

## APPENDIX A - MOBILE LOCALITY OFFICER TASKS

Activity	Description
Abandoned vehicles	<i>Reporting and stickering</i>
Business rates	<i>Site visits to check occupancy status</i>
Business units	<i>Allowing access for potential tenant viewings</i>
Car park machines	<i>Reporting and repairing jammed meters</i>
Cemeteries	<i>Grave stone visual inspections and push tests</i>
Council tax	<i>Site visits to check occupancy status</i>
Dead animals	<i>Reporting and if possible removal</i>
Deliveries	<i>Including important court papers/documents and food parcels</i>
Direct lets	<i>Property checks</i>
Dog bins	<i>Reporting full bins and monitoring</i>
Dog fouling	<i>Patrols and enforcement</i>
Elections	<i>Polling booth delivery and collection</i>
Events	<i>Marshalling</i>
Fire alarm	<i>Testing at business units</i>
Fly posters	<i>Reporting and removal</i>
Fly tips	<i>Reporting and evidence gathering</i>
Food caddy liners	<i>Delivery to town councils</i>
Graffiti	<i>Reporting and if possible removal</i>
Grounds maintenance	<i>Reporting and monitoring</i>
Gypsies and travellers	<i>Reporting and evidence gathering</i>
Housing Benefits	<i>Evidence gathering</i>
Licensing	<i>Checking alcohol licences are on display</i>
Meter readings	<i>For council owned assets</i>
Missed bins	<i>Monitoring and advising residents</i>
Nuisance	<i>Collection of evidence sounds recordings and photos</i>
Photographs	<i>For engineers and other specialists</i>
Planning enforcement	<i>Evidence gathering</i>
Planning notices	<i>Siting and removal</i>
Play parks	<i>Inspections and reporting of repairs</i>
Recycling banks	<i>Reporting full banks and monitoring</i>
Recycling contaminated waste	<i>Site visit and advising residents how to recycle</i>
Recycling sacks	<i>Delivery to town councils and occasionally to residents</i>
Strategic planning	<i>Reporting housing completions and employment land sites</i>
Street cleansing	<i>Reporting and monitoring</i>
Toilet checks	<i>Reporting defects to repairs</i>
Trade waste	<i>Site visit and advising businesses of correct use</i>
Trees	<i>Reporting and routine visual inspections</i>
Water quality testing	<i>Collection of private supply and shell fish water samples</i>

***Note, this is not an exhaustive list, the team also cover ad hoc requests as and when required. In essence the six Mobile Locality Officers act as the eyes and ears of the Council – reporting, checking, evidence gathering and acting as general runners responding to business need.***