
**Decision Session - Cabinet Member for Crime
and Community Safety**

5th July 2011

Report of the Director of Communities and Neighbourhoods

The Scope for the Review of Community Based Roles

Summary

1. The purpose of this report is to define the scope for the review of community based roles within the council. These roles are defined as roles which require community liaison, monitoring or investigation of community based issues and the enforcement of legislation.
2. The report also aims to set out the approach which will be adopted to carry out the review and describes the desired outcomes following implementation.

Background

3. During the 11/12 Service Reviews carried out by CANS staff, it was apparent that there were a number of overlapping activities carried out by community and enforcement officers within one directorate. As a result a saving of £67k was attributed to the review by improving the deployment of resources.
4. In conjunction with this, the Neighbourhood Management Unit is currently being restructured, and will provide a function capable of leading York's response to the Localism Bill. This will be done by co-ordinating the activity with partners, communities and volunteers and by developing and delivering against community contracts, following the successes of the Area Based Working pilot
5. This has resulted in the need to review all roles within the organisation that monitor and enforce legislation within the community to maximise efficiencies and support the new NMU model.

Consultation

6. Consultation for this report has been carried out with Head of Environmental Enforcement and Parking Services, the Head of Neighbourhood Management Unit and the Head of Environmental Health and Trading Standards to pull together an initial scope for the review. Further consultation will be carried out during the review with other relevant

service areas.

Proposed Outcomes and Principles

7. The review will be based on a number of principles and proposed desired outcomes that will shape the structure of the resulting organisation.
8. The community based and enforcement roles will dovetail with the new proposed model for the Neighbourhood Management Unit to deliver the needs of the local community through partner engagement and by working closely with residents, volunteers and the 3rd sector. In doing so communities will be involved and empowered to determine and deliver local solutions to respond to their changing needs, which in turn will redefine the street based services to be delivered by the Council.
9. Communities will be safe and respectful and in turn treated fairly with street based staff acting as the eyes and ears of the community, whilst enhancing the environment and providing guidance.
10. Community based service delivery will be more joined up and simplified to bring consistency and removal inefficient activities and duplication by means of smarter working across partnerships.
11. Enforcement of legislation across the services will be unified to deliver a consistent approach, with the necessary skills appropriately placed to carry out the tasks.
12. Staff will be provided with clear responsibilities and objectives to enable a more flexible workforce which will work effectively cross organisational boundaries.

Scope

13. There are a number of roles across the organisation that support the community in many different ways; delivering a service, inspecting the environment, enhancing the environment, providing guidance, co-ordinating activity, investigating issues for the community and enforcing legislation.
14. Following an initial appraisal of roles that fulfil a level of presence within the community, within the CANS directorate are described in Annex A and are under consideration for this review. Additional roles may be identified as the review progresses.

Approach

15. To identify potential overlaps and duplication across the community based roles and their respective departments; we must first investigate the primary responsibilities as defined in the job descriptions and the ability for them to be combined and generic roles to be defined. Within

this any statutory requirements will be established to ensure that these functions are not over looked.

16. This will be carried out in parallel with a review of actual functions, their relationships with partners, volunteers, the community and other council staff, along with the need to deliver street based services in a different way to meet the changing needs of the community.
17. During the review an analysis of best practise in local authorities and agencies, where success has been achieved in this area, will be carried out to learn and develop tried and tested models that will meet the needs of the City of York.
18. Once the review has been carried out models to support the new organisational requirements will be brought to a future Cabinet Member decision session prior to implementation the HR Transformation process.

Corporate Priorities

19. The review of the community based and enforcement staff will aim to deliver a function that will contribute to the Council priority to Build Strong Communities by developing smarter ways of working and providing a safe environment in which to live.

Implications

- (a) **Financial** – The review aims to achieve financial budget savings of £67k.
- (b) **Human Resources (HR)** - There will be a need for Human Resource support to deliver the review.
- (c) **Equalities** - As part of the review a full equalities impact assessment will be carried out.
- (d) **Legal** - Throughout the review the legal implications of the roles will be assessed to ensure compliance is maintained.
- (e) **Crime and Disorder** - Throughout the review the crime and disorder implications of the roles will be assessed to ensure compliance is maintained.
- (f) **Information Technology (IT)** – As a result of the review there may be implications regarding the implementation of smarter ways of working. However this review will have no ICT implications.
- (g) **Property** – There are no property implications arising from this report.

(h) **Other** - None

Risk Management

20. In compliance with the councils' risk management strategy, there are no risks associated with the information in this report.

Recommendations

21. The Cabinet Member is asked to agree the scope of the review and approve the approach proposed in the report.

Reason: To deliver a new organisational structure to deliver street based and enforcement functions.

Contact Details

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	Report Approved	<input checked="" type="checkbox"/>	Date 20 June 2011
Specialist Implications Officer(s) <i>None.</i>			
Wards Affected: <i>List wards or tick box to indicate all</i>			All <input type="checkbox"/> <i>tick</i>
For further information please contact the author of the report			

Background Papers:

All relevant background papers must be listed here.

None

Annexes

Annex A – Community Based and Enforcement roles under consideration