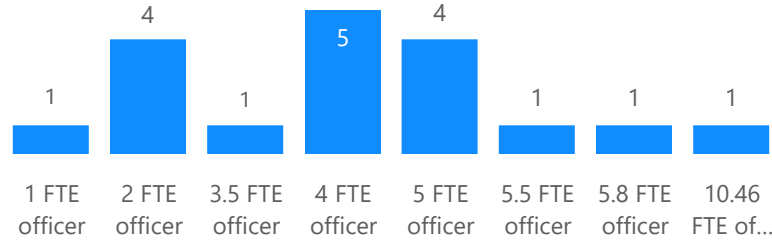


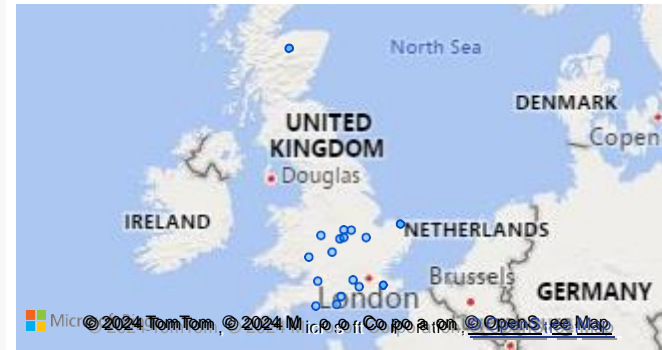
18

Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



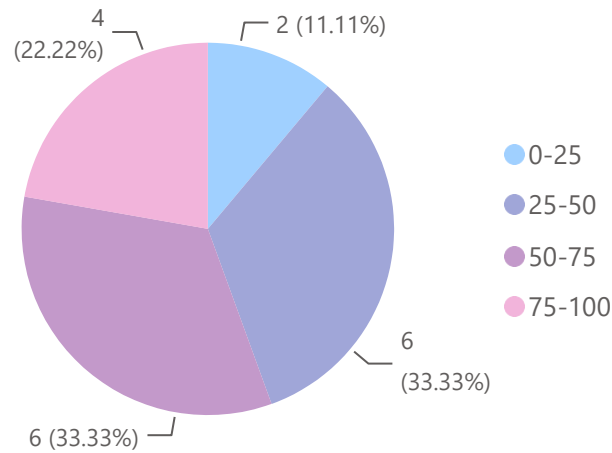
Location of Council/Authority of Response

- South Staffordshire District Council
- Guildford Borough Council
- Peterborough City Council
- Melton Borough Council
- Herefordshire Council
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- North Norfolk District Council
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- Cairngorms National Park Authority
- Dorset Council
- Wokingham BC
- maidstone

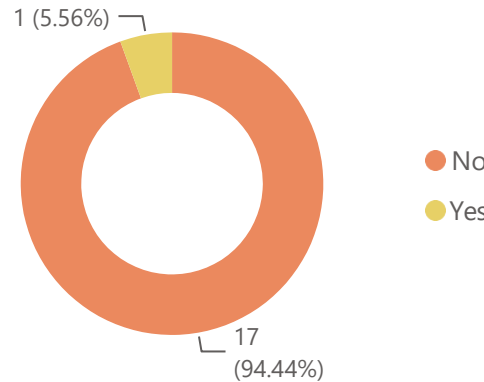
Question Section

- Case Load
- Enforcement Enquiries
- Enforcement Prosecutions and Appeals
- Complaints
- KPI's/Reporting
- Skills and Training
- Guidance to Public/Enforcement Register

What is the average number of cases a full-time officer has assigned to them (assigned groups)?



Do staff have a maximum caseload amount?



Please note the maximum caseload amount a FTE staff member would be assigned.

target of 50 per enforcement officer

1

What is the current structure of your enforcement team?

Value

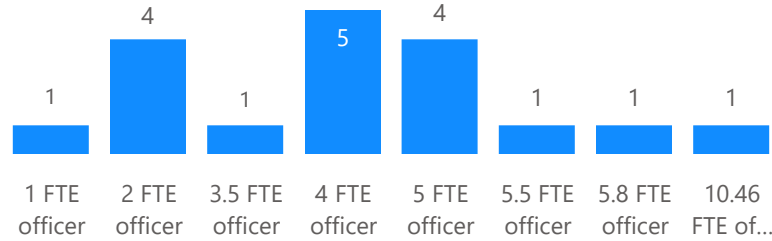


- 1 Compliance and Legal Officer + 2 Enforcement Officers -> Enforcement Manager
- 1 Manager, 3 Seniors, 5 Officers, 3 assistants
- 1 Team Leader
- 2 Planning Enforcement officers
- 1 Trainee Planning Enforcement officer
- 1 Conditions Monitoring officer
- 1 x Planning Enforcement Officer
- 1 x Planning Enforcement Technical Officer
- 1 x Team Leader and 3 x Enforcement Officers
- 1 x Team Manager
- 1 x Senior Enforcement Officer
- 2 x Planning Enforcement Assistants
- 2 x Monitoring and ENforcement (Minerals and Waste) Officers
- 3 X Enforcement Officers > 2 Senior Planners > Planning Manager (Performance, Appeals and Enforcement)

