

APPENDIX A

**CONSUMER PROTECTION AND
BUSINESS COMPLIANCE**

ENFORCEMENT POLICY

(June 2014)

Consumer Protection and Business Compliance Enforcement Policy

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1. INTRODUCTION

- 1.1 This document sets out what businesses and others being regulated can expect from Slough Borough Council Consumer Protection and Business Compliance Services (CPBC) and its Enforcement Officers.
- 1.2 By Consumer Protection and Business Compliance we mean the following Teams: Food and Safety, Trading Standards, Licensing and Community Safety. It commits the Council to good enforcement practice with effective procedures and clear policies. Where the Council is referred to in this document it means the CPBC.
- 1.3 This document has been prepared with regard to the current principal legislation and statutory guidance including:
 - [The Regulatory Enforcement and Sanctions Act 2008](#) (The RES Act).
 - [Co-ordination of Regulatory Enforcement \(Enforcement Action\) Order 2009 SI665/2009](#) (The CRE Enforcement Order).
 - [Co-ordination of Regulatory Enforcement \(Procedure for References to LBRO\) Order 2009 SI670/2009](#) (The CRE LBRO Order).
 - [Legislative and Regulatory Reform Act 2006](#) (LRRRA).
 - [Legislative and Regulatory Reform \(Regulatory Functions\) Order 2007](#)
 - [Regulators' Code](#) (RC) (Draft July 2013).
- 1.4 The RES Act established the Local Better Regulation Office which has been renamed the [Better Regulation Delivery Office](#) (BRDO). It also imposed upon the Council a duty to: (a) have regard to any guidance given to a Local Authority by BRDO, (b) a duty to comply with guidance where we are directed to do so by BRDO, and (c) a duty to have regard to any list of enforcement priorities published by BRDO. We are committed to doing so.
- 1.5 The LRRRA, Part 2, requires us to have regard to the Principles of Good Regulation in that we carry out our regulatory activities in a way which is proportionate, accountable, consistent, transparent, and targeted to situations which need action.
- 1.6 This Policy has also been prepared having regard to:
 - [The Enforcement Concordat: Good Practice Guide for England and Wales](#) and the Principles of Good Enforcement: Standards;
 - The Human Rights Act 1988; and
 - The Code for Crown Prosecutors
- 1.7 The CPBC primary function is to achieve regulatory compliance in order to protect the public, legitimate business, the environment and groups such as consumers and workers. However, we reserve the right to take enforcement action in some cases after compliance has been achieved if it is in the public interest to do so.
- 1.8 We recognise that prevention is better than cure, but where it becomes

necessary to take formal enforcement action against a business, or member of the public, we will do so. There is a wide range of tools available to us as an enforcement agency and these are detailed in full further in this policy document.

- 1.9 When considering formal enforcement action, CPBC will, where appropriate and where reasonably practicable, discuss the circumstances with those suspected of a breach and take these into account when deciding on the best approach. This paragraph does not apply where immediate action is required to prevent or respond to a breach or where to do so is likely to defeat the purpose of the proposed enforcement action.
- 1.10 If you are a business operating in more than one Local Authority and you have chosen to have a registered Primary Authority Partnership under The RES Act we will, where required, comply with the agreement provisions for enforcement and notify your Primary Authority of the enforcement action we propose to take. We may under that Act also refer the matter to BRDO if appropriate.

2. LEGAL STATUS OF THIS ENFORCEMENT POLICY

- 2.1 This Policy has been subject of consultation with other Berkshire Authorities, statutory external agencies such as the Police and Fire and Rescue Service, local business organisations and representatives as well as public consultation on the Council website.
- 2.2 The Policy was approved by Slough Borough Council Cabinet on2014
- 2.3 This policy is intended to provide guidance for Enforcement Officers, businesses, consumers and the public. Each case will be considered on its own merits and circumstances having regard to this policy.

