

Scoping Report for Scrutiny Committee Review

Review Topic	Enforcement			
Scoping Report to go to meeting on	17 November 2015			
Review to take place at meeting on	To be confirmed			
Review format required at meeting <i>(tick as appropriate)</i>	Written report (to be supplied at least five working days before the meeting)	TBC	Presentation	TBC
Portfolio Holder	Cllr Simon Howell			
Lead Officer	TBC			
Stakeholders	<p>Uttlesford residents and businesses.</p> <p>UDC departments, on whose behalf the Enforcement Team carries out its duties.</p>			

Suggested Terms of Reference	<ul style="list-style-type: none"> • Understanding of the structure of Enforcement within the council • To review how decisions are reached as to when it is appropriate to take action • To review the resourcing of the service • To understand the limitations in law in relation to enforcement, such as the test of expediency • To understand the processes and priorities of the different elements of Enforcement, including planning, licensing and environmental matters
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	<ul style="list-style-type: none"> • To understand how Enforcement works in its wider sense, for example which other agencies are responsible for elements of enforcement • To understand what service agreements/protocols are in place with regard to delivery by outside agencies
Suggested Purpose and/or Objective of the Review	<p>To determine whether Enforcement services are meeting the expectations of the council and stakeholders and whether those expectations are realistic</p> <p>To ensure that Enforcement is being delivered effectively for the benefit of the district</p>
Methodology/Approach	<p>Either:</p> <p>Request a written report and officer attendance at a future meeting to address the agreed terms of reference</p> <p>Or</p> <p>Establish a Task and Finish Group to gather information on the agreed terms of reference, reporting back with recommendations to the committee</p>
Attendees Required	TBC