



City Services support and facilities



Main responsibilities:

ENFORCEMENT

The Enforcement division delivers some of the key services associated with improving the local environment. It is responsible for enforcement activities and policies associated with litter, fly-tipping, commercial waste, dog fouling, stray/abandoned/ dangerous dogs, domestic waste, flyposting, placards, overhanging vegetation, abandoned vehicles, A-boards and other miscellaneous offences. The service also supports agencies addressing graffiti, waste minimisation and untaxed vehicles. The division is at the forefront of the council's zero tolerance approach to environmental crime.

Through the Environmental Enforcement Working Group, the division takes a prominent lead in coordinating enforcement policies and practices across the authority. This includes taking a steer and responding to government policies, and implementing new legislation in order to take positive advantage of change.

Work is carried out in response to requests for service and proactively, through intelligence-led initiatives and educative approaches. A high profile approach is taken including the use of notices, fixed penalty notices and prosecutions. Partnerships with the police, trading standards, the environment agency and others are fostered and supported to help deliver these aims.

The division manages, maintains and develops the council's on- and off-street parking facilities through. This includes Woodhouse Lane Multi Storey Car Park, 13 Pay and Display car parks, 2338 on-street parking bays and 37 free district car parks. Decriminalised Parking Enforcement was successfully introduced to Leeds in March 2005, extended parking enforcement duties to include all yellow line waiting and loading restrictions, and all permitted zone parking across the city.

FACILITIES MANAGEMENT

Civic and Community Buildings

The responsibility for managing the city's civic and community buildings has been brought together within City Services to ensure the effective and consistent utilisation and maintenance of these valuable assets.

The Civic Buildings section provides a full property management and maintenance service to all of the buildings for which it is responsible. The section provides and maintains the office accommodation required by client departments. The section is responsible for the allocation of space, maintenance, refurbishment and operation of approximately 600,000 square feet of occupied office accommodation in 9 city centre locations, 11 One Stop Centres and Area Offices, plus 5 other district buildings.

Facilities

City Signs is a production unit, specialising in reflective materials, which manufactures traffic signs for Leeds, Bradford, Kirklees and Calderdale, together with modular signage, street nameplates and specialist commercial projects. *City Print* is a print operation producing a range of products for client departments, including leaflets, brochures, invitations, menus and stationery. *Reprographics* provides a document copying service to client departments, including collating, binding, finishing and full colour copying.

The Facilities section is also responsible for the provision of a city-wide mail delivery service to client departments. The Civic Buildings section provides a facilities management service to client departments for in excess of 70 Community Centres and Community Buildings across the city.



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Budget highlights 2006/07:

There has been an increase of £65k in respect of the level of budget provided for the maintenance of the Authority's Civic Buildings.

Additional NRF/SSCF grant is being spent on improvements to the local environment. Of this £450k supports enforcement activity particularly in the inner areas.

Performance statistics:

BVPI 218a - Percentage of reports of abandoned vehicles investigated in 24 hours

2005/06 actual – 89.24%

2006/07 target – 90%

2007/08 target – 90%