3. SCOPE AND MEANING OF 'ENFORCEMENT'

- 3.1 This Policy applies to all the legislation enforced by CPBC Enforcement Officers in relation to Food and Safety, Trading Standards, Licensing and Community Safety.
- 3.2 'Enforcement' includes any criminal or civil action taken by Enforcement Officers aimed at ensuring that individuals or businesses comply with the law.
- 3.3 For the purposes of The RES Act the term 'enforcement action' has been given a general statutory definition, which is:
 - (a) action to secure compliance with a restriction, requirement or condition in relation to a breach or supposed breach;
 - (b) action taken in connection with imposing a sanction for an act or omission; and
 - (c) action taken in connection with a statutory remedy for an act or omission.
- 3.4 A list of specific 'enforcement actions' is provided in article 2 of the CRE Enforcement Order, which applies to Part 2 of The RES Act and the Primary Authority Scheme. This means that if: you are a business or organisation registered with the Primary Authority Scheme, we are proposing to take action

against you, and that action is one of those listed then, unless one of the permitted exemptions applies, we will contact your Primary Authority to give notice of the enforcement action we propose to take against you. (See paragraph 9 below in relation to the Primary Authority Scheme.)

- 3.5 By this document the Council intends to enable Enforcement Officers to interpret and apply relevant legal requirements and enforcement policies fairly and consistently between like-regulated entities in similar situations. The Council also aims to ensure that its own Enforcement Officers interpret and apply their legal requirements and enforcement policies consistently and fairly.
- 3.6 In certain circumstances we will seek to raise awareness and increase compliance levels by publicising unlawful trade practices or criminal activity.

4. HOW TO OBTAIN A COPY OF THE POLICY

4.1 Obtaining a copy of the Policy

- 4.1.1 This Policy is available on the Slough Borough Council website at:
www.xxxxxxxxxxxxxx.gov.uk

If you would like a paper copy of the Policy, please contact us by:

- (a) e-mailing Licensing@slough.gov.uk
- (b) e-mailing FoodandSafety@slough.gov.uk
- (c) emailing TradingStandards@slough.gov.uk
- (d) writing to the Head of Consumer Protection and Business Compliance, St Martins Place, 51 Bath Road, Slough, SL1 3UF.
- (e) telephoning 01753 875255.

On request, this Policy will be made available on tape, in Braille or large type.

4.2 How you can make a complaint about decisions made

- 4.2.1 If you are unhappy with any decision that is made initially you should try and resolve the issue with the Enforcement Officer. However if this fails you should discuss the matter with their manager. If you feel that you are still not satisfied then the Council has a Corporate Complaints procedure, and full details how to make a formal complaint can be found on the Council website at:

<http://www.slough.gov.uk/council/complaints-and-feedback/customer-feedback-and-complaints.aspx>

- 4.2.2 Additionally, there will sometimes be a legal right to appeal an enforcement decision, such as the right to appeal certain licensing decisions to the Magistrates' Court. Where such a right exists it will have precedence over the Council's Corporate Complaints Procedure.

5. GENERAL PRINCIPLES

- 5.1 Our principles are informed by The Regulators' Code which took effect on 6th April 2014, the Enforcement Concordat and the Guidance of BDRO as to how to apply these documents.
- 5.2 The six principles of the Regulators Code are:
1. Regulators should carry out their activities in a way that supports those they regulate to comply and grow.
 2. Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views.
 3. Regulators should base regulatory activities on risk.
 4. Regulators should share information about compliance and risk.
 5. Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply.
 6. Regulators should ensure that their approach to their regulatory activities is transparent.
- 5.3 Prevention is better than cure and our role, therefore, involves actively working with businesses to advise on, and assist with compliance. However, where it becomes necessary to take formal enforcement action against a business, or members of the public, we will do so.
- 5.4 Where we consider that formal enforcement action is necessary each case will be considered on its own merits.
- 5.5 However, there are general principles that apply to the way each case must be approached. These are set out in this Policy and in the Regulators' Code.
- 5.6 In accordance with the Regulators' Code, the approach of the CPBC to the sanctions and penalties available to it, will aim to:
- (a) change the behaviour of the offender;
 - (b) change attitudes in society to offences which may not be serious in themselves, but which are widespread;
 - (c) eliminate any financial gain or benefit from non-compliance;
 - (d) be responsive and consider what is appropriate for the particular offender and regulatory issue, which can include punishment and the public stigma that should be associated with a criminal conviction;
 - (e) be proportionate to the nature of the offence and the harm caused;
 - (f) restore the harm caused by regulatory non-compliance, where appropriate; and

(g) deter future non-compliance.

