

## Environment and Regulatory Services Department - List of Functional areas

## Appendix 3

Director – John Tomlinson

### Environmental Health and Licensing (Head of Service – Michael Kay)

Division/Service	Key work areas
Environmental Protection	<ul style="list-style-type: none"><li>• Statutory Nuisances, including noise, odours, waste accumulations, etc</li><li>• Environmental Crime, including fly-tipping, fly-posting, littering, abandoned vehicles, etc.</li><li>• Public health</li><li>• Pollution Control</li><li>• Air Quality</li><li>• Contaminated land</li><li>• Permitted processes</li><li>• Pest control</li><li>• Dog control</li><li>• Response service</li></ul>
Licensing	<ul style="list-style-type: none"><li>• Liquor licensing (premises and personal licences, temporary events, clubs)</li><li>• Responsible authority duties</li><li>• Taxi licensing (drivers, vehicles and operators)</li><li>• Animal welfare (pest shops, animal boarding and breeding, horse-riding)</li><li>• Skin piercing</li><li>• Caravan sites</li><li>• Dangerous wild animals</li><li>• Distribution of free material (leafleting)</li></ul>

Housing Standards	<ul style="list-style-type: none"> <li>• Inspection of properties (mainly private rented sector)</li> <li>• Response to complaints</li> <li>• Licensing of Houses in Multiple Occupation (HMOs)</li> <li>• Landlord accreditation</li> <li>• Advice to tenants and landlords</li> </ul>
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Key objectives for 2012/13 include:

- Implement a selective licensing scheme in one or more pilot areas within the city
- Undertake Health Impact Assessments with tenants throughout the year
- Undertake at least three information / training events for landlords to raise their awareness of housing standards issues
- Undertake licensing inspections in accordance with the relevant inspection programmes to ensure compliance
- Undertake a review of hand-held mobile solutions for services within Environmental Health & Licensing

**Trading Standards and Bereavement Services (Head of Service – Julian de Mowbray)**

Division/Service	Key work areas
Trading Standards	<ul style="list-style-type: none"> <li>• Fair Trading, including rogue traders, doorstep crime, scams, etc</li> <li>• Business advice</li> <li>• Counterfeiting</li> <li>• Product safety</li> <li>• Metrology (weights and measures)</li> <li>• Animal health</li> <li>• Food and animal feed standards</li> <li>• Age-restricted sales (e.g. alcohol, solvents, tobacco and knives)</li> <li>• Consumer credit</li> <li>• Road traffic – weight restrictions</li> <li>• Explosives and petroleum</li> </ul>
Food and Safety	<ul style="list-style-type: none"> <li>• Food safety, including programmed inspections, ‘scores on the doors’, new business visits, sampling</li> </ul>

	<ul style="list-style-type: none"> <li>• Health and Safety at Work</li> <li>• Accident investigations</li> <li>• Food complaints</li> <li>• Infectious disease control</li> </ul>
Bereavement Services	<ul style="list-style-type: none"> <li>• Crematorium operations</li> <li>• Management of cemeteries and burial grounds</li> </ul>

Key objectives for 2012/13 include:

- Commence investigatory work for new cemetery
- Carry out site survey and develop plans for using remaining space at Nottingham Road cemetery
- Introduce new working arrangements at the Crematorium
- Complete refurbishment and DDA works to public areas of the Crematorium and install mercury abatement plant
- Implement a new strategy, protocol and enforcement policy to tackle the illicit trade in tobacco and other counterfeit goods in the city
- Develop a strategy, protocol and enforcement policy to tackle underage sales of alcohol in the city
- Reduce the number of non-compliant food premises in the city

**Corporate Health and Safety Head of service – Nigel Parkes-Rolfe)**

Division/Service	Key work areas
Operational	<ul style="list-style-type: none"> <li>• Auditing of H&amp;S standards across the Council</li> <li>• Accident investigations</li> </ul>

Health and Safety	<ul style="list-style-type: none"> <li>• Response to incidents</li> <li>• Advice to employees, managers and TUs</li> </ul>
Health and Safety Development	<ul style="list-style-type: none"> <li>• H&amp;S Policy development</li> <li>• Development and delivery of Training</li> <li>• Project planning and monitoring</li> </ul>
Occupational Health	<ul style="list-style-type: none"> <li>• Health referrals</li> <li>• Health screening</li> <li>• Vaccinations</li> <li>• Workplace health and wellbeing projects and advice</li> </ul>
Emergency Planning and Business Continuity	<ul style="list-style-type: none"> <li>• Management of EP contract with Derbyshire County Council</li> <li>• Development of EP and BC plans</li> <li>• Training</li> <li>• Response to incidents</li> </ul>

Key objectives for 2012/13 include:

- Develop, consult on and implement a new corporate audit and inspection strategy for health and safety
- Complete phase 1 mandatory health and safety training for managers and develop stage 2
- Support safe transfer of staff and services back to the Council House (including reviews of home working/ remote working policies)
- Undertake a review and re-structure of the OHS to ensure capacity to deliver the service
- Review/re-design all policies, procedures and practices within the OHS

- Provide Emergency Planning and Business Continuity training for all officers named in the DCC Emergency Plan
- Review/revise the Councils EP and BC Plans and arrangements to ensure that they are 'fit for purpose'

**Design Services (Head of Service – Paul Glowacki)**

Division/Service	Key work areas
Architects	<ul style="list-style-type: none"> <li>• Design and procurement of new-build and renovation schemes for Council premises</li> <li>• Management of Disabled Facilities Grant schemes</li> <li>• Project management</li> </ul>
Quantity Surveying	<ul style="list-style-type: none"> <li>• Cost assessment and management</li> <li>• Financial scrutiny</li> </ul>
Mechanical and Electrical	<ul style="list-style-type: none"> <li>• Design of M&amp;E services</li> <li>• Inspection of installations</li> </ul>
Clerk of Works	<ul style="list-style-type: none"> <li>• Inspection of works carried out</li> <li>• Site negotiations</li> </ul>

Key objectives for 2012/13 include:

- Develop a strategy to incorporate life cycle costing considerations into all new building project proposals
- Develop an Environmental Design Policy for Council building projects