

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date 26 January 2017

Report of: Director of Operations

Subject: **PRELIMINARY REVIEW OF WORK PROGRAMME 2016/17 AND
DRAFT WORK PROGRAMME 2017/18**

SUMMARY

At the meeting of the Panel on 2 March 2017, members will be asked to review the outcome of the work programme for the current year, 2016/17. Also at that meeting, the Panel will need to finalise the draft work programme for next year, 2017/18.

The report contains details of the Panel's existing work programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist members in drawing up the work programme for next year.

RECOMMENDATION

The Panel is invited to give initial consideration to:-

(a) give preliminary consideration to the outcome of the Panel's work programme for the current year; and

(b) start drawing up an outline draft work programme for the next year, which further consideration can be given to those matters at the meeting on 2 March 2017.

INTRODUCTION

1. The outcomes for the work programme for the current year (2016/17) will be reviewed at the Panel's meeting on 2 March 2017. At the same time, it will be necessary for the Panel to finalise its work programme for the next year (2017/18).
2. In order to assist the process, members are invited to consider both issues at this meeting.

REVISIONS TO THE WORK PROGRAMME

3. Members are asked to note the following revisions to the Work Programme:

WORK PROGRAMME 2016/17

4. A copy of the current work programme is attached at Appendix A. It is suggested that the current work programme for 2016/17 is completed.

WORK PROGRAMME – NEXT YEAR 2017/18

Scrutiny Board Responsibilities

5. Members are reminded that the Scrutiny Board is generally responsible for:-
 - maintaining an overview of the discharge of the Council's Executive functions.
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive Members) or key decisions made by officers in exercise of their delegated powers.
 - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions.
 - reviewing and/or scrutinising any matters affecting the strategic plans and financial affairs of the Council.
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area.

Role of the Policy Development and Review Panels

6. The Policy Development and Review Panels are responsible for preparing their own work programmes. Those programmes should take account of the role of the Panels to:
 - assist in the development and formulation of policy.
 - report and advise upon policies and proposals relating to their particular service interest.
 - review the performance of services provided directly or indirectly by the Council.
7. There are six planned meetings of the Policy Development and Review Panels in the next municipal year, to deal with ordinary business.

Planning Next Year's Work Programmes

8. Members are invited to consider policy development and formulate items for the work programme for 2017/18. It has previously been suggested that a few items of major significance are chosen.
9. In addition to any other matters which members may wish the Panel to look at, the Executive may decide it wishes the Panel to carry out specific tasks during the next year.
10. At this stage, suggested items for next year are shown at Appendix C below, and are for members to discuss.
11. Other general items may arise during the year, such as responding to consultation requests by the Government.
12. Statutory strategies and policy framework items will need to be reported to any combination of the Review Panels, the Scrutiny Board, the Executive and the Council, as appropriate.

RISK ASSESSMENT

13. There are no significant risk considerations in relation to this report

CONCLUSION

14. The Panel is now invited to:-

- (a) give preliminary consideration to the outcome of the Panel's work programme for the current year;
- (b) start drawing up an outline draft work programme for the next year, which further consideration can be given to those matters at the meeting on 2 March 2017.

APPENDICES:

Appendix A – Streetscene Policy Development and Review Panel Work Programme 2016/17.

Appendix B – Progress on Actions Since Last Meeting.

Appendix C – Draft Streetscene Policy Development and Review Panel Work Programme 2017/18

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Paul Doran. (Ext 4572)

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME
2016/17**

Date	Subject	Type of Item
9 June 2016	• Review of Work Programme 2016/17	Programming
	• Presentation on Streetscene Services and Key Achievements	Presentation
14 July 2016	• Review of Work Programme 2016/17	Programming
	• Annual Review of Trade Waste Service	Information
	• Annual Report on Street Cleansing Service	Information
	• Members Open Forum	Question and Answer
8 September 2016	• Review of Work Programme 2016/17	Programming
	• Allotment Agreement Renewal	Information
	• Annual Report on Recycling	Information
20 October 2016	• Review of Work Programme 2016/17	Programming
	• Annual Report on Grounds Maintenance Service	Information
	• Verbal Update – Outcome of Recruitment Campaign	Information
	• Members Open Forum	Question and Answer
26 January 2017	• Preliminary Review of Work Programme 2015/16 & Draft Work Programme 2016/17	Programming
	• Report on Progress of New Corporate Cleaning Contact	Information
	• Report on New Contract for Bus Shelter Maintenance and Cleaning	Information
2 March 2017	• Final review of the Work Programme for 2016/17 and Draft Work Programme 2017/18	Programming