For more information about the Regulators' Code visit:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262915/13-1016-regulators-code.pdf

- 5.7 All enforcement decisions will be fair, independent and objective. They will not be influenced by issues such as ethnicity or national origin, gender, religious beliefs, political views or the sexual orientation of the suspect, victim, witness or offender. Such decisions will not be affected by improper or undue pressure from any source.
- 5.8 We will take into account the views of any victim, injured party or relevant person to establish the nature and extent of any harm or loss, and its significance, in making the decision to take formal action. This may include actual harm or loss or the impact on the well being of the individual or potential or actual harm to the environment.
- 5.9 Slough Borough Council is a public authority for the purposes of the Human Rights Act 1998. We will, therefore, apply the principles of the European Convention for the Protection of Human Rights and Fundamental Freedoms.
- 5.10 All enforcement activities, including investigations and formal actions, will always be conducted in compliance with the statutory powers of the officer and all other relevant legislation, including but not limited to the [Police and Criminal Evidence Act 1984](#), the [Criminal Procedure and Investigations Act 1996](#), the [Human Rights Act 1998](#), the [Regulation of Investigatory Powers Act 2000](#), [Criminal Justice and Police Act 2001](#), and the [Crime and Disorder Act 1998](#) and in accordance with any formal procedures and codes of practice made under this legislation in so far as they relate to the Council's enforcement powers and responsibilities.
- 5.11 This Policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens. This is in accordance with the Regulator's Code. In certain instances we may conclude that a provision in the Code is either not relevant or is outweighed by another provision. We will ensure that any decision to depart from the Code will be properly reasoned, based on material evidence and documented.

6. NOTIFYING ALLEGED OFFENDERS

- 6.1 If we receive information, for example from a complainant, that may lead to formal enforcement action against a business or individual we will notify that business or individual as soon as is practicable of any intended enforcement action, unless this could impede an investigation or pose a safety risk to those concerned or the general public or where notification would defeat the purpose of the enforcement action.
- 6.2 During the progression of enforcement investigations or enforcement actions, business proprietors or individuals and witnesses will be kept informed of progress.

- 6.3 Confidentiality will be maintained and personal information about individuals will only be released to a Court when required and/or in accordance with the Data Protection Act 1998.

7. ENFORCEMENT ACTION

7.1 An overview of the enforcement actions available

7.1.1 There are a large number of potential enforcement options. The level of the action taken varies from no action through to proceedings in Court. Examples of the main types of action that may be considered are shown below:

- (a) No action.
- (b) Informal Action and Advice.
- (c) Fixed penalty Notices.
- (d) Penalty Charge Notices.
- (e) Formal Notice.
- (f) Forfeiture Proceedings.
- (g) Seizure of goods/equipment.
- (h) Injunctive Actions and other Civil Sanctions.
- (i) Refusal/Review/Revocation of a licence.
- (j) Simple Caution.
- (k) Prosecution.
- (l) Proceeds of Crime Applications.

7.1.2 The order in which the enforcement actions are listed above is not necessarily in absolute order of escalating seriousness relative to each other. The Council reserves the right to escalate its level of enforcement action, having regard to the criteria in paragraph 7.2 of this policy.

7.2 Deciding what level of action is appropriate

7.2.1 In assessing what enforcement action is necessary and proportionate, consideration will be given to, amongst other things:

- (a) The seriousness of the compliance failure.
- (b) The past and current performance of any business and/or individual concerned.
- (c) Any obstruction on the part of the offender.
- (d) The risks being controlled.

- (e) Statutory guidance.
- (f) Codes of Practice.
- (g) Any legal advice.
- (h) Policies and priorities of the Government, the Council, CPBC services and related committees.
- (i) A person's age in relation to young people (termed 'juveniles') aged under 18.
- (k) The existence of a Primary Authority Agreement.

7.2.2 Certain enforcement action, such as the decision to Caution and/or the decision to prosecute, is further and specifically informed by those matters set out below at paragraphs 7.12 and 7.13.

7.3 An explanation of the enforcement action options

7.3.1 No Action

7.3.2 In certain circumstances, contraventions of the law may not warrant any action. This can be where the cost of compliance to the offender outweighs the detrimental impact of the contravention, or the cost of the required enforcement action to the Council outweighs the detrimental impact of the contravention on the community. A decision of no action may also be taken where formal enforcement is inappropriate in the circumstances, such as where the offender is elderly and frail, is suffering from mental health issues or serious ill health, and formal action would seriously damage their wellbeing. In such cases we will advise the offender and the complainant of the reasons for taking no action.

7.4 Informal Action and Advice

7.4.1 For minor breaches of the law we may give verbal or written advice. We will clearly identify any contraventions of the law and give advice on how to put them right, including a deadline by which this must be done. The time allowed will be reasonable, and take into account the seriousness of the contravention and the implications of the non-compliance.

