

Appendix: Functions discharged for the 6 partners by WRS

Community Environmental Health (David Mellors - Manager)			
	Statutory duties	Non-statutory work	Income Generation work
Senior Practitioner Lead: Nathan Poole	<p><b>Burial/Cremation of Persons Deceased at Public Expense:</b>                      Provision of a Service for the burial/cremation of persons deceased at public expense where relatives/third parties are either unable or refuse to act or where no relatives exist.                      Including:                      Responding to requests for service/investigation;                      Alleviation of any public health/nuisance at property;                      Next of kin trace;                      Burial/Cremation arrangements;                      Secure the release of any Bank funds;                      Storage and sale of items of value to recover costs;                      Registration with Land Charges;</p>		

Senior Practitioner Lead: Helen Cameron		<b>Environmental Health Specialist Duty Officer Rota</b> First responders and providers of specialist environmental health advice and information to enable resolution of relevant service requests at the first point of contact; Triage of Infectious Diseases/Outbreaks and of RIDDOR Accident Notifications; Resource to facilitate immediate officer response to field emergencies;	
Senior Practitioner Lead: Nathan Poole	<b>Exhumation of Buried Human Remains and Cremated Remains</b> Handling Ministry of Justice Exhumation Licence enquiries; Responding to requests for service/investigation; Supervision of exhumations; Supervision of arrangements for the onward transmission of remains.		

<p>Senior Practitioner Lead: Nathan Poole</p>	<p><b>Filthy and Verminous Persons and Premises (investigation and Treatment)</b> Responding to requests for service/investigation; Inspection, monitoring, assessment and surveillance; Service of Statutory Notice; Enforcement of Notice/Works in default; Providing information to Client Legal Departments to support instigation of legal proceedings/ debt recovery for works carried out;</p>		
<p>Senior Practitioner Lead: Helen Cameron</p>	<p><b>Food Safety</b> Carry out inspections and interventions to assess compliance of businesses in scope of the Food Hygiene Rating Scheme and re-visits providing support to achieve level 3 or above; Inspections/interventions in premises outside the scope of FHRS; Approved premises inspections/interventions; Responding to food safety service requests to include advice/investigation to ensure premises compliant with legislation, food safe to eat and appropriate enforcement action taken; Response to Food Alerts and Incidents; Provision of statutory returns of intervention activity;</p>	<p>Food Safety Sampling including participation in appropriate national or regional surveys;</p> <p>Interventions at special events where large numbers of public attend including relevant pre and post event safety advisory group meetings; Triple Five Food Hygiene Award to promote food hygiene excellence in businesses;</p>	<p>Primary Authority Agreements; Provision of food export health certificates for country of destination; Advice to new and potential food businesses; Issue of voluntary surrender certificates; FHRS re-rating visits at request of business providing support to achieve level 3 or above; LEP project: Worcestershire Food and Drink Association;</p>

<p>Senior Practitioner Lead: Nathan Poole</p>	<p><b>Foul Drainage: Private Drains:</b> Including where necessary: Service of Statutory Notice; Execution of Notice/Works in default; Recording of Notices as Land Charges; Providing information to Client Legal Departments to support instigation of legal proceedings/ debt recovery for works carried out;</p>		
<p>Senior Practitioner Lead: Peter Maloney</p>	<p><b>Health and Safety</b> Sector specific interventions in accordance with current HSE Guidance; Response to Formal RIDDOR Notifications;</p>	<p>Project/intelligence led interventions and inspections; Response to Health &amp; Safety service requests; Interventions at special events where large numbers of public attend including relevant pre and post event safety advisory group meetings;</p>	<p>Primary Authority Agreements; Worcestershire Works Well interventions funded by Public Health;</p>
<p>Senior Practitioner Lead: Helen Cameron</p>			<p><b>Health &amp; Wellbeing/ Health Promotion</b> Provision of food hygiene training and awareness courses and events including CIEH level 1 and 2 food hygiene courses and refresher training;</p>
<p>Legal Services Support Officer: Stephanie Weaver</p>	<p><b>Legal Support</b> Maintenance of systems for legal process covering: Preparation of case files; interviewing suspects; taking statements; authorisation of formal actions; Maintenance of process and records for RIPA and FOI</p>		<p>Provision of Legal Process training to Local Authorities;</p>

<p>Senior Practitioner Lead: Nathan Poole</p>	<p><b>Private and Mains Water Supplies</b> Carry out Surveys and statutorily compliant sampling programmes; Carry out Risk Assessments; Service of Statutory Notices; Respond to requests for service and carry out associated enforcement actions;</p>		
<p>Senior Practitioner Lead: Helen Cameron</p>	<p><b>Public Health Infectious Diseases</b> Outbreak Control – respond to outbreaks of infectious disease and proactively support PHE when outbreaks occur; Investigation of individual cases;</p>		
<p>Senior Practitioner Lead: Nathan Poole</p>	<p><b>Sewage Treatment (individual plants), rural drainage schemes, septic tanks and cesspits:</b> Responding to requests for service/investigation; Including where necessary: Service of Statutory Notice; Enforcement of Notice/Works in default; Recording of Notices as Land Charges; Providing information to partner Legal Departments to support instigation of legal proceedings/ debt recovery for works carried out;</p>		

