

EIA Enforcement Actionplan 05/06

Item	Issues	Action required	Lead Officer	Time Scale	Comments/Outcomes	Status
1.	Equality Impact Assessments	Compile programme of EqIA's for 05/6 Enf EIA Actionplans to be linked to service EIA actionplans and review at ESMT/SMT	Usha Parmar	June 05 Ongoing	Services to undertake 2 nd tier enforcement EqIA's. Monitoring	Done Ongoing
2.	Equality Monitoring	Equality monitor proprietor/offender during inspections, capture on databases and cases.	Linda Wacey Keith Weir Mike Kiely	June 05	Gather customer profile data to assess if any adverse impact. Still dependent upon information gathering by WF Direct on SAP CRM	LW MK KW
3.	Protocol Checklist	Revise protocol Include offender equality profile	Usha Parmar	May 2005	Use info for case prosecution/warning preparation.	Done
4.	Enforcement Notices	Have standard translated texts issued with notices	Mike Kiely, Usha Parmar	May 2005	For people with limited or no English.	KW
5.	Review and analysis of data covering a fixed period of time.	Total inspections. Inspections passed and failed. Inspections dealt with through education, advice and consultation. Warnings issued. Cases prepared for prosecution. Cases brought to prosecution. Successful prosecutions.	Envirocrime group	July 2005	Establish the effectiveness and efficiency of current enforcement methodology, and assess what alternative methods could be developed.	KW
6.	Deterrence	Publicise successful prosecutions in the media through regular features and articles. Set objective for teams Media coverage	Linda Wacey Keith Weir	May 2005. Ongoing.	Keep public informed of successful outcomes of council commitments. Press releases regularly produced – publication dependency on Waltham Forest Guardian	Ongoing
7.	Training	All staff to have received training in Winning Prosecutions. Equality Officer to assess customer care on inspections	Usha Parmar	July 05 September 05	Officers clear about how to prepare cases and witness statements. Identify training needs , make recommendations for improvements	Done Oct/Nov

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					in communication where there are language barriers.	
8.	Working Group	Enforcement working group to be superceded by envirocrime enforcement group, Chaired by KW Working Group to report to Customer First group	Keith Weir	June 05 Ongoing	Change of group in line with changing priorities. Monitor group	KW
9.	Register Convictions	To be continued by Legal department	Tasnim Shawkat, Usha Parmar	May 05	Commitment as part of SLA with Legal dept.	Done
10.	Consultation	Undertake consultation: Food: Ethnic proprietors + business associations Development Control: planning agents Building Control: Ethnic/Eastern European building trade Highways: Disability + older people groups Trade Waste: Ethnic proprietors + business associations	Linda Wacey Keith Weir Mike Kiely	March 06	Improve health and safety of community by finding out the needs of proprietors and agents. Work still to be undertaken	LW KW
11.	Partnership working	Services to forge links with "business start-up" organisations in/around the borough.	Linda Wacey Keith Weir Mike Kiely	July 05	Support new businesses to ensure an understanding of standards. Links in existence	LW KW MK