7.4.2 Sometimes we will advise offenders about 'good practice', but we will clearly distinguish between what they must do to comply with the law and what is advice only.

7.4.3 Failure to comply could result in an escalation of enforcement action.

7.5 Fixed Penalty Notices

7.5.1 Certain offences are subject to Fixed Penalty Notices (FPN) where prescribed by legislation. They are recognised as a low-level enforcement tool and enable a defendant to avoid prosecution and a criminal record. Where legislation permits an offence to be dealt with by way of a FPN, we may choose to issue a FPN on a first occasion, without any prior warning.

7.6 Penalty Charge Notices

7.6.1 Penalty Charge Notices (PCN) are a prescribed method of enforcement governed under Part 6 of the Traffic Management Act 2014 . The process for making representation and level of payment due is covered by the 2004 Act and statutory instruments. Failure to pay the PCN will result in the debt being registered with Northampton County Court (Traffic Enforcement Centre). A warrant will be issued and passed onto a bailiff company to recover the debt on behalf of the Local Authority. Slough Borough Council has a parking Enforcement Policy on place, for further details follow the below link:

<http://www.slough.gov.uk/council/strategies-plans-and-policies/parking.aspx>

7.7 Failure to accept a FPN and/or a PCN

7.7.1 In circumstances where a person or body corporate fails to accept or pay a FPN, then in order to maintain the integrity of these legislative regimes, CPBC Services will consider an escalation of enforcement action. This will include consideration of a prosecution for the original offence under the primary legislation.

7.7.2 In circumstances where a person or body corporate fails to accept or pay a PCN, then in order to maintain the integrity of this legislative regime, CPBC Services will consider an escalation of enforcement action. This will include consideration of civil action to recover the debt incurred by the CPBC services.

7.7.3 A failure to pay a FPN or PCN may be a material consideration for the purposes of deciding whether a prosecution will be taken or civil debt recovery commenced.

7.8 Formal Notice

7.8.1 Certain legislation allows notices to be served requiring offenders to take specific actions or cease certain activities. Notices may require activities to cease immediately or a premises to close, where the circumstances relating to food and safety, health and safety, environmental damage or nuisance demand. In other circumstances, the time allowed will be reasonable, take into account the seriousness of the contravention, the implications of the non-compliance and the appeal period for that notice.

7.8.2 All notices issued will include details of any applicable Appeals Procedures.

7.8.3 Certain types of notice allow works to be carried out in default. This means that if a notice is not complied with [a breach of the notice] the CPBC may carry out any necessary works to satisfy the requirements of the notice. Where the law allows, the CPBC may then charge the person/business served with the notice for any cost we incur in carrying out the work.

7.9 Seizure

7.9.1 Certain legislation enables authorised Enforcement Officers to seize goods, equipment or documents for example unsafe food, sound equipment that is being used to cause a statutory noise nuisance, unsafe products or any goods

that may be required as evidence for possible future court proceedings. When we seize goods we will give the person from whom the goods are taken an appropriate receipt itemising the goods / equipment that have been seized and advise them of their statutory rights.

7.10 Injunctive Actions and other Civil Sanctions

7.10.1 In certain circumstances, for example, where offenders are repeatedly found guilty of similar offences or where it is considered that injunctive action is the most appropriate course of enforcement, then injunctive actions may be used to deal with repeat offenders; dangerous circumstances; or consumer/ environmental/public health detriment.

7.10.2 Action under the Enterprise Act 2002; proceedings may be brought where an individual or organization has acted in breach of community or domestic legislation with the effect of harming the collective interests of consumers. In most circumstances action will be considered where there have been persistent breaches or where there is significant consumer detriment. Action can range from:

- (a) Informal undertakings.
- (b) Formal undertakings.
- (c) Interim Orders.
- (d) Court Orders.
- (e) Contempt Proceedings.

7.10.3 Anti Social Behaviour Orders and Criminal Anti Social Behaviour Orders: Where the non-compliance under investigation amounts to anti-social behaviour such as persistent targeting of an individual or a group of individuals in a particular area then, following liaison with the Community Safety Team where appropriate, an ASBO or CRASBO will be sought to stop the activity. *(ASBO's and CRASBO's are currently under review by the Government).*

7.11 Suspension and Revocation/Review/Revocation of a Licence

7.11.1 Where there is a requirement for a business to be licensed by the local authority, the licence may be granted unless representations or objections are received against the application. In such cases the Licensing Committee will hear the case and decide to grant, grant with conditions, or refuse the licence application.