18

Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



Location of Council/Authority of Response



Question Section

Case Load

Enforcement Enquiries

Enforcement Prosecutions and Appeals

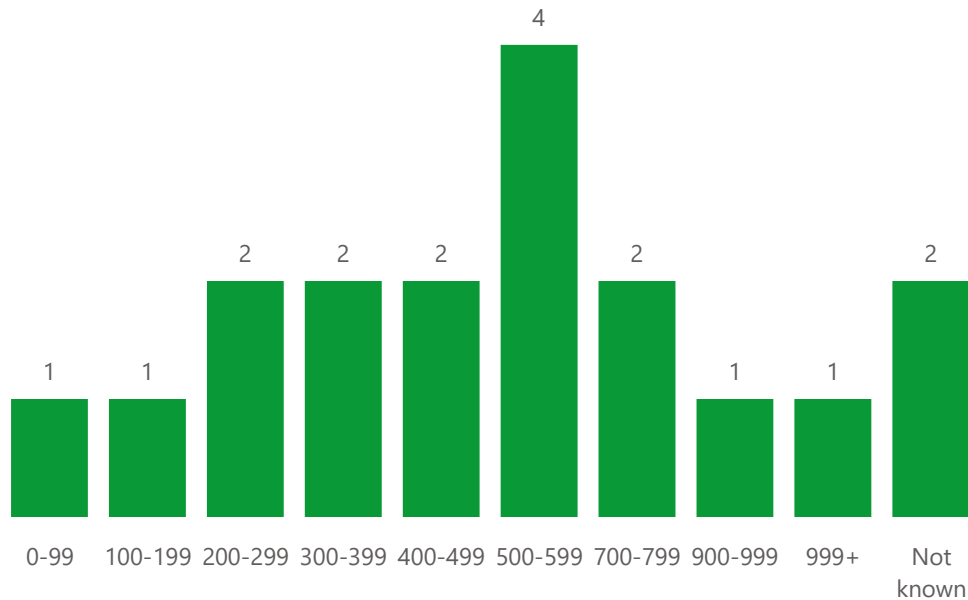
Complaints

KPI's/Reporting

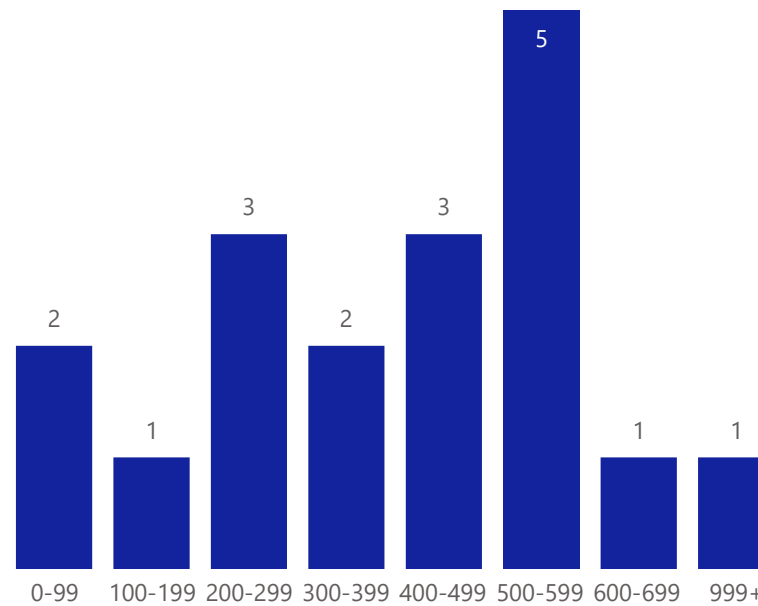
Skills and Training

Guidance to Public/Enforcement Register

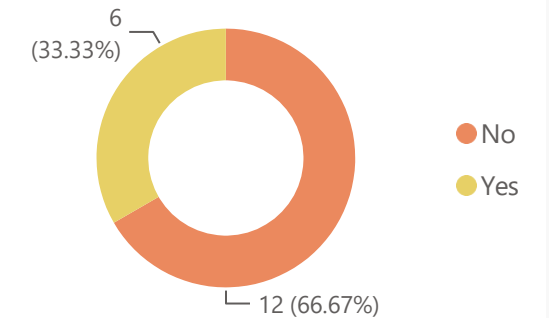
How many enforcement enquiries did you receive in the 22-23 financial year?



Of these, how many were logged as enforcement cases?



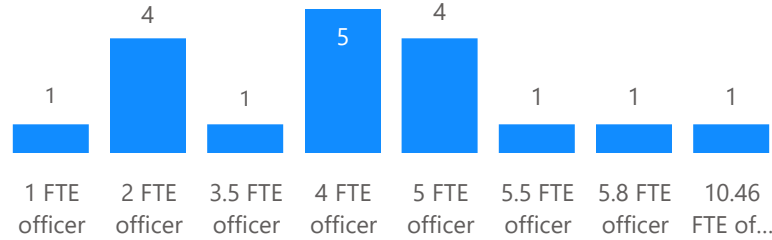
Did any of these enforcement cases lead to prosecution?