<p>Senior Practitioner Lead: Nathan Poole</p>	<p><b>Statutory Nuisance Investigation and Abatement</b>          Provision of a Statutory Nuisance Investigation Service: premises, smoke, fumes or gases from dwellings, effluvia, accumulations or deposits, animals, noise, light and insects;          Respond to requests for service/investigation;          Inspection, monitoring, enforcement, assessment and surveillance;          Service of Statutory Notice;          Application for Warrant;          Enforcement of Notice/Works in default;          Seizure, storage/retention, return and disposal of equipment;          Provision of information and evidence to Client legal team to support the Instigation of Legal Proceedings;</p>		
<p>Senior Practitioner Lead: Nathan Poole</p>	<p><b>Storm Drainage: Private Storm Sewers and Drains</b>          Responding to requests for service/investigation;          Including where necessary:          Service of Statutory Notice;          Enforcement of Notice/Works in default;          Providing information to Client Legal Departments to support instigation of legal proceedings/ debt recovery for works carried out;</p>		

## Technical Services (Mark Cox - Manager)

	<b>Statutory duties</b>	<b>Non-statutory work</b>	<b>Income Generation work</b>
Technical Pollution (Senior Practitioner – Richard Williams)	<p><b>Local Air Quality Management</b> – monitoring of nitrogen dioxide using diffusion tubes; annual reporting to Defra including where breaches of national limits; assisting Councils in declaring air quality management areas where breaches are consistent; drafting of action plans to assist in resolving poor air quality.</p> <p><b>Contaminated Land</b> – proactive &amp; reactive investigation of land that represents a significant risk of harm to human health or environmental damage; and responding to environmental information requests which primarily relate to house or land purchase; [excluding Worcester City]</p> <p><b>Environmental Permitting</b> – Administration, inspection, enforcement and permitting of larger industrial processes required to have abatement of emissions to air (Part B processes) and to land or water (Part A2 processes).</p> <p><b>Hazardous substance consent registration</b> – processing,</p>	<p><b>Provision of technical advice to Planning Officers</b> – on the subjects of air quality, contamination, noise and the agents of nuisance to ensure they are adequately addressed as part of the planning regime where appropriate. Provide technical support to Planning Officers at appeals &amp; public enquiries as necessary.</p> <p><b>National Infrastructure</b> – Provide advice and control environmental impact from the construction and demolition of major projects such as roads, railways and large commercial/industrial buildings (e.g. Hartlebury Incinerator, Carrington bridge &amp; Southern Link Road, Bromsgrove &amp; Parkway Stations etc.)</p>	<p><b>Sewer Baiting</b> – facilitation of baiting sewers against rats on behalf of STW;</p> <p><b>Planning Support</b> – Provision of Contaminated Land advice to support Planners for Mendip and South Gloucestershire Councils: Provision of Nuisance, Contaminated Land and Air Quality advice to support Planners for Gloucester City and Tewkesbury Councils.</p> <p><b>Environmental Permitting – Administration</b>, Inspection and reporting for Gloucester City Council</p> <p><b>Primary Authority Contracts</b> – with CEMEX and Wienerberger for Environmental Permitting</p> <p><b>Commercial Contracts</b> – with NHS Trusts across the country and other businesses to provide regulatory advice.</p>

	administration and issuing of consent for processes that hold hazardous substances; [Malvern Hills only]		
Team Supervisor (Natalie Graham)	<p><b>Dog Warden Service</b> – collection, boarding, facilitation of return of stray dogs to owners or where not able to be returned, rehomed or destroyed where appropriate; Management of contracts to provide dog kenneling, dangerous dog services, out of hours collection and veterinary care.</p> <p><b>Animal Licensing</b> – Inspection of animal boarding establishments that require a licence.</p> <p><b>Dog Fouling</b> – enforcement of dog fouling regulations [Wychavon only]</p>	<p><b>Duty Officers</b> – First responders and providers of advice and information to enable resolution of 60% of enquiries into the service; including all administration work of dog warden service and land charge search checks for environmental notices.</p> <p><b>Dog Warden Service</b> – Promotion of good dog ownership through advice and support to owners.</p> <p><b>Subsidised Pest Control service</b> – Management of contracts to deliver free or subsidised pest control treatments to residents in receipt of specified benefits where treatment is required for qualifying pest species. [Bromsgrove, Redditch, Wychavon and Wyre Forest only]</p> <p><b>Gull Control</b> – Management of contract for egg replacement in city centre; and delivery of work programme to minimise the adverse impact of gulls in the city [Worcester City only]</p>	<p><b>Dog Warden Service</b> – collection, boarding, facilitation of return of stray dogs to owners, or where not able to be returned, rehomed or destroyed where appropriate for Cheltenham, Gloucester City and Tewkesbury Councils.</p> <p><b>Animal Boarding and rehoming</b> – boarding, welfare work and rehoming or destruction where appropriate for other Public Authorities, Worcestershire County Council social services; Registered Social Landlords and private businesses.</p>
Information Management & Technology Support (Paul White)	<p><b>Digital Data Retention</b> Compliance for the service.</p> <p><b>Data extraction and formatting</b> for Service Statutory Returns and Freedom of Information Requests.</p>	<p><b>Database Management, development,</b> Officer support and training on service database and electronic document management system.</p>	<p><b>Data extraction and formatting</b> for Service Statutory Returns and Freedom of Information Requests for Worcestershire County Council Trading Standards Service and</p>



