

BOROUGH SERVICES DIRECTORATE

PLAN 2011-2012



BALLYMONEY
BOROUGH COUNCIL

Borough Services Directorate Plan 2011-2012

The Council's Borough Services Directorate Plan has a dual purpose. It fulfils the Council's statutory duty to devise an annual District Environmental Health Plan and is the pre-eminent Borough Services Directorate's document detailing how the Directorate's work [primarily that of a pro-active nature] will be undertaken by the resources Council has provided for the period – 1st April 2011 to 31st March 2012. This plan also recognises the organisations corporate objectives set out in its plan for the period 2008-2011, and has at its core the Council's mission statement:-

“To serve all our people and improve their quality of life”

In addition to delivering on a day to day basis the comprehensive range of quality services within the Directorate's remit and dealing with all of the reactive work that will arise, it is planned to accomplish the following tasks within the plan period –

To meet the Council's corporate objectives of providing quality services that meet local needs, are value for money, the following will be delivered -

1. Amenities.

- Deliver the Council's Amenities function in accordance with the Borough Amenities Service Plan.

Responsible Officer: Head of Amenities.

To meet the Council's corporate objectives of providing quality services that meet local needs, are value for money, and fulfill legal obligations, the following will be delivered

2. Building Control.

- Deliver the Council's enforcement function in accordance with the Borough Building Control Service Plan.

Responsible Officer: Head of Building Control.

3. Food Control (Hygiene & Standards).

- Deliver the Council's food enforcement function in accordance with the Borough Food Service Plan.

Responsible Officer: Head of Environmental Health/Community Safety.

4. Health and Safety 1 – Enforcement Sector.

- Deliver the Council's health & safety enforcement function in accordance with the Borough Health & Safety Plan.

Responsible Officer: Head of Environmental Health/Community Safety.

Health and Safety 2 – Corporate.

- Complete a review of the Council's administrative arrangements, etc., regarding its statutory duty for health, safety and welfare at work as a corporate body.
- Promote health, safety and welfare as a key corporate business objective.
- Raise health and safety awareness by target audits.

Responsible Officer: Head of Environmental Health/Community Safety.

5. Consumer Protection.

- Support provincial and sub-regional activities through the agreed risk based inspection programme.
- Enhance home safety awareness by actively supporting the 'hazard house' and 'mobile' learning initiatives.
- Continue to provide the anchor role regarding the Ballymoney Home Accident Prevention Group.
- Co-ordinate Home Safety Officer activity.
- Continue to deliver home safety equipment scheme and data pen project as funded by the Public Health Agency within the Borough.
- Ensure compliance with Tobacco Control legislation through an inspection and test purchase programme.

Responsible Officer: Head of Environmental Health/Community Safety.

6. Environmental Protection.

- Continue local Air Quality Monitoring Programme on a proportionate basis
- Produce a Borough Air Quality update progress report.
- Monitor and refer instances of illegal dumping of waste in the Borough to EHS.
- Maintain PPC Inspection programme
- Review and Update Environmental Protection Information section of the Council website

Responsible Officer: Head of Environmental Health/Community Safety.

7. Environmental Health.

- Uplift a minimum of 120 water samples [50% at least being recreational water] and submit for analysis.
- Inspect public sanitary conveniences twice yearly.

- Inspect Drumaheglis Caravan Park on a bi-monthly basis during the season.
- Respond to all planning consultations
- Respond to all applications received under Private Tenancies (N.I.) Order 2006
- Continue to develop closer working practices in each core function within the RPA cluster group to maximize efficiency
- Ensure compliance with EU Services Directive

Responsible Officer: Head of Environmental Health/Community Safety.

8. Environmental Services.

- Progress future initiatives both capital and revenue.
- Publicise Council waste management services.
- Monitor Council compliance with its NILAS year-on-year targets and submit quarterly WasteDataflow returns.
- Deliver the Council's Waste Management Plan Implementation Action Plan.
- Monitor and review all Council waste collection and recycling schemes, identifying possible opportunities to increase the range and quantity of waste diverted from landfill.
- Deliver a waste education programme.
- Engage in Eco-schools projects.
- Promote recycling and sustainable living initiatives.
- Develop a Council Sustainability Policy
- Promote Bio-diversity initiatives within the Borough and with partner Councils.
- Monitor 5% of zoned land each month to establish the efficiency of street cleansing/litter control services.
- Reduce littering and fly-tipping by means of education and enforcement.