18

Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



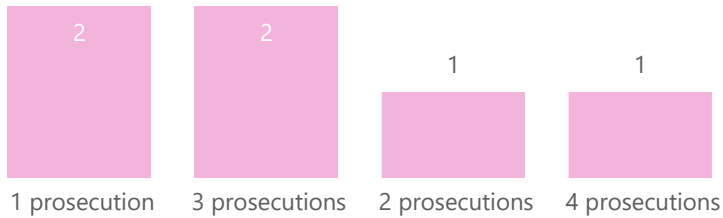
Location of Council/Authority of Response



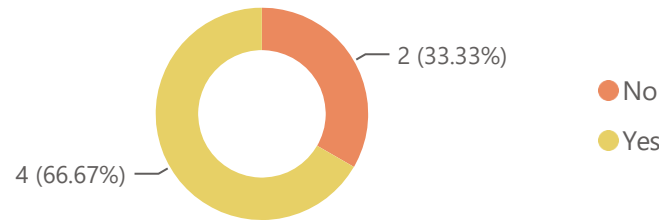
Question Section

- Case Load
- Enforcement Enquiries
- Enforcement Prosecutions and Appeals**
- Complaints
- KPI's/Reporting
- Skills and Training
- Guidance to Public/Enforcement Register

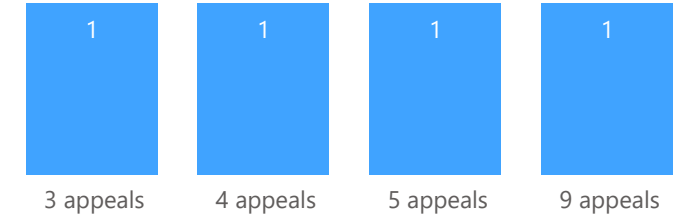
Please note how many enforcement prosecutions your Council dealt with in the 22-23 financial year?



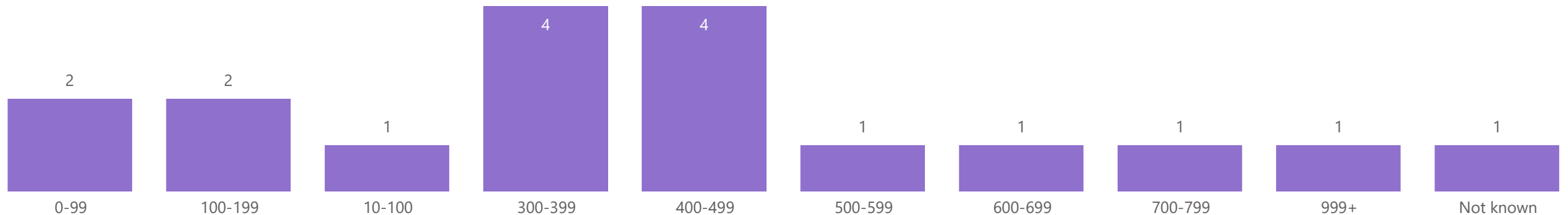
Did any of the cases lead to appeals?



Please note how many enforcement appeals your Council dealt with in the 22-23 financial year?



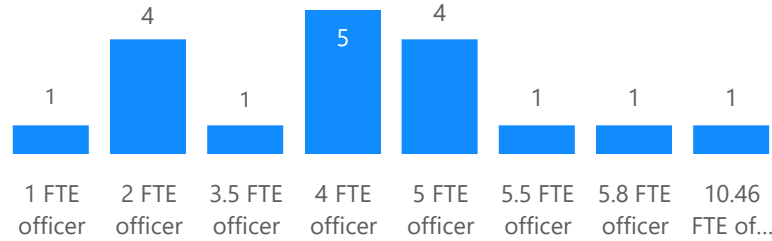
How many enforcement cases were closed in the 22-23 financial year?



18

Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



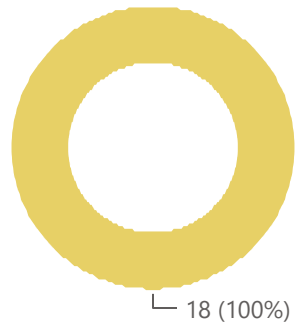
Location of Council/Authority of Response



Question Section

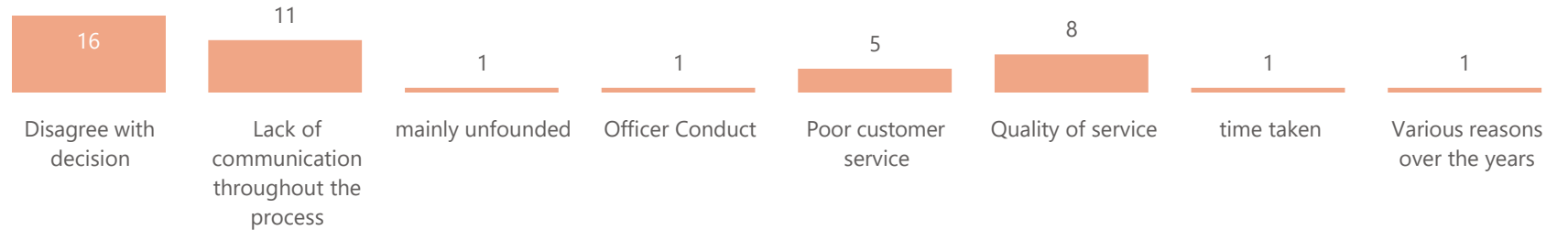
Case Load	Enforcement Enquiries	Enforcement Prosecutions and Appeals	Complaints	KPI's/Reporting	Skills and Training	Guidance to Public/Enforcement Register
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Do/have you received formal complaints as a result of enforcement cases?

