

Statutory SDC Duties Neighbourhood Wardens Contribute towards

There is no statutory requirement for Stroud District Council (SDC) to provide a Neighbourhood Warden (NHW) Service. However, the core duties NHW's perform contribute towards achieving the statutory duties undertaken by other SDC services and statutory Partner agencies. Many statutory duties, stipulate joint authority working within the legislation.

SDC have a statutory duty to assist the Police and other partners to tackle crime and disorder. Out of all of the SDC services, Community Services and NHW's in particular, do more than any other to fulfil this requirement.

NHW's also perform many other duties that are not statutory that help SDC & other agencies to carry out their functions to the benefit of all Stroud District residents. These duties are not recorded on this document. All NHW duties help to address the SDC Corporate Delivery Plan vision: 'leading a community that is making Stroud District a better place to live, work and visit for everyone.'

The tables below show the SDC statutory duties NHW's contribute towards. Some of these duties are performed daily e.g. dealing with fly tipping, some annually e.g. helping at elections, others intermittently e.g. debt recovery and those that are unexpected such as flooding, heavy snow fall and serious accidents.

Civil Contingencies:

Subject	NHW Delivery	Legislation
Civil Contingencies A primary duty	Monitor flood levels & Snow; clear snow/ice; distribute sand bags; deliver emergency provisions including medication & NHS staff; set up rest centres; preventative work; liaise with emergency services & other SDC services	Civil Contingencies Act, 2004 Highways Act, 1980

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Water & Floods A primary duty	Monitor water levels across the district; host consultation events in flood risk areas; encourage residents to sign up to flood warnings; deliver info packs every 3 yrs	Flood & Water Management Act, 2010
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Council Tax:

Recovery of unpaid council tax A secondary duty	Visit residents to confirm residence & to encourage payment. Bring disabled residents in for meetings	Local Government & Finance Act, 1988 Council Tax Administration & Enforcement Regulations, 1992
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Crime & ASB:

Subject	NHW Delivery	Legislation
Controlled Drugs A secondary duty	Good lines of communication established with Police & other partners to share intelligence; manage movement of mobile CCTV cameras; give drugs awareness talks; remove drugs paraphernalia; make referrals re users	Controlled Drugs Regulations, 2006
Crime & Disorder (LA's responsible for strategies) A primary duty	Attend Stroud District Community Safety Partnership & other meetings to advise and implement local strategies & objectives to tackle crime & disorder	Crime & Disorder Act, 1998
Violence against women & girls A primary duty	Forged links with the Beresford Domestic Violence Refuge, giving personal safety talks; free home security surveys & crime prevention products	Domestic Violence, Crime & Victims Act, 2004

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Elections:

Subject	NHW Delivery	Legislation
Elections A primary duty	Assist with: Parish; District; County; Parliamentary; PCC & European elections, by delivering forms, polling booths & boxes, setting up & taking down the counting halls, receiving votes & election paraphernalia	Representation of the People Act, 1983 The Parliamentary Constituencies Act, 1986 Electoral Registration & Administration Act, 2013

Environmental Issues:

Subject	NHW Delivery	Legislation
Environment & Product Safety A secondary duty	Promote safety messages, attend local events to help maintain public safety & provided first aid	Firework Regs. 2004
Trading Regulations A secondary duty	Assist to monitor opening times; removal of waste etc.	Trading Act, 1994
Licensing A secondary duty	Licensed premises; catering units; street traders, respond to complaints & check conditions being followed	Licensing & Gaming Act, 2005
Pests A secondary duty	Assist with complaints of pests, e.g. mice, rats, inspect, refer on as needed	Prevention of Damage by Pests Act, 1949
Control Industrial & domestic smoke A secondary duty	Inspect reports of black smoke; smoke obstructing highways etc, investigate, cause to be extinguished, submit evidence as required	Clean Air Act, 1983
Prevent pollution from emissions to air, land or water A secondary duty	Investigate complaints, obtain evidence, prevent	Environmental Protection Act, 1990

