



RAMSEY TOWN COMMISSIONERS

PROVISION OF A TOWN WARDEN SERVICE

SPECIFICATION OF DUTIES

- 1) The Contractor should provide employee(s) insurance, public liability insurance, uniforms, identification cards, clearly marked vehicle(s), fuel and cover for sickness or holidays. The cost for wages, National Insurance, holiday and sickness pay, and pension if applicable, are the responsibility of the Contractor. Wardens should be wearing the appropriate uniform and be contactable at **all times** whilst on duty and should be provided with a good quality mobile telephone by the Contractor for this purpose. Wardens will be required to carry their identification card, together with other authorisation(s) issued by the Ramsey Town Commissioners with them at all relevant times.
- 2) The Contractor will supply a Warden or Wardens to provide for 20 hours cover each week for 52 weeks of the year in order to patrol the Town and service the Town's applicable regulations, byelaws, orders and Acts of Tynwald. Hours will be varied and within a flexible arrangement that, from time to time may include weekend working and patrolling between 0700 hours and up to 2100 hours. The rota and initial training will be provided by the Authority. **At present, the on-street parking restrictions are enforced by the Department of Infrastructure, Highways Division by their Parking Controllers. It is possible that, during the period of this Contract, the enforcement of on-street parking may transfer to the responsibility of Local Authorities, therefore an extension to the contracted hours may be required as set down in this Specification for which adequate notice by Ramsey Town Commissioners will be provided.**
- 3) Any system of working should be agreed between the Contractor and an Authorised Officer. Wardens will be given sufficient notice of special arrangements or where patrolling would be during "unsocial hours".
- 4) Wardens should be prepared to target specific areas or problems during a flexible regime arranged between Wardens (through the Contractor) and an Authorised Officer.
- 5) Warden(s) may issue Fixed Penalty Notices for offences against the Ramsey Dog Control Byelaws and Litter Act. At a future date, responsibility may be expanded to include other fixed penalty notices. Authorisation is specific to the person so that the Contractor will be required to provide details of the individuals to be involved.
- 6) The Authority will provide books of Warning Notices and Fixed Penalties to Wardens. Warning Notices may be issued to offenders simply as a warning or as a warning of an impending "consideration for prosecution". Copies of warning notices and of fixed penalties should be given to an Authorised Officer as soon as practicable following a shift.

- 7) **Control of Dogs** – Monitor and act on any infringements of the Ramsey Control of Dogs Byelaws. Fixed penalties should be issued, but offenders may be referred to the Authority for prosecution through the Courts if the offender's actions warrant such action.

Covert operations may be required from time to time and the targeting of individuals or specific areas may call for working unsocial hours. Usually this work can easily be accommodated within normal foot or vehicle patrols.

Stray dogs should be reported to the Department of Environment, Food and Agriculture during normal working hours or the Manx SPCA outside of normal working hours. Should authority be given from an Authorised Officer for the collection of a stray then it should either be returned to the owner or dealt with by phoning D.E.F.A. or ManxS.P.C.A. Any dog deemed to be 'at large' should be dealt with appropriately as part of the Dogs Act 1990 or other legislation.

- 8) **Vehicle and Parking Offences** – Carry out regular, but random visits, to all of the Authorities' off-street car parks. The Authority is not authorised at present to issue fixed penalty notices for traffic or parking offences on public highways. Offenders are usually given a warning notice and may be written to later and cautioned or may be referred for prosecution through the Court of Summary Jurisdiction. **Patrolling and vigilance are paramount in preventing offences within the Authority's car parks.**

All offences or irregularities should be reported to an Authorised Officer. Abandoned vehicles on R.T.C. land come within the jurisdiction of the Authority. Vehicles abandoned or causing problems on the public highway or on Government Lands may be referred to the Police or the Department of Infrastructure – Waste Management Unit.

In all cases offenders are dealt with in such a way as to minimise costs and nuisance to both Authority and other users of any facilities.

For the most part offences in this area will come under the provisions of the Parking Places Order, but lack of permits, speeding in parks or inconsiderate behaviour with a vehicle could be dealt with under the Amenity or General Byelaws.

- 9) **Litter** - both fly tipping and general littering come within the provisions of the Litter Act 1972. Persons found littering may either be issued with a fixed penalty notice or be referred to the Authority for prosecution.
- 10) **Housing Byelaws** – For the most part this involves checking from time to time on untidy gardens and speaking with the person concerned. If no action is taken by the tenant then a warning notice giving 14 days to tidy may be issued. A letter confirming the Warden's action will follow and if the garden is not tidied the tenant may be prosecuted. These matters will also be referred to the Housing Section for consideration and advice.

General patrolling on estates shows a presence and will keep the Warden up to date on what is going on in any district with respect to littering, dog nuisances, abandoned vehicles and parking offences. Enforcement of General Town Byelaws will be applicable on most housing projects.

- 11) **Amenity Byelaws** - these apply mainly in the Town's parks and beaches. Enforcement of the Byelaws will mainly entail minor nuisances involving children misbehaving in parks, vehicles being parked in areas where they should not be parked, lack of permits for vehicles, events, trading etc., camper van problems, tents where they should not be or assisting with gate duty or traffic control at events. On specified beaches, problems include vehicles, horses or jet skis being in restricted areas.
- 12) **Town – General Byelaws** - These include overseeing such diverse matters as noise in a street or other public places, processions, street collections, dangerous games in a street, indecent behaviour, repairing vehicles on roads, fireworks, fly posting and motorcycle scrambling.
- 13) **Local Government (Miscellaneous Provisions) Act 1984** - This Act provides for a number of actions including the making of regulations for the removal and disposal of Vehicles, subject to regulations. These vehicles are usually reported to the Department of Infrastructure for action, but in certain circumstances may be processed by the Authority.
- 14) Wardens will be required to complete Witness Statements in particular cases with the assistance of an Authorised Officer. Where the offender is to be summonsed, the Warden may be required to attend court to give evidence.
- 15) Wardens may be asked to assist in any matter that would support the good governance of the Town or any lands or premises under the jurisdiction of the Commission. For example: providing a presence/security at an event in the Town Hall, issuing information notices relating to the prevention of offences, delivering or serving of legal documents, notices or court papers, issuing copies of road closure notices and other general information to the public and assisting with traffic control during events etc..
- 16) The Contractor should arrange for a worksheet to be provided, to an Authorised Officer, on a weekly basis showing where the Wardens have been operating, the times of operations and a brief breakdown of findings by byelaw type. The Authority will provide a standard form of worksheet.

The purpose of this form is to provide data for analysis that may help in pinpointing particular types of problem and assist in the directing of patrolling to specific areas or at distinct times.