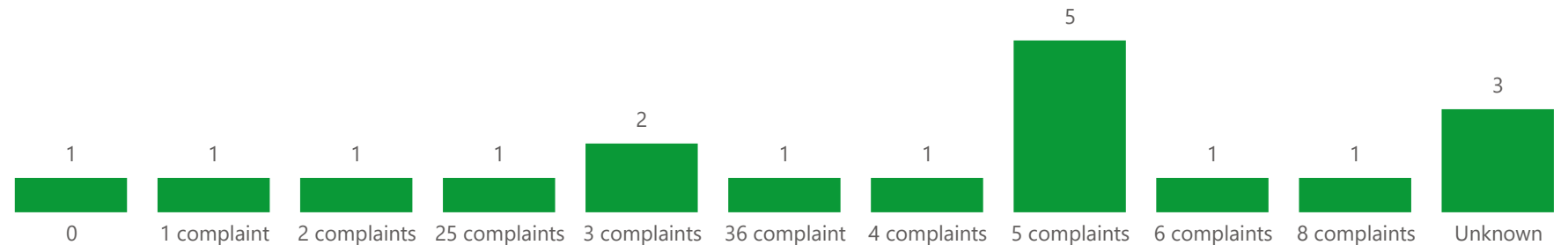


● Yes

What does this include?



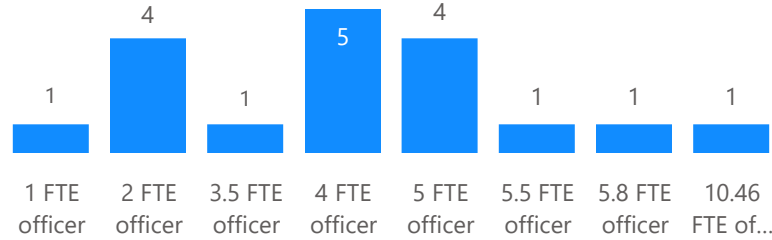
How many formal complaints did you receive in the 22-23 financial year relating to planning enforcement matters?



18

Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



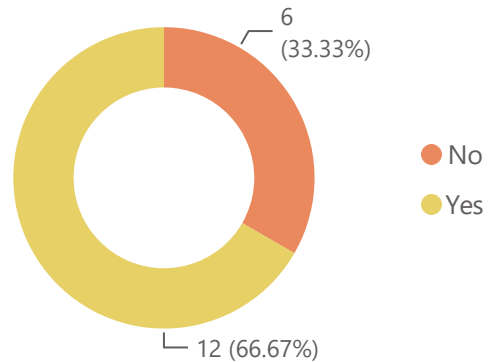
Location of Council/Authority of Response



Question Section

Case Load	Enforcement Enquiries	Enforcement Prosecutions and Appeals	Complaints	KPI's/Reporting	Skills and Training	Guidance to Public/Enforcement Register
-----------	-----------------------	--------------------------------------	------------	------------------------	---------------------	-----------------------------------------

Do you have KPIs or metrics that are used to measure performance against organisational objectives?

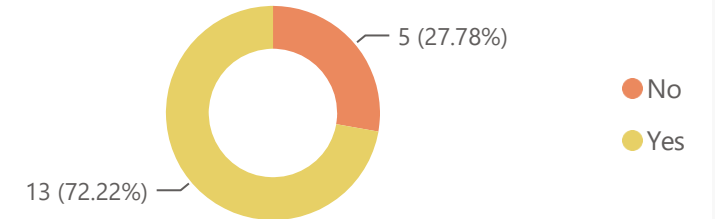


Please provide examples of KPI's/metrics.

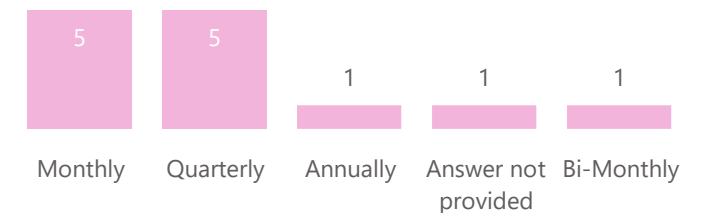
Value

- Using system to look at number of cases opened vs closed for teams / individuals as well as charts showing number of notices, prosecutions & appeals.
- update comp within 3 working days, do site visit within 10 working days and update the comp within 15 working days
- time taken to undertake visit
- time taken to ack receipt of allegation plus govt PS1/PS2
- Site visits carried out within;
 - P1 Within 1 working day
 - P2 Within 10 working days
 - P3 Within 20 working days
 - P4 No target date
- Conclude cases within;
 - P1 Within 30 working days
 - P2 Within 90 working days
 - P3 Within 45 working days
 - P4 Within 45 working days

Is there regular reporting of enforcement outcomes/statistics to Senior Management?



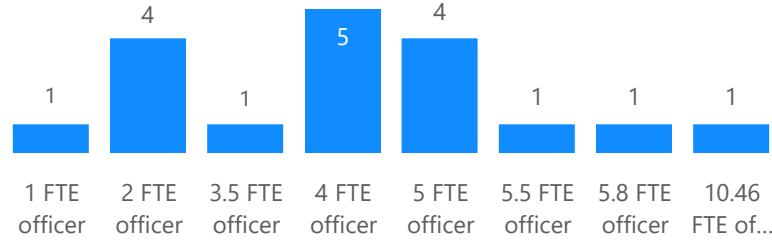
Please note how often, and what, is reported to Senior Management.



