

**List of improvements that could be made**  
**Prepared by the Planning Enforcement Officers**

- 1 Principal Enforcement/Appeals Officer  
Avoid inconsistencies  
Time to deal with Enforcement issues when required
- 2 Delegated Reports Authority  
Why Assistant Director and Councillors
- 3 Special Planning Guidance (Adverts, Illumination, Paint Colours)
- 4 Overall/formation of procedures and written processes  
Written agreed procedures and processes that Officers can refer to as to why letters issued when and also taking on board the tone of the letters relating to adverts, LBC and TCA issued
- 5 Dedicated Admin/Support  
Enable understanding of Enforcement process; time to do the logging as per policy, giving support to the Officers
- 6 Re-instatement of the 1 day lost through budget cuts for one enforcement officer  
Loss of 5% resource
- 7 Laptop, broadband, key fob  
Office facilities on the move
- 8 Process for internal consultees (Conservation,) and also Service Level Agreements (SLAs) for other departments e.g. Legal/Property/EPU
- 9 Career Development/Training/Cover for sickness and leave
- 10 Close by parking (as recommended by the Take-away Scrutiny Committee)