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Food Hygiene A secondary duty	Help to investigate complaints , obtain evidence & refer on	EU Food Regulations, 2006
Waste A primary duty	Report full litter & dog bins in for emptying & repair; report fly tipped items for collection; organise & encourage community litter picks; encourage correct use of refuse bins; deliver replacement wheelie bins	Litter Act, 1983
Noise & Statutory Nuisance A secondary duty	Assist to monitor noise complaints, particularly out of hours & help to issue ASB sheets	Noise & Statutory Nuisance Act, 1983
Stray Dogs A secondary duty	Assist with the collection of stray dogs & their welfare	Clean Neighbourhoods & Environment Act, 2005
Licensing A secondary duty	Assist to monitor that licensed premises keep to the terms of their license	Licensing Act, 2003
Licensing (underage sell of alcohol) A secondary duty	Assist Police & GCC to conduct spot checks, test purchases & to monitor licensed premises. Submit intelligence	Licensing Act, 2003
Scrap Metal Dealers A secondary duty	Provide intelligence & help to regulate the activities of scrap metal dealers	Scrap Metal Dealers Act, 1964

Housing:

Housing issues A primary duty	Carry out estate inspections; report environmental issues; liaise with Tenant Associations; organise Tenant events; deal with ASB & mediate between residents	Housing Act, 1985, 1990, 1996, 2004
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Planning:

Subject	NHW Delivery	Legislation
Planning regulations Dangerous Buildings High Hedges A secondary duty	Assist to monitor building work; report breaches; report & help to deal with dangerous buildings; mediate with owners of high hedges	Building Act, 1984 Town & Country Planning Act, 1990 ASB Act, 2003 The Planning Act, 2008

Public Spaces & Highways:

Subject	NHW Delivery	Legislation
Unlawfully deposited waste A primary duty	Inspect reports of fly tipping; obtain evidence; provide witness statements; arrange removal	Environmental Protection Act, 1990 & ASB Act, 2003
Unauthorised transport or deposit of waste A secondary duty	Observations for offenders & submission of intelligence	Clean Neighbourhoods & Enforcement Act, 2005
Domestic Waste Collection A primary duty	Support this service provision by: delivering replacement bins; helping to enforce when bins are put out too early/left out; putting bulky items out at kerbside for isolated residents	Environmental Protection Act, 1990
Litter A primary duty	Issue FPN's to offenders; investigate complaints & obtain evidence; provide witness statements; remove/arrange removal; organise & conduct litter picks with residents	Environment Protection Act, 1990
Not exceeding limits of biodegradable waste sent to landfill A secondary duty	We help to monitor & enforce rules on residential refuse bins & help to educate residents when dealing with complaints & at community events	Waste & Emissions Trading Act, 2003

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Abandoned Vehicles A primary duty	Carry out inspections & enquiries on all ABV's; issue notices & gather evidence	Refuse Disposal (Amenity) Act, 1978
Duty to inspect local authority area to detect statutory nuisances A secondary duty	NHW's spend 80% of their time on their allocated area. When on patrol they help to prevent/detect statutory nuisances	Environmental Protection Act, 1990
Duty to investigate complaints of a statutory nuisance A secondary duty	Carry out inspections; gather evidence; submit statements; arrange removal	Environmental Protection Act, 1990
Duty to serve abatement notice for statutory nuisance A secondary duty	Assist with gathering evidence for various legal processes	Environmental Protection Act, 1990
School Crossing Patrols A secondary duty	NHW's are trained in school crossing patrol duties & cover occasionally during times of absence	Road Traffic Regulation Act, 1984
To maintain highways A secondary duty	Assist by reporting pot holes; clearing obstructions while on patrol	Highways Act, 1980
To ensure parking meters are working A secondary duty	During patrol & while carrying out visual audits, report in for repair	Road Traffic Regulation Act, 1984
Enable speed limits to be enforced A secondary duty	Assist in carrying out Police & community speed checks. Clean graffiti & report in damaged signs for repair	Road Traffic Regulation Act, 1984 S85
Vehicles that are abandoned or causing obstruction A primary duty	Inspect vehicles to confirm if they are abandoned & start the removal process. Advice given on vehicles causing an obstruction & liaise with Police	Road traffic Regulation Act, 1984, S100
Promote Road Safety A primary duty	Organise & help to promote initiatives to tackle: poor parking outside schools; speeding, through community speed	Road Traffic Act, 1988