18

Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



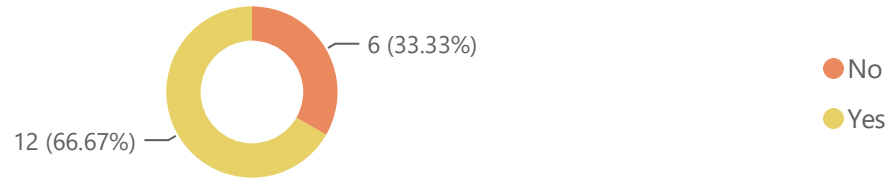
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- New Forest National Council
- Cairngorms National Park Authority
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- Herefordshire Council
- Dorset Council
- Stratford upon Avon District Council

Question Section

Case Load	Enforcement Enquiries	Enforcement Prosecutions and Appeals	Complaints	KPI's/Reporting	Skills and Training	Guidance to Public/Enforcement Register
-----------	-----------------------	--------------------------------------	------------	-----------------	----------------------------	-----------------------------------------

Do staff require specific skills, certifications, or qualifications to be applicable for an enforcement officer role?

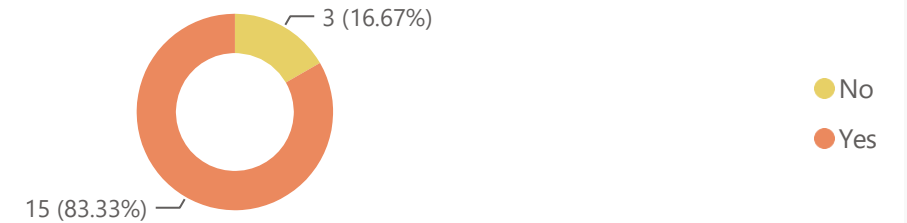


Please note what skills, certifications, or qualifications which are necessary for applicants.

Value

- degree level qualification
- Effective communication / negotiation skills. Ability to interpret plans and legislation.
- Investigation and / or planning experience.
- investigation skills
- No certifications or qualifications essential but previous experience in planning is preferable and transferable skills required.
- Normal skills associated with enforcement and monitoring process

Do you offer the enforcement team further training in addition to any mandatory training?



Please note any additional training offered to the enforcement team.

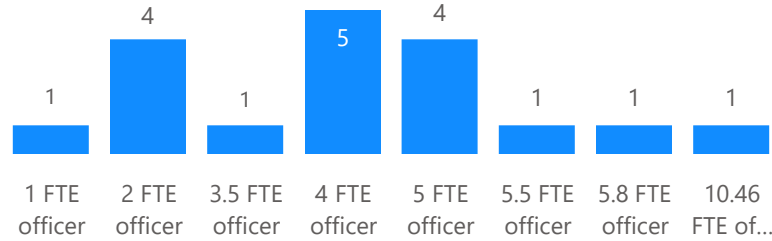
Value

- access to attend accredited RTPi / NAPE courses / PACE / RIPA etc.
- Anything related to enforcement
- certified course in enforcement now run by Ivy Legal
- Courses run via Ivy Legal mainly but other providers used too.
- I have supplied training locally and nationally covering enforcement powers, basic investigation best practice, cautions, interviews and management oversight
- ILM Level 3 and various IVY Legal Courses

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Responses

How many full-time equivalent officers do you currently have within the Planning enforcement team, who are actively involved in enforcement investigations?



Location of Council/Authority of Response



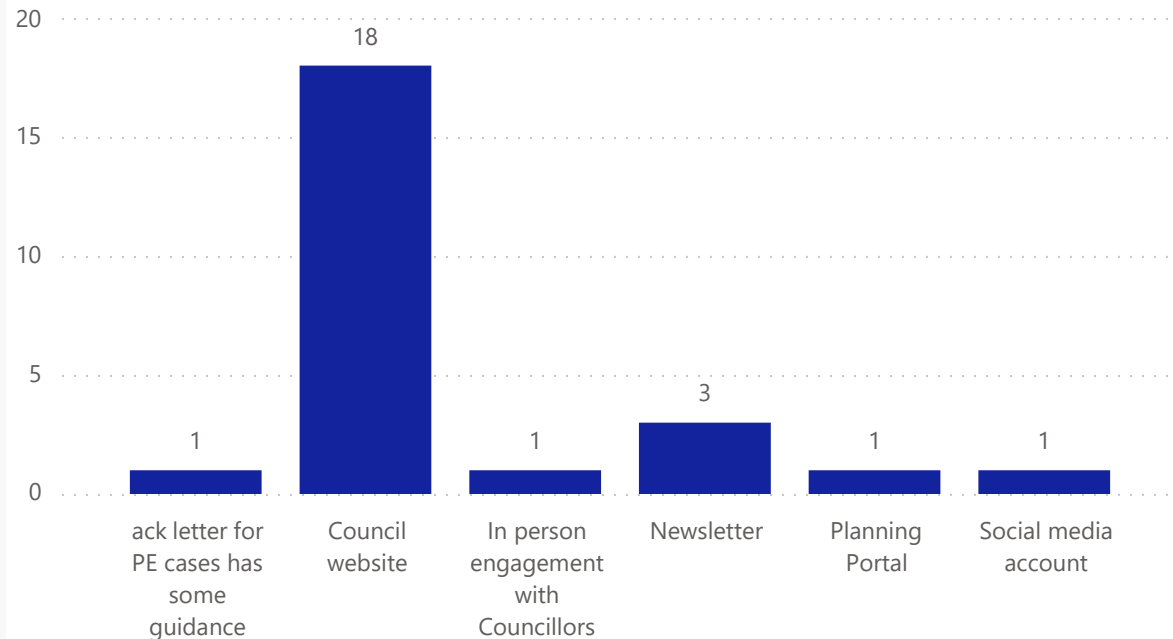
Location of Council/Authority of Response

