

**Public**  
**Key Decision – No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Corporate Enforcement Policy

**Meeting/Date:** Licensing and Protection Committee –  
Wednesday 19<sup>th</sup> March 2025

**Executive Portfolio:** Executive Councillor for Resident Services and  
Corporate Performance

**Report by:** Claudia Deeth, Public Protection Manager

**Ward(s) affected:** All

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### **Executive Summary:**

Huntingdonshire District Council is responsible for enforcing a wide range of statutory provisions. The current Corporate Enforcement Policy was approved in February 2018 and an internal audit carried out in 2024 identified an action to review and amend the policy to reflect necessary changes.

This report presents for approval a revised and updated Corporate Enforcement Policy that is intended to be applied across Council services that have an enforcement function. This policy explains how the Council's regulatory and enforcement activities will be carried out and what individuals and businesses can expect from Council services who are involved in enforcement.

The Council believes that fair and effective enforcement is essential for protecting residents, businesses and communities. The policy details the approach that will be taken by Officers when dealing with breaches of regulations but does not specify individual processes and procedures as these will vary depending on the legislation being utilised.

### **Recommendation(s):**

**The Committee is recommended to:**

- 1. approve the revised Corporate Enforcement Policy.**
- 2. delegate authority to the Head of Planning, Infrastructure and Public Protection to make minor editorial changes to the Corporate Enforcement Policy should this be deemed necessary.**

- 3. delegate to the Head of Planning, Infrastructure and Public Protection in consultation with the relevant Executive Councillors, amendments to operating procedures in light of changes resulting from revocations, amendments, or enactments of relevant statutory provisions; changes in statutory guidance, or best practice.**

## **1. PURPOSE OF THE REPORT**

- 1.1 The Council has statutory responsibility for the regulation of a wide range of activities which impact upon our residents, visitors, communities and businesses. These include environmental health, licencing and planning. In addition, the Council is also responsible for developing and implementing local regulations covering issues such as dog control.
- 1.2 It is essential that the Council has an effective and efficient enforcement process that operates with due efficacy. It is the intention of the Policy to outline what residents as well as Members can expect to happen should a breach be reported and an investigation commenced.
- 1.3 It is not the purpose of the Policy to detail the processes and procedures that will be followed by each enforcing service as these will be specific to the legislation being applied. The intention is to outline the approach that will be taken by authorised officers when dealing with regulatory matters.

## **2. BACKGROUND**

- 2.1 The current Corporate Enforcement Policy was approved in February 2018 and an internal audit of enforcement activity across the Council identified that a review of the Policy was necessary.

## **3. KEY IMPACTS / RISKS**

- 3.1 With the adoption of a singular Corporate Enforcement Policy in 2018, we have been able to demonstrate the value of certainty and consistency when responding to issues relating to regulatory compliance. This was further supported by the internal audit completed in 2024 and evidenced the benefits of having a Policy that was reviewed regularly to ensure that it remained current.
- 3.2 The revised Policy will continue to help reduce the risk of process failures or resident/ business confusion on potential enforcement outcomes that could be implemented.

## **4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 4.1 As a revision of the current Corporate Enforcement Policy, the amended Policy requires approval from the Licensing and Protection Committee. Once, approved, the policy will become effective immediately and will be regularly reviewed to ensure that it remains current.

## **5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

[\*\(See Corporate Plan\)\*](#)

- 5.1 The Policy will contribute to the Council achieving their priorities set out within the 2023-28 Corporate Plan, these being:

- Priority 1: Improving quality of life for local people.
- Priority 2: Creating a better Huntingdonshire for future generations.
- Priority 3: Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

## **6. CONSULTATION**

- 6.1 Lead Officers for the services to which the Policy will apply have been consulted on the amendments that have been made.

## **7. LEGAL IMPLICATIONS**

- 7.1 The policy itself will be compliant with the general principles and objectives of national regulatory guidance, with Officers giving due consideration to detailed regulatory provisions relevant to that case when determining appropriate action on resolving a breach.

## **8. RESOURCE IMPLICATIONS**

- 8.1 The Policy will ensure that Officer resource is focused on clear prioritised and timely actions, with the expectation of responsiveness from those in breach. This should lead to more efficient and effective working on 'lean' principles within existing resource capacity.

## **9. REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 The benefits for the Council of having a Corporate Enforcement Policy has been evidenced through the extensive and successful enforcement activities that have been carried out by the enforcing services since the previous Policy was adopted. To ensure that this structured and proactive approach to breaches of regulations continues, it is imperative that Officers have an overarching Policy that they are able to apply.

## **10. BACKGROUND PAPERS**

Huntingdonshire District Council Corporate Enforcement Policy February 2018.

### **CONTACT OFFICER**

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