

VALE of GLAMORGAN

Public Protection Team Plan 2013/14



BRO MORGANNWG

Team Manager	Alun Billingham (Head of Public Protection)
Team Plan	Public Protection
Date signed off	
Signed off by	

Outcome 1:	Residents of the Vale feel safe in their communities, are healthy and have a good quality of life.
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Objective 1:	To improve the health and wellbeing of residents and visitors by delivering a range of targeted and accessible services.
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Context for this objective:	The need to protect public health is a key objective of the Public Protection Department. It is noted that health and wellbeing can be protected if preventative measures or actions are taken against risks such as poor housing quality, lack of property safety due to changing needs of residents as well as the decline of the public realm and general housing standards. The Vale also faces other challenges in terms of tackling noise nuisance and the risk of disease created by public health pests. There is also a need to ensure food standards and safety by food business operators across the Vale as well as the need to ensure that the Vale's port health is protected from the spread of disease through health checks and careful monitoring. The use of specialist teams to take enforcement action or implement improvement programmes demonstrates how measures to protect public health can help to improve the determinants of health for residents and visitors which could lead to a good quality of life.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
DS01/A001 R12	Implement the Castleland Renewal Area 2013/14 facelift programme.	90% participation rate through the take up of assistance offered to eligible owners	H	Elen Probert	01/4/10	31/03/17	Capital funding from Council and Welsh Government Work completed	

	Maximise funding opportunities to improve the energy efficiency of the housing stock.	Submit bids to external funding sources, if successful property improvements will reduce fuel bills and carbon emissions in the area.	H				by Renewal Area Team - 3.5 FTE	
DS01/A003 H5	Facilitate the renewal of the private sector housing stock through a range of renewal and improvement initiatives including: <ul style="list-style-type: none"> • DS01/A001 • DS01/A005 • DS01/A006 • DS01/A010 • DS01/A011 Review the Private Sector Housing Renewal Policy.	Residents live in houses fit for purpose by delivering the Private Sector Housing Renewal Policy Revised policy fit for purpose.	H	Elen Probert	1/4/13	31/3/17	Capital funding for Renewal Areas and Disabled Adaptations. Work completed by Renewal Area, DFG and EH Housing teams 17.2 FTE	

	Respond to requests for assistance from private tenants concerning property condition and management.	Improved property condition and management in the Private rented sector by respond to 90% of requests for service from the public within 5 working days and resolve 90% of those requests within 120 days during 2013/14.						
DS01/A005 H8	Deliver the Houses into Homes loans scheme. Produce and deliver an Advice Pack to all owners of empty properties detailing their options to reduce	Return 15 units of accommodation back into use through this loan by 31/03/2017. Increase the number of units returned to beneficial use by 150 by 31/03/2017.	H	Elen Probert	1/4/13	31/3/17	Capital funding via Welsh Government Houses to Home Scheme Work completed by Empty Property Officer with support 1.2 FTE	

	the property into beneficial use.							
DS01/A006 H11	Assist people to live independently in their homes by reducing the time taken to deliver Disabled Facilities Grants and delivering the Accessible Homes Policy.	Residents live in homes that meet their needs. The adaptations that residents need are delivered in a timely manner, with an average delivery time in 2013/14 of 326 days.	H	Elen Probert	1/4/13	31/3/17	Capital funding Disabled Adaptations. Completed by DFG team 7 FTE	
H11.1	Appoint Occupational Therapist to Grants Agency Team	Avoid delays on Social Services OT waiting lists.	H	Elen Probert	1/4/13	31/3/17	1 FTE	
H11.2	Introduce Contractors Framework	Removes need and delay for tender process.	H	Elen Probert	1/4/13	31/3/17		
DS01/A009 CPS5	Work with businesses to increase the percentage of businesses inspected achieving a food hygiene rating score of 3 or more.	A high number of Vale businesses achieve a food hygiene rating score of 3 or more.	H	Marie Wakeham	1/4/13	31/3/17	0.1 FTE with food standards agency funding	

DS01/A009 CPS5.1	Undertake Hazard Analysis training with Key businesses	Increase Knowledge and awareness of Managers	H	Leah Harris	1/4/13	31/3/17	0.1 FTE with food standards agency funding	
DS01/A010	Implement additional Houses in Multiple Occupation (HMO) licensing within the Castleland Renewal Area.	Improve physical conditions and management of HMO's in Castleland Renewal Area by licensing 25% of eligible properties in the area during 2013/14 following implementation of scheme on 1 st July 2013.	M	Elen Probert	1/4/13	31/3/14	Work completed by existing EH Housing team equivalent to 0.2 FTE	
DS01/A010.1	Undertake awareness raising with Key landlords	Raise awareness before scheme implemented	M	Elen Probert	1/4/13	31/3/14	Work completed by existing EH Housing team equivalent to 0.2 FTE	