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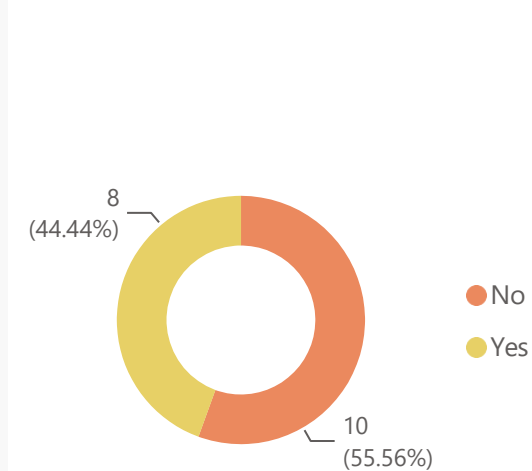
Question Section

Case Load	Enforcement Enquiries	Enforcement Prosecutions and Appeals	Complaints	KPI's/Reporting	Skills and Training	Guidance to Public/Enforcement Register
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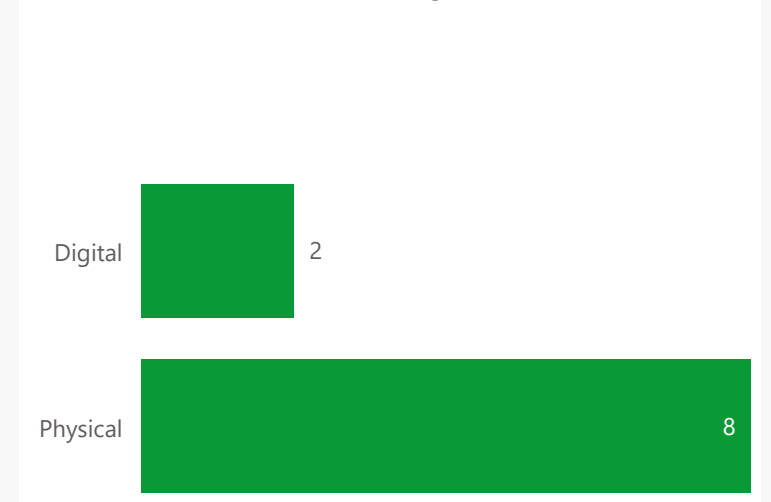
What methods are currently used to provide guidance to the general public .1



Is your enforcement register accessible online?



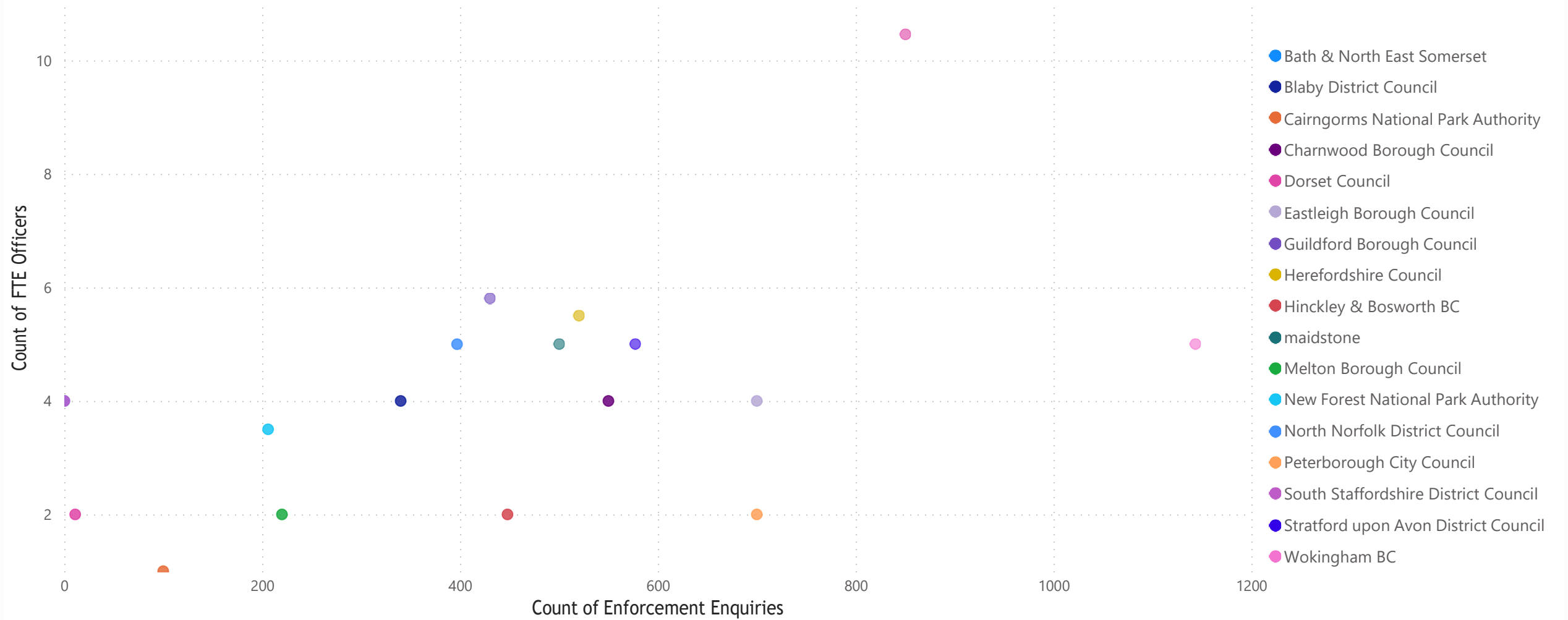
Please note what format the register is available.



