

Appendix 1 – Field Officer Functions

SERVICE	FUNCTIONS TASKING AND REFERRALS	
	Key:	EXISTING FUNCTION
		NEW FUNCTION
1. Regulatory Services	FUNCTIONS	
	Disconnection of vehicle and premises alarms	
	Investigation and abatement of noise in the street	
	Initial response and investigation to residential noise complaints	
	Investigation and abatement of all commercial and domestic bonfire complaints	
	Investigation and abatement of all commercial and domestic dust complaints	
	Investigation and abatement of waste on private land inc noxious matter on private land	
	Investigation of blocked commercial drains and commercial drains in disrepair	
	Enforcement of taxis over/illegal ranking	
	Street Trading Enforcement only inc markets and mobile vehicles * not issue licences **	
	Dog Control Order Enforcement : where failing to remove dog faeces; NB : Currently delivered by 3GS – but normal officer hours only.	

	Dog Control Order Enforcement : not keeping a dog on a lead; not putting, and keeping, a dog on a lead and permitting a dog to enter land from which dogs are excluded;
	To change NO2 tubes monthly.
2. City Parks	
	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.
	Out of Hours - improving behaviour and issue PSPO's. There is some incidental work by rangers
	Out of Hours – Tents. Currently rangers are working on this but this is a rapidly growing issue
	Out of Hours - Respond to initial queries and answering questions on Tree Preservation Orders (TPO) and Conservation Orders through checks on planning portal
3. Housing Management	FUNCTIONS
	Carry Out Estates Inspections and follow up .
	Investigating boundary disputes
	Intelligence gathering on ASB and drug related behaviour and community reassurance liaison
4. Private Sector Housing	FUNCTIONS
	Gather evidence from Third Parties regarding tenancies, ownership and managing agent details of properties that may require an HMO Licence. Check planning register if property requires planning permission under Article 4 or it has 7 or more tenants, if so, report to Planning Investigations. Report alleged HMO to PSH Inbox.

	On the request of a Third Party gather photographic Evidence of overgrown gardens and rubbish in gardens. Send to PSH Inbox and issue Tenants with ASB Letter. If rubbish is on pavement, report to City Clean.
	On the request from a third party, if applicable, record noise, issue tenants with ASB Noise Letter and report to PSH Inbox and Noise Team.
5. Planning Enforcement	FUNCTIONS
	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.
	When building work commences, check the history and contact the developers to make them aware that their conditions should be discharged (New digital solution)
	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
	Estate Agent Boards enforcement
	Initial assessment and evidence gathering for alleged unauthorised signage.
	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.
	Display of site notices relating to planning permission
	TASKING AND REFERRALS
	General site visits to gather information for Planning Enforcement Officers relating to enforcement cases (photos, measurements, talking to residents)

	Serve section 16 to gather information relating to ownership and share information with all teams
6. Travellers	FUNCTIONS
	Dealing with trespass on council owned land (other than travellers) - e.g. rough sleepers and tourists in tents Removal of Tents in Public Spaces located in public spaces. Not just PSPO. NB: Not citywide, not 7 days a week
	OUT OF HOURS Dealing with PSPO breach out of hours NOT TO BE DONE DURING WEEK UNNECESSARY DUPLICATION WITH TRAVELLER TEAM
	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 NOT TO BE DONE DURING THE WEEK UNNECESSARY DUPLICATION
7. Seafront Office	FUNCTIONS
	Remove illegal traders from the upper/lower promenade
	Seafront commercial premises not managing their waste
	PSPO work
8. Community Safety	FUNCTIONS
	Existing low level ASB interventions that the team would ordinarily be involved in
	new low level ASB work that we can't get to at the moment
	TASKING
	Tasking on complex cases
9. Highways	FUNCTIONS

	Abandoned bicycle tagging/photographs no follow up enforcement back to team
	Evidence gathering Overgrown Vegetation photographs only. Enforcement back to team
	PSPO Prohibitions :
	1. Occupying any vehicle, caravan, tent or other structure
	2. Driving any vehicle on grass
	3. Littering or fly tipping
	4. Lighting or maintaining a fire
	5. Defecating or urinating