	<ul style="list-style-type: none">• Report on Textile Recycling	Information
	<ul style="list-style-type: none">• Hedge Cutting Contract Review	Information
	<ul style="list-style-type: none">• Waste Prevention Update	Information
	<ul style="list-style-type: none">• Members Open Forum	Question and Answer

Streetscene Policy Development and Review Panel – 26 January 2017
Progress on Actions since last meeting of 2016/17

Date of Meeting	3 March 2016
Subject	Streetscene Policy Development and Review Panel Work Programme 2015/16 and Draft Work Programme 2016/17
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Operations which gave a final review of the Panel's work programme for 2015/16 and the draft work programme for 2016/17.</p> <p>The Director of Operations addressed the Panel and directed members to Appendix D of the report which set out the Panel's proposed work programme for 2016/17, and offered members another opportunity to put forward suggestions for the work programme. The Chairman suggested that an unallocated item be added onto the work programme for a Verbal Update on Vanguard.</p> <p>It was AGREED that the Panel:-</p> <p style="padding-left: 40px;">(a) approves the work programme for 2015/16;</p> <p style="padding-left: 40px;">(b) agrees, subject to the inclusion of the unallocated item of 'Verbal Update on Vanguard', the proposed work programme for 2016/17; and</p> <p style="padding-left: 40px;">(c) submits the proposed work programme for 2016/17 to the Council for endorsement.</p>
Outcome	The Council confirmed the proposed work programme for 2015/16 at its meeting on 28 April 2016.
Link Officer	Paul Doran
Subject	Members Open Forum
Type of Item	Question and Answer
Action by Panel	<p>At the invitation of the Chairman, Councillors Ford, JP, Mrs K Trott and Miss T Harper, Executive Member for Streetscene joined the Panel for this item.</p> <p>The Chairman invited Councillor Ford to present his question to the Panel, and his question was: "Whilst understanding that our recycling rates are pretty good in comparison with other authorities in the County, they are</p>

pretty static over recent time. I wonder what initiatives we are considering to help drive the rate up? Is there a forum with say project INTEGRA partners for discussing specific initiatives and authorities across the country for the exchange of ideas?"

The Recycling Co-Ordinator provided the following response:

"there are a number of initiatives undertaken by Fareham Borough Council, both singularly and in conjunction with Project Integra, to promote recycling. These are:

- Bin Collection Calendars – which are delivered to each household in the autumn providing information on bin collection dates and how/what to recycle;
- Pledge to Recycle – Web-based campaign was developed to encourage people to take a Pledge to recycle. All Pledges were entered into a free prize draw to win a hamper donated by Sainsbury's;
- Flat Bags – bags have been delivered to flats for them to store recyclables in an effort to reduce the incidents of plastic bags going into the recycling bin;
- Talks and Presentations – to groups, schools etc;
- RCV Livery – the refuse collection vehicles will be fitted with new recycling and food messages over the next few weeks.
- Bulky Waste – Fareham Borough Council is working closely with Project Integra to send more furniture for re-use, rather than collecting it as bulky waste. When a customer calls to book a bulky waste collection they will be asked a number of questions to see if the item is suitable for re-use, and if so they will be invited to arrange a free collection with a local re-use charity.
- Champions – Project Integra through Hampshire County Council are running a scheme with volunteer 'champions' who promote messages about food waste and home composting. They will pass on tips and advice through giving talks, attending local events or contributing articles for websites or community newsletters.

The Chairman then invited Councillor Mrs Trott to present her question to the Panel. Her question was:

"I remember that you responded to a resident who complained about the litter situation at the Jct. 11 motorway by e-mail earlier this year. You pointed out the safety implications for litter pickers but it was cleared.

Most unfortunately both sides of the slipway are in a really bad state with unsightly littering particularly bad again on the upward slope, the western side. This also extends down the slope towards Southampton.

Littering is particularly bad next to the lay-by. Could we not have a bin there to encourage proper disposal? How often are those areas litter picked? Is there a regular cleaning regime?"