Question Section

- Case Load
- Enforcement Enquiries
- Enforcement Prosecutions and...
- Complaints
- KPI's/Reporting
- Skills and Training
- Guidance to Public/Enforcement..
- Enforcement Enquiries by Authority
- Closed Enquiries by Authority

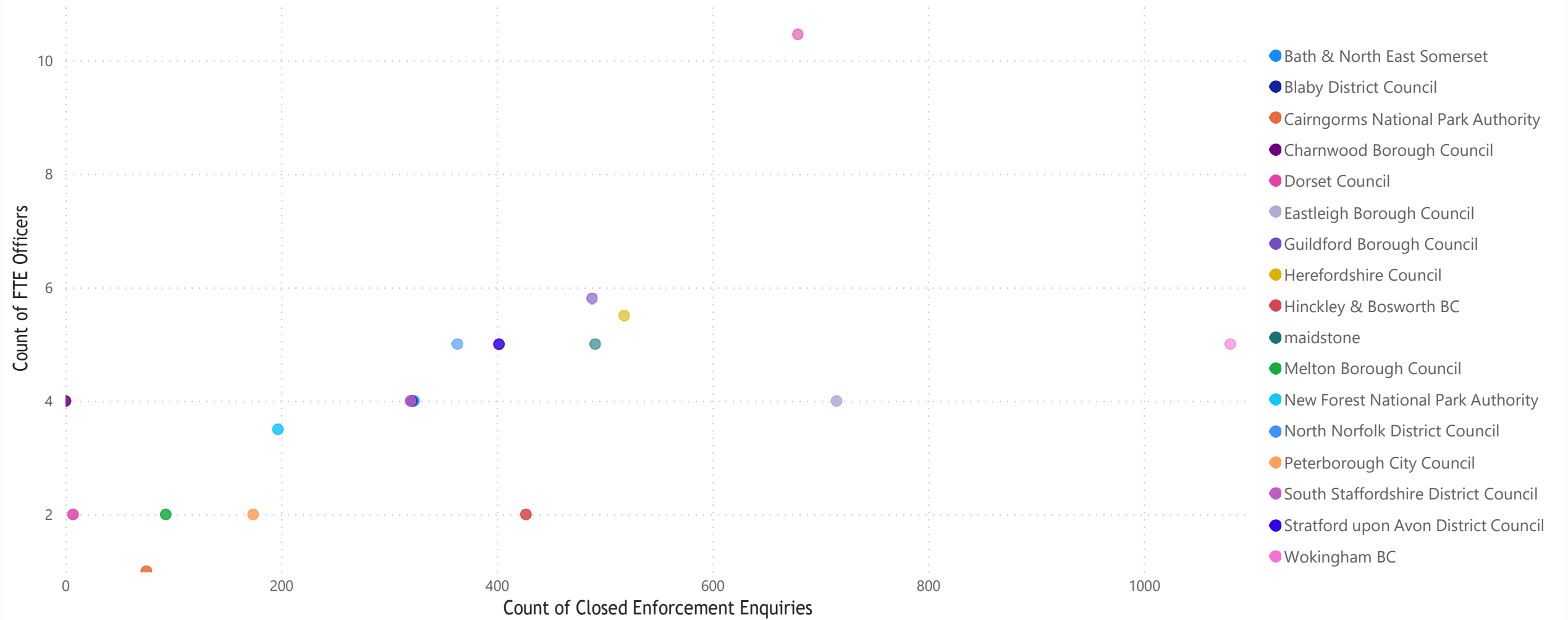
How many enforcement enquiries did you receive in the 22-23 financial year?



Question Section

- Case Load
- Enforcement Enquiries
- Enforcement Prosecutions and...
- Complaints
- KPI's/Reporting
- Skills and Training
- Guidance to Public/Enforcement...
- Enforcement Enquiries by Authority
- Closed Enquiries by Authority

How many enforcement cases were closed in the 22-23 financial year?



Full Answer Responses

What is the current structure of your enforcement team?