		Management	invoicing purposes of 90% of commercial activity. <b>Transcription Services –</b> transcription of CD recordings of Interviews under Caution for Telford & Wrekin and Gloucester City Councils.
<b>Business and Relationships/ Intelligence (Kiran Lahel - Manager)</b>			
	<b>Statutory duties</b>	<b>Non-statutory work</b>	<b>Income Generation work</b>
Business Development & Procurement		This post holder supports the rest of the management team with income generation activities, dealing with potential clients, organising attending engagement opportunities and maintaining our relationships with business bodies such as the LEP and Worcestershire business Central, OPSS and other potential sources of funding.	
Intelligence Unit		This post holder produces all of the information of performance that comes to committee and delivers the intelligence function, assessing data and creating strategic and tactical assessments, subject and problem profiles that are all responsible for providing direction to operational activities. This work ensures that the services focuses on what matters and what will deliver the most important results.	We have sold some of this officers time to other local authorities and he delivers paid-for training to authorities on intelligence matters.

Licensing and Support Services: Manager: Susan Garratt,  
Senior Practitioners: David Etheridge, Niall McMenamin

	<b>Statutory duties</b>	<b>Non-statutory work</b>	<b>Income Generation work</b>
Hackney Carriage and Private hire Licensing	Councils are required to ensure hackney carriages are safe to use and that drivers are fit and proper using a system of licensing.	Strictly speaking, the provisions for the licensing of Private hire vehicles and drivers, similar to those for the hackney trade, are adoptive and non-statutory but since all local authorities now do this, it is effectively treated as a statutory function.	The service is looking at what could be chargeable but options are quite limited.
Alcohol licensing	<p>The Licensing Act 2003 places a duty on the local authority to ensure that its activities to license various activities promote the 4 objectives:</p> <ul style="list-style-type: none"> <li>• Preventing Crime and Disorder,</li> <li>• Public Safety</li> <li>• Preventing Public nuisance,</li> <li>• Protecting Children from Harm</li> </ul> <p>Licensable activities main focus on alcohol supply and various forms of entertainment but also late night refreshment.</p>		<p>A pre-application advice service is available.</p> <p>Best Bar none assessments</p> <p>The service is looking at a range of options for training services that it could provide.</p>
Gambling Licensing	As well as the licensing of gambling premises, family entertainment facilities and gaming in clubs, the local authority is responsible for the legal provisions that licenses small lotteries		

Street Trading		Again an adoptive provision, but undertaken by many councils, this allows local authorities to control the sale of goods in their street with the exception of those people acting under a Peddler's license.	
Scrap Metal Dealers	<p>Site Licence - Where the scrap metal business is operated from one or more sites in the local authority area, a site license allows the licensee to buy and sell scrap metal and to transport scrap metal to and from those sites from any local authority area.</p> <p>Collector's Licence - This is where the scrap metal operator collects scrap metal in the local authority area. A separate licence must be obtained from each council the collector wishes to operate in</p>		
Acupuncture, Skin Piercing and Tattooing		Adoptive provisions where are a range of activities that the local authority can require people running this type of business or practicing to register with them. This includes acupuncture, tattooing, skin/ ear piercing, electrolysis, skin coloring,	
Animal licenses	Councils are responsible for the licensing of a range of premises or activities using animals including zoos, animal boarding establishments, dog		

	daycare, animal breeding, pet shops performing animals, riding establishments, etc. Also, certain dangerous wild animals may not be kept without a license from the local authority.		
Charitable Collections	Regulating the door to door to collect of money for charity is a statutory requirement. Some large national charities have exemptions from provisions given by the Charities Commission.	Permission to collect money or sell items on the street in aid of a charity is an adoptive provision of an Act of Parliament from 1916. Some large national charities have exemptions from provisions given by the Charities Commission.	
Sex Establishments	A sex establishment is defined as a sex shop, a sex cinema or a sexual entertainment venue. All are controlled by councils in their area.		
Other licenses	Some partners have placed caravan site licensing with the service whilst others have not.	Some Councils have special legal provisions that allow them to require certain types of business to either register or be licensed by them e.g. second hand shops, hairdressers, massage and special treatments.	
Clerical and Financial Support		A small number of post-holders provide the basic support that is necessary to make the service function i.e. clerical record keeping, raising invoices, maintaining secure store logs, recording customer feedback, etc. etc.	