The Operations Manager provided the following response:

	<p>‘Officers are aware of the build-up of litter at the lay-bys near the motorway junction. As previously discussed, due to the speed limits in force here we need to arrange appropriate traffic management before we are able to undertake the litter clearance safely and must also book the necessary lane closures with the Highway authority. These arrangements are currently being made and a date will soon be set for this work.</p> <p>The requirement for traffic management came about as a result of a fatal accident involving a litter picker working for a private company in 2007. The private company assumed all safety issues were sound with good risk assessments and method statements and expected the 3rd party driver to be at fault. However, the company was by the Health & Safety Executive for a lack of traffic management. Despite an appeal at the High Court they received a significant fine and thus a precedent has been set by the Courts. Further to this event and from October 2014, not complying with Chapter 8 (Safety at Street Works) was made a criminal offence.</p> <p>The Operations team currently undertake a major tidy up of the junction on two occasions per annum that includes litter picking, grass cutting and the cutting back of overgrowth. Further litter picks are arranged in between these operations as and when there is a build-up of debris. The traffic management is expensive (up to £1,250 per occasion) and Officers are looking at securing a few dates through the year, rather than as and when, so that we do not have to wait for the traffic management companies to find some time to fit us in. However, this may prove problematic due to the need to co-ordinate lane closures with the Highway authority so as not to conflict with any separate road works nearby and the requirement of a minimum notice period of two weeks prior to works commencing.</p> <p>The suggestion to install a litter bin at each layby is not without issue. The bins are likely to be filled on a regular basis as the lorry drivers that park here would most likely take the opportunity to clear out their cabs and use this facility for their waste disposal. Indeed bins were installed here a number of years and were removed for this very reason. In addition, the provision of bins would not negate the need to litter pick the debris that is discarded by passing cars or wind-blown onto the adjacent verges. Therefore, the proposal to install litter bins would introduce an additional high frequency operation that would not solve the main issue of litter on the verges.”</p> <p>The Chairman thanked officers and members for their participation in the Members Open Forum.</p>
Outcome	Complete.
Link Officer	Paul Doran, Mick Gore, Sue Hand.
Date of Meeting	9 June 2016
Subject	Streetscene Policy and Development and Review Panel Work Programme 2016/17
Type of Item	Programming
Action by	The Panel considered a report by the Director of Operations which reviewed the Panels’ work programme for 2016/17.

Panel	<p>The Director of Operations addressed the Panel and offered members the opportunity to put forward suggestions for any items that they would like to put on the work programme for 2016/17.</p> <p>Councillor Martin addressed the Board and enquired as to whether an item on the Future of Recycling for Hampshire, which is currently planned to go to the Project Integra Strategic Board, could go to the Panel with the outcomes of the decisions made by Project Integra. The Director of Operations confirmed that an update on this could be provided to the Panel but a present he is unable to advise when this could happen as he is unsure of when it will be dealt with by Project Integra.</p> <p>It was AGREED that the work programme for 2016/17, as set out in Appendix A to the report, be approved.</p>
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	Presentation on Streetscene Services and Key Achievements
Type of Item	Information
Action by Panel	<p>The Panel received a presentation from the Director of Operations, the Refuse Recycling and Transport Manager, the Operations Manager, and the Public and Open Spaces Manager on the Services within the Streetscene department, the key achievements made in each area over the past 12 months and the key objectives for 2016/17.</p> <p>Councillor J E Butts declared a non-pecuniary interest during the discussions on this item as he holds a personal pilots licence and occasionally files from the Daedalus Airfield, which formed part of the presentation.</p> <p>The services which members received information on included; transport management, refuse and recycling collections, trade waste, fridge collections, healthcare waste, clothing and textile recycling, grounds maintenance, street cleansing, public toilets, bus shelters, cemeteries, Fareham in Bloom and parks and open spaces.</p> <p>It was AGREED that the Director of Operations, the Refuse Recycling and Transport Manager, the Operations Manager and the Public and Open Spaces Manager be thanked for their informative presentation.</p>
Outcome	Presentation noted.
Link Officer	Paul Doran, Kitty Rose, Mick Gore and Sue Woodbridge.
Date of Meeting	14 July 2016

Subject	Streetscene Policy Development and Review Panel 2016/17
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2016/17.</p> <p>The Director of Operations informed the Panel of an error on Appendix A of the report, the date for the October meeting should read 20 October 2016 and not 02 October 2016.</p> <p>It was AGREED that, subject to the correction of the date for the October meeting, the draft work programme as set out in Appendix A of the report be approved.</p>
Outcome	Content of the report noted
Link Officer	Paul Doran
Subject	Annual Report on Street Cleansing Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of the Street Cleansing Service.</p> <p>The Operations Manager informed the Panel that the Vanguard intervention is currently taking place within the department and that one of the areas that has been reviewed was bulky waste service, where it was resolved that the service is operating extremely efficiently and there is no requirement to streamline the service further.</p> <p>Councillor Price enquired as to how the trial of the free dog waste bags is going and whether there has been any review of the trial yet. The Operations Manager confirmed that the trial is still on-going and that they are currently working with the Communications team to find ways of being able to measure the results of the trials.</p> <p>Members also enquired if the trial was going to spread into other problem areas across the Borough. The Operations Manager confirmed that this was currently being discussed.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted.
Link Officer	Mick Gore
Subject	Annual Review of Trade Waste Service
Type of Item	Information
Action by	The Panel considered a report by the Director of Operations on an annual review of the Trade Waste Service.

