

Fly-Tipping and Enforcement Working Group
Terms of Reference (Updated October 2019)

1.0 Background

- 1.1 The Fly-Tipping and Enforcement Working Group was created in July 2018 to identify issues relating to fly-tipping and other enforcement activities in Bromley, to implement solutions to address and reduce issues such as fly-tipping, littering and graffiti, and to enforce against highways licensing breaches.
- 1.2 During 2016/17 a Fly-Tipping initiatives project was undertaken with the aim of reducing the levels of fly-tipping in the borough in the short, medium and long term through undertaking a number of operations and campaigns and to catch and prosecute fly-tipping offenders. Activity of that group did not continue in a formal way due to the lead officer leaving the department, however, the aims of that project will be continued through this working group.

2.0 Purpose of the Fly-Tipping and Enforcement Working Group

- 2.1 The proposed outcomes from the working group are:
- Less fly-tipping incidents in the borough / key hotspots;
 - Less graffiti, litter and abandoned vehicles;
 - Less highways offences/breaches of licences;
 - Increased enforcement activity (investigations, prosecution and fines);
 - Improved communication through a targeted Communications Plan;
 - Increased resident satisfaction.
- 2.2 The Group will maintain responsibility for examining, advising and co-ordinating Environment and Public Protection's approach to the following:
- a) Fly-tipping prevention activities
- Identification and delivery of projects to install street infrastructure in known hotspot areas
 1. overhead barriers;
 2. width restrictors;
 3. target hardening;
 - Communications Campaigns
 1. targeted education activities (waste producers and waste carriers);
 2. posters/signage in hotspot areas;
 3. events in hotspot areas;
 4. Website and social media communication (including promotion of Fix My Street as a reporting tool).
- b) Stop and Search Vehicle Seizure operations
- Deliver operations to stop and investigate suspect waste carrying vehicles in partnership with the Police to verify if they have the correct waste carrier licenses / paperwork.

c) Targeted enforcement activities

- Co-ordination of enforcement activities in fly-tipping hot spot areas;
- Targeted enforcement of business activity requiring highways licenses;
- Review of current enforcement policy to ensure it is fit for purpose;
- Determination of the criteria for prosecution (with advice from Legal Services).

d) Performance Monitoring and Management

- Undertake GIS data analysis for fly-tips to map hot-spot areas which will help determine where enforcement projects will be focused going forwards;
- Service review of licensing of highways through benchmarking activities and customer feedback;
- Review of Key Performance Indicators used by the department to measure enforcement activities;
- Reporting of performance to the relevant stakeholders (to include Portfolio Holders and associated PDS committees for Environment & Community Services and Public Protection & Enforcement, LEDNET and other Local Authorities);
- Benchmarking of enforcement activities against other, similar sized local authorities.

Each project delivered to support the outcomes of the group will require a business case and will be assessed for suitability for delivery by members of the Fly-tipping and Enforcement Board (membership details below).

3.0 Financial Resourcing

3.1 Project funding to support the deliverables of the Group will be available from two sources:

1) Current revenue budget (for the delivery of the Environmental Services contracts that currently tackle Street Environment and Enforcement activities); and

2) Members' Initiative Fund for Fly-Tipping prevention - a fund established specifically to tackle fly-tipping, with budget allocation requiring sign off by the Portfolio Holder for Environment and Community Services.

4.0 Membership

4.1 The membership of the **Working Group** must reflect the remit of the group.

4.2 Membership of the group will be reviewed annually (April). Representatives will be asked to accept membership or nominate a replacement.

4.3 Membership of the Board includes:

- o Chairman – Head of Enforcement (Toby Smith);

- Neighbourhood Manager and Street Environment Contract Manager (David Hall);
- Technical Support Team Manager (Jonathan Richards);
- Environmental Campaigns Officer (Jackie Baxter);
- Communications Executive (Andrew Rogers);
- Clerk – A representative of the Performance Management and Business Support Team.

4.4 Associate members of the Working Group will include the Head of Legal Services, Parks Management and Grounds Maintenance Contract Manager, the Head of Performance Management and Business Support and the Assistant Director for Public Protection.

4.5 Membership of the **Fly-tipping and Enforcement Board** (includes:

- Chairman – Assistant Director of Environment (Peter McCready);
- Director of Environment and Public Protection (Colin Brand);
- Portfolio Holder for Environment and Community Services.

The Board will meet as and when required to review and discuss the progress and report on the outcomes of all proposed and ongoing projects. Individual project proposals will be submitted to the Chairman of the Board on an ongoing basis via the Council's approved Business Case template.

4.6 Representation from project partners will be arranged as required.

5.0 Reporting and Enabling Mechanisms

5.1 The Working Group will meet every month for no longer than 1.5 hours.

5.2 Notes and actions from each meeting will be recorded and circulated to the group within 10 days of each meeting. All related documentation will be saved on the Fly-Tipping and Enforcement Sharepoint site.

5.3 The Working Group will submit an annual work programme (Fly-Tipping Action Plan) to DMT for approval.

5.4 The Working Group will provide a quarterly update to DMT, and report by exception.