DS01/A011	Introduce a framework contract to enable the more effective delivery of Adaptation works.	A framework contract that will enable adaptation works to be undertaken more efficiently improving the quality of life for residents in their homes and helping to reduce adaptation delivery times to 326 days during 2013/14.	H	Elen Probert	1/4/13	31/10/13	0.05 FTE. Existing resources to develop new policy, procedures	
DS01/A012	Proactively engage in the statutory land-use planning process on matters relating to noise pollution and prevention.	Reduction in noise pollution in residential areas improving the quality of life for residents achieved by responding to: 80% of planning requests received responded to within 10 working days	H	Elen Probert	1/4/13	31/3/14	Existing resources from Pollution Control Team (4 FTE)	

	Respond to alleged noise nuisance complaints in a timely manner.	Respond to 90% of requests for service from the public within 5 working days and resolve 94% of those requests within 120 days during 2013/14.						
DS01/A013	Deliver the Food Law Enforcement Plan 2013-14. (Pls, can you include key actions relating to the Food Enforcement Plan.	100% high risk food hygiene premises are inspected, ensuring public safety in food establishments.	H	Marie Wakeham	1/4/13	31/3/14	7 FTE. Existing revenue budget	
DS01/A020	Provide an effective response from Vessels for Ship Sanitation Certificates and water sampling of portable water.	Minimise infectious disease entry to the UK. Protecting public health		Marie Wakeham	1/4/13	31/3/14	0.05FTE Within current staffing and budget.	

Outcome 1:	Residents of the Vale feel safe in their communities, are healthy and have a good quality of life.
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Objective 2:	To ensure a safe and secure environment for residents, visitors and businesses.
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Context for this objective:	<p>The Vale of Glamorgan consists of many different environments each of which face their own challenges when striving to become safe and secure for residents, visitors and businesses. The Vale hopes to become an environment where people can live, work and visit free from crime and disorder and the fear of crime. This aim is carried forward by the Safer Vale Partnership which utilises targeted interventions in order to reduce crime which will lead to safe and secure environments. This work is supplemented by the effective licensing of premises, individuals and vehicles which also aims to protect and improve the wellbeing of the area. In terms of the physical environment the Vale of Glamorgan has a Civil Protection Unit which ensures that the Vale is prepared for any emergency or crisis such as adverse weather or industrial incidents. The preparedness of the Vale ensures that the environmental quality is protected through the use of carefully drafted plans and ensures that should an incident take place all efforts will be made to ensure that the environment remains safe and secure for residents, visitors and businesses. The Pollution Control team aims to protect the natural environment by monitoring air and noise pollution to ensure that the environment and the health and wellbeing of the community is maintained.</p>
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
DS02/A021 CPS1	Increase the awareness of the Council's emergency planning arrangements to ensure that staff are prepared and contingency arrangements are in place in the event of	Staff are capable of effectively implementing emergency plans, should the situation arise.	H	Debbie Spargo	1/4/13	31/3/17	Within CPU work programme, use of external trainer to supplement this.	

	an emergency incident.							
DS02/A021 CPS1.1	Undertake training for senior management	Gold level On-site training to maintain competency	H	Debbie Spargo	1/4/13	31/3/17	Within CPU work programme, use of external trainer to supplement this.	
DS02/A021 CPS1.2	Undertake Business Continuity Training for staff	Team meeting and other training to raise awareness and update plans	H	Debbie Spargo	1/4/13	31/3/17	Within CPU work programme, use of external trainer to supplement this.	
DS02/A024 CPS4	Implement a 'Prevent' Strategy to minimise the risk of terrorism.	The risk of terrorist activities in the Vale is mitigated.	H	Debbie Gibbs	1/4/13	31/3/14	Existing externally funded post	
DS02/A025 CPS6	Work with partners to tackle anti-social behaviour through targeted interventions and	Residents are and feel safe in their homes and when out in the Vale. The	H	Debbie Gibbs	1/4/13	31/3/15	1 FTE – Externally Funded Post	

