcement activity and associated engagement is in line with the needs and aspirations of communities.
10. To ensure all stakeholders, including the Chief Executive, Leader and Cabinet Member are regularly engaged in the strategic review. Effective engagement with the teams within the remit of this review, local members, members of the community, partners, and others in line with the councils Consultation and Engagement Framework will also be instrumental throughout.
11. To present a series of recommendations for member consideration in early 2024.

### **Project team - officer membership:**

The service review will have strategic oversight from the Corporate Director for Environment and Economy, with a core project team comprising officers from:

- Public Protection, Community and Leisure Services - namely Environmental Health and Community Safety
- Infrastructure – namely Civil Parking Enforcement and Waste & Recycling
- Service Improvement and Partnerships – namely Transformation Team with support from Business Improvement Team

### **Member involvement/oversight:**

Relevant Cabinet Members will maintain regular oversight and involvement through engagement with the Corporate Director – Environment and Economy. As the implementation plan and programme monitoring arrangements are identified, clear milestones are to be identified to update key stakeholders from the outset of the service review.

This will include periodic reporting to Scrutiny Committee including consideration of an informal Member working group.

### **Stakeholder engagement:**

The councils' Consultation and Engagement Framework highlights key stakeholder groups that will be engaged with throughout. In addition, further stakeholder groups will be identified through development of an IIA on this service review.

An overview of the stakeholders to be engaged in this review can be found here: [consultation-and-engagement-framework.aspx \(caerphilly.gov.uk\)](https://www.caerphilly.gov.uk/consultation-and-engagement-framework.aspx)

### **Reporting arrangements:**

Reporting arrangements are to be agreed with the Chief Executive, Leader and relevant Cabinet Members to ensure consistency in reporting/scrutiny in line with the wider 'Mobilising Team Caerphilly' service review process. The outcome of the review will be reported to Cabinet which will recommend our enforcement model.