Value



1 Compliance and Legal Officer + 2 Enforcement Officers

->Enforcement Manager

1 Manager, 3 Seniors, 5 Officers, 3 assistants

1 Team Leader

2 Planning Enforcement officers

1 Trainee Planning Enforcement officer

1 Conditions Monitoring officer

1 x Planning Enforcement Officer

1 x Planning Enforcement Technical Officer

1 x Team Leader and 3 x Enforcement Officers

1 x Team Manager

1 x Senior Enforcement Officer

2 x Planning Enforcement Assistants

2 x Monitoring and Enforcement (Minerals and Waste) Officers

3 X Enforcement Officers > 2 Senior Planners > Planning Manager (Performance, Appeals and Enforcement)

Admin Assistant, Technical Enforcement Officer, Senior Enforcement Officer, Planning Enforcement Manager

Development Manager (Enf - Team leader)

4.5 enforcement officers

Enforcement officer

Enforcement officer -> senior enforcement officer -> team manager

Operational Manager, Team Manager, Senior Enforcement Officer, 2 Planning Enforcement Officers

Principal PE Officer (FT), PE/Compliance Officer (FT), PE/Compliance Officer (P/T)

Team Leader - F/T

Senior Planner - F/T

x2 Enforcement Officers (one is a Planner) - F/T

Planning Investigations Officer - F/T

Technical assistant - 21hrs

Team Leader (part-time) - senior enforcement officer - enforcement officer

Team Leader

Senior Planning Enforcement Officer x 2 (one is vacant)

Planning Enforcement Officer x 3

Team leader, two enf officers and one assistant

Please provide examples of KPI's/metrics.

Value



Using system to look at number of cases opened vs closed for teams / individuals as well as charts showing number of notices, prosecutions & appeals.

update comp within 3 working days, do site visit within 10 working days and update the comp within 15 working days

time taken to undertake visit

time taken to ack receipt of allegation

plus govt PS1/PS2

Site visits carried out within;

P1 Within 1 working day

P2 Within 10 working days

P3 Within 20 working days

P4 No target date

Conclude cases within;

P1 Within 30 working days

P2 Within 90 working days

P3 Within 45 working days

P4 Within 45 working days

Priority one cases - visit within 1 day and update complainant within 1 day - 95% KPI

Priority two cases - visit within 10 days and update complainant within 1 day - 90% KPI

Planning Compliance Performance (Cal year)

*Total number of enforcement cases received

*Enforcement cases closed within 8 weeks if no breach found (% Target 80% within 8 weeks)

*Acknowledgement of enforcement complaints (% Target 80% within 3 working days)

*Enforcement site visits carried out within 10 days of agreement (% Target 80% within 10 days)

Number of enforcement cases on hand (target less than 180)

Acknowledge complaint within 3 working days. Initial site visit / assessment within 15 working days.

80% of cases investigation is complete within 12 weeks of case being logged (investigation complete means that it has been established if a breach of planning control has occurred and next action has been communicated to subject of the complaint).

5 PCNs for 2023-2024 period .

1 - Ensure that complainants are acknowledged within the agreed timescales of the Planning Enforcement Policy. (3 working days)

2 - Ensure that the first action (assessment/site visit) of alleged breaches are being undertaken within the agreed timescales of the Planning Enforcement Policy (10 working days)

3- Ensure that complainants are informed of the Council's initial findings within the agreed timescales of the Planning Enforcement Policy. (15 working days from registration)

% of site visits conducted within agreed timelines (linked to priority)

% of files acknowledged within three working days.

We also monitor the % of appeals allowed, number and type of notices served and the number of cases opened and closed but these are not reported.

Full Answer Responses

Please note what skills, certifications, or qualifications which are necessary for applicants.

Value



degree level qualification

Effective communication / negotiation skills. Ability to interpret plans and legislation.

Investigation and / or planning experience.

investigation skills

No certifications or qualifications essential but previous experience in planning is preferable and transferable skills required.

Normal skills associated with enforcement and monitoring process

Planning degree/qualification for TL and Senior Planner.

Planning degree/qualification for Planning enforcement Officer (but experience counts in the absence of qualifications).

Investigating Officer - investigating skills, planning knowledge or experience (desirable)

Previous experience and GCSE

RTPI and Masters for Enf Officer at senior level and above

Senior Enforcement Officer and Planning Enforcement Manager, are required to hold a formal certification in planning enforcement.

Staff are going through certificate with Ivy legal.

We have career graded roles. Enforcement Officer level requires a degree in a planning or relevant subject.

Please note any additional training offered to the enforcement team.

Value



access to attend accredited RTPI / NAPE courses / PACE / RIPA etc.

Anything related to enforcement

certified course in enforcement now run by Ivy Legal

Courses run via Ivy Legal mainly but other providers used too.

I have supplied training locally and nationally covering enforcement powers, basic investigation best practice, cautions, interviews and management oversight

ILM Level 3 and various IVY Legal Courses

in the past Trevor Roberts courses(now closed) and ad hoc events/on line, when funds available.

no budget set aside and financial constraints now apply

Ivy Legal courses

Mallard Training

Eventbright

planning masters course

Masters apprentice course

PACE training, Specific planning enforcement training, NAPE conferences, relevant RTPI training, Ivy Legal training on Planning Enforcement topics.

PACE, RIPA, Certificate in Planning Enforcement, Listed Building Training, TPO training, BNG Training.

RTPI courses and events and other relevant courses as they arise.

RTPI CPD Events and any other training identified by the individual that they feel might be of benefit.

Site Safety, PACE

Team Leader carried out Tuesday training sessions on a fortnightly basis.

Also look for PACE training once a year.

Attend enforcement forum for local government enforcement officers