In addition to the above, in relation to the Gambling Act 2005, applications for premises Licence, the Licensing Committee can exclude a condition of licence.

7.11.2 Grounds for Refusal, Suspension or Revocation of a Hackney Carriage or Private Hire Drivers Licence

- Where application is for the GRANT of a licence, the Committee has to be satisfied that the applicant is a “fit and proper” person to hold a licence.
- The Committee’s current policy requires an applicant to have held a full DVLA driver’s licence for at least two years.
- All new applicants are required to pass a driving assessment and undergo a medical examination prior to becoming licensed.
- Applicants are also subject to a criminal record check.
- Where a new applicant for a Hackney Carriage or Private Hire drivers licence or where an existing licence holder has been convicted or is subsequently convicted of any offence of dishonesty, a licence will not be granted, will not be renewed and will be either suspended or revoked with immediate effect where it is deemed necessary in the interests of public safety to do so.
- Where a new applicant for a Hackney Carriage or Private Hire drivers licence has been convicted of any offence of indecency or violence or any other criminal offence of a serious nature, a licence will not be granted, until the applicant is free from conviction for at least a period of 10 years (the date when the conviction becomes spent being the start date for the calculation of the 10 year period)
- Where an existing Hackney Carriage or Private Hire drivers licence holder is convicted, during the period of the licence, of any offence of indecency or violence or any other criminal offence of a serious nature, the licence will be either suspended or revoked with immediate effect, and any new application will not be considered until the applicant is free from conviction for at least a period of 10 years (the date when the conviction becomes spent being the start date for the calculation of the 10 year period)

Whilst each case will be considered on its own merits, the protection of the public is paramount.

7.11.3 Under the Licensing Act 2003, where a Review of a Premises Licence is sought under Section 51 of the Act, the options available to the Licensing Committee are:-

- To modify the conditions of Licence
- To exclude a Licensable activity from the scope of the Licence
- To removed the Designated Premises Supervisor
- Suspend the Licence for a period not exceeding three months
- Revoke the Licence
- Issue a warning letter

- No action

7.11.4 Under the Gambling Act 2005, where a Review of a Premises Licence is sought under Section 202 of the Act, the options available to the Licensing Committee are:-

- Revocation of the Licence
- Suspend the Licence for a specified period not exceeding three months
- Exclude a condition attached to the Licence, under Section 168 or remove or amend exclusion
- Add, remove or amend a condition under Section 169

7.12 Simple Caution

7.12.1 In appropriate circumstances, where a prosecution would otherwise be justified, a Simple Caution may be administered with the consent of the offender.

7.12.2A Simple Caution is an admission of guilt, but is not a form of sentence, nor is it a criminal conviction.

7.12.3 For a Simple Caution to be issued a number of criteria must be satisfied:

- (a) Sufficient evidence must be available to prove that the offence has been committed.
- (b) The offender must admit the offence.
- (c) It must be in the public interest to use a Simple Caution.
- (d) The offender must be 18 years or over.

For details on the Home Office guidance (Circular 16/2008) Cautioning of Offenders visit:

<http://www.homeoffice.gov.uk/>

7.12.4 We will also take into account whether the offender has received a simple caution within the last 2 years when determining whether a simple caution is appropriate for any subsequent offending.

7.12.5 If during the time the Simple Caution is in force the offender pleads guilty to, or is found guilty of, committing another offence anywhere in England and Wales, the Caution may be cited in court, and this may influence the severity of the sentence that the court imposes.

7.12.6 The refusal of an offender to be cautioned does not preclude the matter being passed for prosecution. In fact, any such failure will be a material consideration when deciding whether the offender should then be prosecuted for that offence.

7.13 Prosecution

- 7.13.1 In circumstances where none of the other forms of enforcement action are considered appropriate a prosecution will be considered and may ensue.
- 7.13.2 When deciding whether to prosecute the Council applies The Code for Crown Prosecutors as issued by the Director of Public Prosecutions.
- 7.13.3 The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases.
- 7.13.4 The Code for Crown Prosecutors has two tests:

Is there enough evidence against the defendant?
When deciding whether there is enough evidence to prosecute, the Council must consider what evidence can be used in court and whether it is reliable. The Council must be satisfied there is enough evidence to provide a "realistic prospect of conviction" against each defendant.