Responsible Officer: Head of Environmental Services.

9. Licensing.

Dog Control

- Increase the number of dogs licensed by 2.5%.
- Inspect all dog breeding establishments.
- Re-home and return to owners, a minimum of 50% of dogs impounded in Council kennels.
- Promote responsible dog ownership.
- Actively work to improve legislation relating to dog control in NI.

Responsible Officer: Head of Environmental Services.

Entertainment

- Inspect all places of indoor entertainment.
- Undertake in-performance inspections of 5% of licensed premises.

Petroleum

- Inspect all petroleum storage premises.
- Undertake monitoring of petroleum spirit delivery at 5% of licensed premises by review of premise documentation.

Amusement Permits/Societies Lotteries

- Inspect amusement permit premises.
- Oversee all societies lotteries operations.

Responsible Officer: Head of Environmental Health/Community Safety.

To meet the corporate objective of working in partnership to improve local services and to reduce crime and the fear of crime the Directorate will deliver the following:-

10. Partnership Working.

- Continue partnership working with local statutory agencies to promote community wellbeing, including addressing Borough Fuel Poverty.
- Oversee the work of the Fuel Poverty Strategy Coordinator and Energy Efficiency Officer.
- Support a corporate wide Investing for Health Steering Group and deliver at least one initiative internally.
- Deliver at least one Investing for Health Initiative within the Borough in which the Council would be a partner.
- Provide the anchor role regarding the Borough Community Safety Partnership.
- Implement and evaluate Borough Community Safety Action Plan.
- Continue to promote and support Neighbourhood Watch initiative within the Borough.
- Provide an overseeing role for Ballymoney DPP.
- Play a key role in the implementation of Ballymoney Policing & Community Safety Partnership.
- Continue to promote Fair Trade in the Borough.

Responsible Officer: Head of Environmental Health/Community Safety

With respect to the corporate objective of reviewing and improving business processes, the Directorate will deliver the following:-

11. Emergency Planning.

- Lead and Coordinate Council Emergency Planning Activity.
- Carry out one test exercise of the Borough's Emergency Plan.
- Lead and coordinate Council Business Continuity Planning.

Responsible Officer: Head of Environmental Health/Community Safety.

To meet the Councils corporate objective of managing resources effectively and to provide quality services that meet local needs and are value for money, the Directorate will deliver the following:-

12. Staff Development.

- Carry out an annual training needs analysis within the Directorate.

Responsible Officer: Director of Borough Services.

13. Internal Audit

- Produce and implement action plans in compliance with internal audit findings as required.

Responsible Officer: Director of Borough Services.

14. Review.

- All Heads of Service will review service delivery and consistency within each of their respective remits on a monthly basis.
- Each shall then report to the Director with respect to performance and variance on a quarterly basis. Such reports shall include planned and actual performance in addition to an analysis of resource use in respect of each service.
An annual report will be made to Council within two months of the plan year end detailing performance and variance.

Responsible Officer: Director of Borough Services.

15. Response Times.

[A response is actual contact with the person(s) involved.]

- All complaints, enquiries for action and accident/incident investigations to be responded to as soon as possible and within five working days.
- All returns to be made within the statutory time period or the time limit laid down in procedure notes.

16. Directorate Resources.

Budget

Expenditure [exc. capital charges]	£5,403,694
Income	£1,061,271

Staffing

Director

Deputy Director, 3 District Environmental Health Officers, Technical Assistant, Community Safety Manager, DPP Manager, Home Safety Officer (0.33 FTE)*, Fuel Poverty Strategy Co-Ordinator (0.1 FTE)*, Energy Efficiency Advisor (0.5 FTE)*

P/A/Office Manager, 3 Clerical Officers (FTE)*

Head of Environmental Services, Recycling & Education Officer, Environmental Warden, 3 Kennel Persons, Cleansing Supervisor, 28 Service Operatives

Head of Amenities, Countryside Access Officer, Clerical Officer, Works Superintendent, 32 Service Operatives

Head of Building Control, 3 Building Control Officers, Clerical Officer.

* FTE – Full Time Equivalent