	promoting community safety.	number of repeat anti-social behaviour incidents is significantly decreased.						
DS02/A026 CPS8.1	Underage sales test purchase operations & 4							
DS02/A027 CPS9	Develop and implement a Council Policy on domestic abuse to establish a set of occupational standards for employees and volunteers working in the domestic abuse field.	Improved knowledge within the Council of issues relating to the management and identification of domestic abuse		Debbie Gibbs	1/4/13	31/3/14	0.5 FTE externally funded post	
DS02/A028 CPS10	Work with partners to increase support and security for victims of domestic abuse and to increase the number of prevention programmes	Reduced levels of domestic abuse in the Vale help to improve public safety. Victims of domestic abuse are able to access effective support systems.		Debbie Gibbs	1/4/13	31/3/14	0.25 FTE externally funded post	

	available for perpetrators. Co-ordinate a target hardening service for victims of domestic abuse							
DS02/A030	Work with the Police and Crime Commissioner to improve multi agency working and to continue to reduce crime and anti social behaviour. Apply for funding via the Police and Crime Commissioner to continue to fund roles within the Community Safety Team.	Crime and Disorder and the fear of crime continues to fall in the Vale	H	Debbie Gibbs		31/3/17	0.25 FTE Existing mainstream post	
DS02/A031	Address crime and disorder priorities through intelligence led analysis.	Recorded crime in the Vale is reduced ensuring a safer	M	Debbie Gibbs	1/4/13	31/3/14	0.5 FTE (external funded post)	

	Report crime and disorder on a quarterly basis via the Safer Vale Partnership. Review hot spot areas to inform service delivery.	environment.						
DS02/A032	Work with substance misuse service providers to develop educational programmes for young people. Commission a children and young people substance misuse service.	Young people are more knowledgeable about the potential impacts of substance misuse and levels are reduced in the Vale, benefitting personal and public safety.	M	Debbie Gibbs	1/4/13	31/3/14	0.25 FTE (externally funded post)	
DS02/A033	Work with our most prolific offenders to steer them away from crime, especially serious acquisitive crime. Co-ordinate the	Recorded crime in the Vale is reduced ensuring a safer environment. Effective support mechanisms	M	Debbie Gibbs	1/4/13	31/3/14	0.25 FTE (externally funded post)	

	Gobaith operational and IOM strategic Meetings.	enable the rehabilitation of offenders.						
DS02/A034	Provide special support and advice to victims of Anti Social Behaviour and Hate Crime. All reported victims of Anti Social Behaviour and Hate crime receive support.	Victims are effectively supported in order to deal with the impact of the crime committed against them and are supported to understand the workings for the criminal justice system.	H	Debbie Gibbs	1/4/13	31/3/15	1 FTE externally funded post	
DS02/A035	Deliver the 'working together to reduce harm' strategy. Implement a harm reduction strategy.	To reduce the harm that substance misuse has on individuals, families and the community	M	Debbie Gibbs	1/4/13	31/3/16	0.25 FTE external funded post	
DS02/A036	Implement the alcohol strategy to reduce the harm caused by alcohol. Implement a delivery plan that	Harmful alcohol consumption is reduced in the Vale and the health and wellbeing of	M	Debbie Gibbs	1/4/13	31/3/15	0.25 FTE external funded post	

	will monitor progress made on the alcohol strategy	residents is improved.						
DS02/A037	Review the anti social behaviour policy to ensure that it is more victim focused.	Adequate support is in place to help victims to deal with the long term effects of anti social behaviour, improving their wellbeing.	H	Debbie Gibbs	1/4/13	31/3/14	0.10 FTE external funded post.	
DS02/A038	Develop and implement Lalpac licensing software system.	More efficient data handling and improved use of resources	H	Mandy Ewington	1/4/13	01/9/13	0.1 FTE. Agreed under spend for previous year	Continue to develop Lalpac for all Licensing Functions.
DS02/A039	Develop and deliver training for Licensing Committee elected Members.	Members are well informed and offer effective scrutiny of licensing decisions.	M	Mandy Ewington	1/4/13	01/5/13	Existing revenue budget	Ensure that Members are kept up to date and advised of any changes to any of the Legislation relating to Licensing. Arrange training when required.
DS02/A040	Implement the changes to the Licensing Act which	Licensing function carried out within the	H	Mandy Ewington	1/4/13	31/3/14	Existing revenue budget	Continue to implement changes to the

	will be brought about by Police Reform and Social Responsibility Act.	bounds of legislation						Licensing Act including the setting of local fees early in 2014.
DS02/A041	Deliver the requirements of the Emergency Plan Review Framework.	Fit for purpose Emergency plan in place These include: Event Safety Group Working Practice document, Recovery Plan, Rest Centre Plan	H	Debbie Spargo	1/4/13	13/3/14	Within current staffing and budget	
DS02/A042	Work with key partners to ensure that Emergency Planning priorities within the Vale of Glamorgan are met.	Arrangements are in place to coordinate the response to emergency incidents and mitigate the effects on the wider community, thereby improving public safety. Meet with partners SWP, SWFRS, WAST local Chemical	M	Debbie Spargo	1/4/13	31/3/14	Within current staffing and budget.	