Is it in the public interest for the Council to bring the case to court?
A prosecution will usually take place unless the public interest factors against prosecution clearly outweigh those in favour of prosecution.

For a copy of the Code for Crown Prosecutors visit:-
http://www.cps.gov.uk/publications/code_for_crown_prosecutors/index.html

7.14 Proceeds of Crime Applications

- 7.14.1 The Council either through its own Enforcement Officers or in cooperation with the Police may make application under the Proceeds of Crime Act 2002 to restrain and/or confiscate the assets of an offender. The purpose of any such proceedings is to recover the financial benefit that the offender has obtained from his criminal conduct. Proceedings are conducted according to the civil standard of proof.

7.15 Deferred Prosecution Agreements (DPAs)

- 7.15.1 DPAs have been introduced under the Crime and Courts Act 2013, adding an important new enforcement tool for certain prosecutors in tackling serious economic crime. Under a DPA a prosecutor charges a company with a criminal offence but proceedings are automatically suspended. The DPA may impose a number of requirements, including paying a financial penalty or agreeing to a compliance programme. At present only the Director of Public Prosecutions and the Director of the Serious Fraud Office can use DPAs, not local authorities. However when proceedings are suspended under a DPA no other person may prosecute the defendant for the alleged offence."

7.16 Press releases

- 7.16.1 In cases where emergency prohibition procedures have been taken and where public health and safety has been put at risk, consideration will be given to issuing a press release as a deterrent message that the service will not tolerate conditions which present an imminent risk to public health.

8. DECISIONS ON ENFORCEMENT ACTION

- 8.1 Decisions about the most appropriate enforcement action to be taken are based upon those matters set out in Section 7 above.
- 8.2 Where appropriate, decisions about what enforcement action to take may involve consultation between:
- (a) Investigating Officer(s).
 - (b) Senior managers from the Council.
 - (c) The Council's legal advisors.
- 8.3 The decision to prosecute a case will be taken by those with authority to do so in accordance with the Slough Borough Council Scheme of Delegation as contained in the Council's Constitution.

9. PRIMARY AUTHORITY PARTNERSHIP SCHEME AND ITS ENFORCEMENT PROVISIONS

- 9.1 When a decision has been made to take enforcement action against a business and:
- (1) That business is operating in more than one Local Authority and has a registered Primary Authority Partnership under The RES Act; and
 - (2) The enforcement action we propose to take is covered by the definition of enforcement action for the purposes of Part 2 of The RES Act.

We will, where required to do so by that Act, comply with the agreement provisions for enforcement and notify your Primary Authority of the action we propose to take.

- 9.2 A Primary Authority has the right to object to our proposed action and in such circumstances either they or we may refer the matter to BRDO.

10. LIAISON WITH OTHER REGULATORY BODIES AND ENFORCEMENT AGENCIES

- 10.1 In addition to the duties imposed upon us by The RES Act in respect of cooperating and working with Primary Authorities and the BRDO; we will, where appropriate, cooperate and coordinate with any relevant regulatory body and/or enforcement agency to maximise the effectiveness of any enforcement.
- 10.2 Where an enforcement matter affects a wide geographical area beyond the Council boundaries, or involves enforcement by one or more other local authorities or organisations; where appropriate all relevant authorities and organisations will be informed of the matter as soon as possible and all enforcement activity coordinated with them.
- 10.3 The Council will share intelligence relating to wider regulatory matters with other regulatory bodies and enforcement agencies, including:

- (a) Government Agencies.
- (b) Police Forces.
- (c) Fire Authorities.
- (d) Statutory undertakers.
- (e) Other Local Authorities.

11. CONSIDERING THE VIEWS OF THOSE AFFECTED BY OFFENCES

11.1 The Council undertakes enforcement on behalf of the public at large and not just in the interests of any particular individual or group. However, when considering the public interest test, the consequences for those affected by the offence, and any views expressed by those affected will, where appropriate, be taken into account when making enforcement decisions.

12. PROTECTION OF HUMAN RIGHTS

12.1 This Policy and all associated enforcement decisions take account of the provisions of the Human Rights Act 1998. In particular, due regard is had to the right to a fair trial and the right to respect for private and family life, home and correspondence.

13. REVIEW OF THE ENFORCEMENT POLICY

13.1 This Policy will be reviewed annually. A copy of this policy is available at:
www.xxxxxxxxxxx.gov.uk