

Enforcement Services Outline Specification

1. The Services to be delivered

- 1.1 To provide the North East Area Council with 2 Environmental Enforcement Officers working 37 hours per week, 52 weeks per year, dedicated to environmental enforcement activity.
- 1.2 The Service will cover the four Wards of the North East Area Council of Cudworth, Monk Bretton, North East and Royston.
- 1.3 The Service to be provided flexibly according to need and to include evenings and weekends with a minimum of 10 hours per week per officer spent working either weekends, or week days before 8am or after 5pm.
- 1.4 There will be no abstractions of the dedicated North East Environmental Enforcement Officers from the North East area.
- 1.5 100% coverage in the event of annual leave, sickness or other leave related absence will be provided by the Service Provider to maintain service delivery.
- 1.6 It is expected that each Environmental Enforcement Officer provided by the Service Provider will proactively issues tickets for littering, parking and dog fouling offences.
- 1.7 Environmental Enforcement Officers must be provided with appropriate mobile communication devices.

2. Duties of the Service Provider's Environmental Enforcement Officers

To target problems of littering, dog fouling and parking enforcement within the North East Area. This will include proactive patrolling based on intelligence profiles provided by the members of the Area Council, the Area Matrix Management Team (which is chaired by the North East Area Council Manager) and the Council's Community Safety Enforcement Service. The Tasking Officer (from the Council's Community Safety Enforcement Service) will deploy and review the work of the Service Provider's Enforcement Officers based on this intelligence.

The Service Provider's Enforcement Officers will patrol priority areas and robustly enforce against any offences witnessed by issuing a fixed penalty notice.

Fixed Penalty Notices or Penalty Charge Notice will be issued in all circumstances where an offence has been witnessed or established.

Where littering is observed from vehicles, registration numbers will be taken and passed to the Council's Community Safety and Enforcement Service, along with a witness statement to allow for the serving of a Fixed Penalty Notice.

The Tasking Officer, on behalf of the Service Provider, will provide verbal updates to the Area Matrix Team regarding emerging problem areas or trends.

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At least 85% of contracted time is to be spent out of the office either patrolling or on targeted operations linked to litter, dog fouling and parking enforcement.

BMBC enforcement uniforms (to be provided free of charge) with relevant authorities and insignias must be worn, unless plain clothes operations are being undertaken.

The Service Provider's Enforcement Officers will maintain a pocket notebook which will be kept up to date and will be the subject of periodic checking by the Tasking Officer.

For 1 hour at the end of each working week, the Service Provider's Enforcement Officers will be required to complete a weekly report sheet detailing activity and outputs for the week. This will include reference to:

- Overall patrolling hours by Ward
- Number and Locations of Litter Specific Operation
- Number and Locations of Dog Fouling Operations
- Number and Locations of Parking Operations
- Number locations and type of other activity
- Number of Littering FPNs
- Number of Dog Fouling FPNs
- Number of Parking PCNs
- Other Activity

3. Other Contract Details: Partnership Working

The Service Provider should establish and maintain close working relationships with active local resident groups to build intelligence networks and to improve personal levels of responsibility.

The Service Provider will ensure good liaison with other services operating in the North East Area. This will be co-ordinated via the Area Matrix Management Meetings and the Council's Community Safety and Enforcement Service. The Service Provider's Environmental Enforcement Officers will work alongside other partners and commissioned services on joint operations.

The Service Provider and the Council's Community Safety and Enforcement Service will work with the Area Team to identify opportunities for reparation work to be undertaken in the North East Area so that justice can be seen to be done locally.