		Sites, Cardiff Airport.						
DS02/A043	Review the Council's Business Continuity arrangements to reflect the Council's structural change.	Effective business continuity arrangements allow the Council to effectively identify and control risk and create viable plans through which to respond to adverse events.	H	Debbie Spargo	1/4/13	31/3/14	Within CPU work programme, use of external trainer to supplement this.	
DS02/A044	Lead on the Stray Horse arrangements to ensure there is a consistent and robust system in place.	Issues relating to fly grazing are addressed in an efficient and timely fashion	M	Debbie Spargo	1/4/13	31/3/15	Within current staffing and budget	
DS02/A045	Develop an electronic system linked to website for the ESAG.	Improved data handling and more efficient working	M	Debbie Spargo	1/4/13	31/3/15	Within current staffing and budget. Dependent on VOGC ITC support	

							and officers time.	
DS02/A047	Design and develop a new approach to Rest Centre planning, including working with the Voluntary sector.	Suitable rest centres are identified to aid response procedures in the event of an emergency and secure public safety.	H	Debbie Spargo	1/4/13	31/3/14	Within CPU work programme, working in partnership with the voluntary sector.	
DS02/A048	Design and deliver Emergency Planning Training to Vale of Glamorgan elected Members.	Members are well informed in relation to emergency planning work and are able to offer effective scrutiny and challenge on behalf of the general public.	M	Debbie Spargo	1/4/13	31/3/14	Within CPU work programme, use of external trainer to supplement this.	
DS02/A049	Submit a report to Cabinet with recommendations concerning the designation of AQMA in Windsor	Report to Cabinet detailing recommendations for AQMA in Windsor Road	H	Elen Probert	1/4/13	31/3/17	Pollution Control Team 0.2 FTE	

	Road If AQMA is designated, draft action plan to be prepared for Cabinet approval.	Draft Action Plan produced detailing Council response to address pollution levels in AQMA						
DS02/A050	Undertake a detailed assessment of air quality in Cardiff Road, Dinas Powys.	A report on the likelihood of national air quality objectives being met to protect people health and the environment.	H	Elen Probert	1/4/13	31/3/14	Consultants to assess data and produce report 0.1 FTE	
DS02/A054	Re-Introduce a Safety at Sports Grounds service in conjunction with community safety.	Public Safety is properly considered at all sports grounds	H	Marcus Goldsworthy/ Debbie Spargo	1/4/13	31/3/14	Existing resources	

Outcome 2:	The opportunities afforded by investment and regeneration are maximised, for the benefit of local people and businesses
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Objective 4:	To promote a fair and just trading environment for consumers and businesses.
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Context for this objective:	The Vale of Glamorgan consists of a diverse market place that requires regulation in order to create an environment that will encourage fair and just trading. This market place needs to promote fairness for businesses and consumers so the Trading Standards Department seeks to educate consumers so they can take informed choices whilst assisting local businesses by ensuring that they are aware of their legal obligations and proper commercial practices. The creation of a fair and just trading environment also requires the need for good, safe, working environments which can have an impact on health but also support economic growth within the market place.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
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DS04/A061	Provide timely and accurate advice, information and education to consumers.	Consumers are confident and knowledgeable about consumer rights and fair practices. .	H	Christina Roberts Kinsey	01/4/13	31/3/14	2 FTE. Within existing budget.	Complaints and referrals are responded to within 5 working days. Currently 426 complaints have been received this financial year resulting over £32K of redress for consumers. 465 requests for business advice have also been received.
DS04/A062	Secure compliance with legislation and codes of practice.	Local businesses and consumers operate within a fair, safe and just environment.	H	Christina Roberts Kinsey	01/4/13	31/3/14	10 FTE. Within existing budget	There is a continued focus on underage sales with test purchasing exercises scheduled for the rest of the year. There is an inspection programme in place which

								includes high risk and new businesses. Due to high volume of complaints Trading Standards will be focusing on the car trade to ensure vehicles sold to the public are safe and roadworthy.
DS04/A063	Deliver service priorities as outlined in our Health and Safety Enforcement Plan 2013-14.	50% of customers are satisfied with overall health and safety services.	M	Marie Wakeham	01/4/13	31/3/14	0.5 FTE. Existing revenue budget	