

Enforcement Implementation Pathway

What	Action	Responsible Officer	Lead Officer	Key Date	Completed Date	Progress
Promotion of the four pillars of enforcement - public value, prevention, intervention, enforcement.	Write Enforcement Development Plan	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	16/03/2022		Draft Enforcement Development Plan written and being reviewed. To be considered on 16 March 2022 Planning Committee
	Review Enforcement Strategy	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
	Review and update website	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
Collaborate with other authorities to form common explanatory templates and signposting	Find a 'trail blazer' with using IDOX and have a discussion.	Interim Director Planning & Building Control	Enforcement Team Leader		11/01/2022	Had discussion with South Staff's council who also use the Enforcement Module. They are some distance behind UDC. However, they have noted that all users of the enforcement module are about the same level of use. A big investment needs to be made by all authorities
	Undertake template training	Interim Director Planning & Building Control	Enforcement Team Leader	17/02/2022		Template training organised for 16 and 17 Feb 2022.
	Review templates and update as required	Interim Director Planning & Building Control	Enforcement Team Leader	31/03/2022		Will be done after the training is complete.
Promote common explanatory templates UDC website and through other media.	Create FAQs	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		FAQ's will emerge as part of the Enforcement Development Plan.
Enlist the support of stakeholders as a communication channel on high-profile cases and keep Members and Clerks informed of progress	Improve communication with stakeholders	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
Report on the work of the team including success, prevention, issues and long running complaints	Provide regular updates of case numbers etc to Members	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		

Develop and promote training about enforcement procedures, ethos, limits of powers	Provide regular training to Parish/Town Councils and Ward Members	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader			
Manage community expectations	Write Development Plan	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		Draft written and being reviewed. This will go to Planning Committee to launch consultation. Expected in March 2022.
	Review acknowledgement letter	Interim Director Planning & Building Control	Enforcement Team Leader	31/03/2022		This will ensure that community expectations are managed.
	Set date and send invites to Parish Forum.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	29/03/2022		Calendar invite sent
	Attend a Parish Forum during the consultation of the Enforcement Development Plan.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	29/03/2022		Calendar invite sent
Triage of requests to investigate.	Review the priorities set out in the Planning Enforcement Strategy	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		Links directly to the Enforcement Development Plan
	Review Internal procedures/notes etc	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		Links directly to the Enforcement Development Plan
Improve efficiency by creation and use of document templates	Review templates and update as necessary	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
Formal confirmation of decisions made following investigations to those who requested the investigation	Review system and process / procedures.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
Manage vexatious complainants. Consider inter agency case reviews, and other approaches		Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		

Promote greater resilience in the enforcement team	Investigate whether Career grades are appropriate.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
	Ensure continual training is undertaken	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
	Fill vacant post	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader		09/09/2021	
	Investigate additional support whilst implementation of Review is taking place.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader		Mid-Feb	Officer due to start end Feb 2022
	Review lone working	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
	Investigate whether apprenticeship scheme is appropriate	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	31/03/2022		
	Invest in and use the enforcement module which is part of the councils existing planning processing system.	IDOX consultancy day 1	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	18/04/2022	
IDOX consultancy day 2		Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader	16/05/2022		
Participate in audit		Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader			Audit complete, report being finalised by the team.

Establish an Enforcement Register	Check the current register and amend as required.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader		31/12/2021	Register has always been available. Information not required for the register has been stripped away to improve accessibility for solicitors completing searches and for customers.
Data cleansing	Identify all referrals which were transferred from the old system incorrectly. Extract Enforcement Notices and close.	Interim Director Planning & Building Control	Development Manager & Enforcement Team Leader		24/01/2022	In excess of 1000 cases were identified. Enforcement Notices were extracted.