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	checks; ABV's etc. Liaise with GCC	
Traffic Regulation Order A secondary duty	Assist to manage SDC car parks & their useage through PCN's & surveys. Giving advice to residents re on street parking regulations and their potential use to resolve traffic problems. Liaise with GCC	Local Authorities' Traffic Orders Regulations, 1996
Parking A primary duty	Assist to manage SDC car parks & their useage through PCN's & surveys. Advise the public on their right to independent adjudication	Civil Enforcement of Parking Contraventions Representations & Appeals Regulations, 2007
Road Traffic Management A secondary duty	Work closely with Police & GCC, submitting observations & intelligence	Traffic Management Act Part 6, 2004

Vulnerable & Harder to reach groups:

Subject	NHW Delivery	Legislation
Local Authorities working with Primary Care Trusts to improve health A primary duty	Assist OT's to make room for mobility equipment in client's homes; put bulky items out for collection for the infirm; support Careline; welfare checks; referrals to organisations such as P3; safeguarding referrals; support the Generation Games, Play in the Park, Kapers, Botcha etc.	National Health Service Act, 2006
Adult Social Care (co operation between LA's & NHS) A primary duty	Assist on many levels: report & assist to deal with safeguarding issues; referrals for homeless & drug misuse; attend case conferences; assist OT's in making room for mobility aids; put bulky items out for collection for the infirm; support Careline; welfare checks; deliver medicine,	NHS Act, 2006

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	essential foods & medical staff during extreme weather	
Child Poverty (co operation between authorities) A secondary duty	Submit referrals to Social Care & safeguarding reports. Support local 'feed me' events	Child Poverty Act, 2010

Young people:

Subject	NHW Delivery	Legislation
Youth Participation A primary duty	Support youth participation in Stroud District by: providing transport & supervision for SDYC & residential; support Youth Forums, Youth Clubs, Junior NHW's, Generation Games, Play in the Park, Play Ranger, Kapers, Apprentices	UN Convention on Rights of a Child, 1990 SDC adopted article 12 & 15
Children & Young People suffering from harm A secondary duty	While carrying out normal duties & specifically welfare checks we make safeguarding referrals internally & to other agencies	Children Act, 1989
Pupil Referral Units A secondary duty	Work closely with local PRU's giving personal safety talks & facilitating challenge 21	Education Act, 1996
Identify students not receiving full time education A secondary duty	Carry out joint truancy patrols with GCC & Police	Education Act, 1996
Ensure young people have access to sufficient educational & leisure time activities A secondary duty	Liaise & support youth clubs; forums; Scout movement; SDYC; Schools; holiday programmes; Aston Project to provide educational & sporting activities	Education Act, 1996 Education & Inspections Act, 2006

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Safeguarding Children A primary duty	While dealing with incidents, vulnerable children can be identified. Safeguarding referrals are made; case conferences attended & joint working with partner agencies carried out	Children Act 2004, S13
Improve outcomes for Children through better partnership working A secondary duty	Attend CSP meetings & management meetings for youth projects across the district.	Children Act, 2004, S10 (1)
Work experience A secondary duty	Assist with work experience students who shadow when performing our duties	Apprenticeships, skills, Children & Learning Act, 2009
Young Offender Education (cross agency work) A secondary duty	Provide drugs awareness; personal safety; asb talks. Support community pay back schemes (e.g. supervised litter picking); Aston Project; Ryeleaze Centre & diversionary activities	Children Act, 1989

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