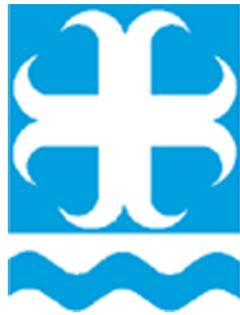


SEFTON COUNCIL



OVERVIEW AND SCRUTINY

**(Effectiveness of the Council's Enforcement
Activity Working Group)**

MEMBERSHIP

Councillors Booth, Dowd, Michael O'Brien, Pullin, John Sayers and Roche

TERMS OF REFERENCE AND OBJECTIVES

The Overview and Scrutiny Committee (Regeneration and Skills) has agreed to establish a Working Group to review the topic of the Effectiveness of the Council's Enforcement Activity. The range of enforcement activity undertaken by the Council is very wide and the enforcement or regulatory activity itself generally falls within the scrutiny remit of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services). The Working Group will therefore particularly focus on the potential and actual impact of the Council's enforcement activity on regeneration and skills within the borough. This is likely to lead to the Working Group focusing on those areas of enforcement activity though to have most potential or actual impact.

In the context of the Council's activities, the purpose of enforcement activity is generally to secure compliance with specific requirements and standards considered necessary or desirable by society. These requirements and standards may impact on everyone (e.g. air quality, consumer protection, planning and building controls etc.) or specific groups (e.g. employers, employees, parents of school children etc.).

Enforcement is only one of the tools available for securing compliance, and in determining effectiveness of enforcement activity the Working Group may need to consider how well other tools are or could be applied, including: Education (promoting and encouraging compliance through an understanding of the benefits and consequences of compliance/non-compliance, e.g. road safety campaigns); and Engineering (designing the environment or processes to make compliance the default option and/or make non-compliance more difficult, e.g. highway speed bumps).

It will be necessary for the Working Group to explore:

- The range of enforcement activity the Council is responsible for;
- The purposes of the enforcement activity;
- The nature of any potential and actual impact (positive or negative), from the enforcement activity, on regeneration and skills;
- How effectively the impact is or can be managed, to either minimise and/or mitigate any negative impact or maximise positive impact on regeneration and skills.

To review the topic of the Effectiveness of the Council's Enforcement Activity, considering:

- Current Sefton enforcement policies and practise
- Areas of good practise within the Council
- Good practise within other local authorities or similar organisations
- Areas for improvement within the Council's policies and practise
- Recommendations for improving the Council's policies and practise

METHODS OF ENQUIRY

Dependent upon the refined scope of the review, to include:

- Analysis of current Sefton practice
- Desktop research into practise elsewhere
- Witness interviews with officers, stakeholders, experts and other organisations
- Possible site visits / conference calls with experts and other organisations

TIMESCALES

To Commence in November 2018

To be Completed in June 2019

OFFICER SUPPORT

Lead Officer: Peter Moore (Head of Highways and Public Protection) and Andrew Walker (Head of Locality Services)

Democratic Services Officer: Paul Fraser

OTHERS WHO WILL BE INVOLVED

The review is likely to involve the following witnesses and sources of information / advice:

- Council officers
- Key Stakeholders
- Experts and representatives from other Councils or similar organisations

ARRANGEMENTS FOR REPORTING TO CABINET/COUNCIL

Timetable of committees, link into the planning chart, type of report/minute

PLANNING CHART

The Planning Chart is an example of the way reviews could/should be planned.

It is recommended that realistic time frames in which to carry out tasks should be considered including possible delays for public holidays and Council business. Effective planning suggests that more planning time be built into the chart.

Activity	MONTH							
	November / December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019
Scoping								
Consider Documents								
Witnesses								
Site Visits								
Initial Findings								
Draft Report								
O&S Cttee Considers								
Submit to Cabinet (if appropriate)								

Ten Step Process Flow Chart

Committee agrees Working Group membership and appoints Chair / Lead Member

Working Group complete scoping document determining terms of reference & timetable.

Working Group submit scoping paperwork to the Overview and Scrutiny Committee for approval.

Background research undertaken and evidence collected.

Working Group meet to determine questions they wish to ask witnesses.

Working Group make any necessary visits & additional evidence obtained.

Witness hearings take place & responses written up by support officer.

Working Group review headings for the final report.

Working Group and support officer draft final recommendations and approve final report.

Overview and Scrutiny Committee receives final report and recommendations and how they should be taken forward.