Panel	It was AGREED that the content of the report be noted.
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Members Open Forum
Type of Item	Information
Action by Panel	<p>The Chairman addressed the Panel and informed them that no written questions had been submitted for this item, he then invited any members to put forward any questions they may have for any of the Officers regarding any Streetscene related topic.</p> <p>At the invitation of the Chairman, Councillor Mrs Bayford addressed the Panel on this item.</p> <p>She enquired as to what penalties or enforcement action could be taken against people who let their dogs off their leads in areas where this is not permitted, such as Holly Hill Park. The Director of Operations addressed the Panel and informed them that unfortunately this is not the responsibility of the Streetscene department but he would pass the details on to the Head of Parking and Enforcement who would contact Councillor Mrs Bayford to discuss this problem.</p>
Outcome	Members noted the information provided.
Link Officer	Paul Doran
Date of Meeting	20 October 2016
Subject	Review of Work Programme 2016/17
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2016/17.</p> <p>It was AGREED that the work programme for 2016/17, as set out in Appendix A to the report, be approved.</p>
Outcome	Content of report noted.
Link Officer	Paul Doran
Subject	Outcome of Recruitment Campaign
Type of Item	Information
Action by Panel	The Panel received a verbal update by the Refuse, Recycling and Transport Manager on the outcomes of the recent recruitment campaign for HGV drivers.

	<p>She informed the Panel that there were 4 vacancies, and due to the change in recruitment methods by expanding the advertisement remit which promoted a high level of applicants, they have successfully filled all 4 posts.</p> <p>The Panel thanked the Refuse, Recycling and Transport Manager for her update.</p>
Outcome	
Link Officer	Kitty Rose
Subject	Annual Review of Grounds Maintenance Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of the Grounds Maintenance Service.</p> <p>At the invitation of the Chairman Councillor Miss T Harper, Executive Member for Streetscene addressed the Panel on this item.</p> <p>The Panel asked several questions regarding the frequency of grass cutting, if any money from developers is provided for grass cutting on new developments, the pressures on the service as new land is taken into the Council's control and the issues surrounding identifying who is the responsible authority for grass cutting on land.</p> <p>The Panel were informed that the grass cutting is done approximately 14 times a year; with the maximum that can be achieved being 126, but the frequency will depend on weather conditions throughout the year. In relation to developer contributions, the Panel were informed that through the 106 agreements that developers are required to pay an element of that which will be for grass cutting, and that these agreements are generally for 10 years. The Director of Operations informed the Panel that the status of the grass cutting service is regularly evaluated especially as new land is taken on to ensure that the service can be maintained and delivered within the confines of the current budget. Lastly the Panel were informed that Fareham Borough Council has been working closely with Hampshire County Council on a mapping exercise to identify land ownership. This will result in a comprehensive map being produced clearly showing the ownership of each plot of land, which will make future enquires much simpler to respond to.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of Report Noted.
Link Officer	Mick Gore
Subject	Members Open Forum
Type of Item	Information

Action by
Panel

The Chairman invited Councillor Ford to address the Panel as he had submitted a question.

His question was “Given that we have a commercial arm to our waste collection service in order to generate income, does the same apply to our grounds maintenance function? For example, would we ‘sell’ our grass cutting service to other (Public Service) organisations such as schools?”

The Chairman provided the following response; “The Issue of ‘selling’ the Council’s services such as grass cutting and other grounds maintenance operations is a matter that Officers will be exploring in greater detail in the future. The Grounds team already provide a small amount of minor works for local sports clubs such as pitch marking and grass cutting. This year it is estimated that the above work will provide an income of approximately £1,000. This is in addition to the Street Cleansing service that provides litter bin emptying and litter picking for Hampshire Countryside and a bin emptying service for the English Heritage Site at Titchfield Abbey. This provides an income of around £2,600 per annum for the Operations team.

Caution is needed when progressing this proposal, particularly with regard to the scale of work as smaller contracts and parcels of work can place additional operational demands on the team without always providing enough income for any additional resources. The scenario can place an extra burden on the existing maintenance teams that in turn can have a detrimental effect on the standards of maintenance achieved with the current grounds operations undertaken in the Borough.

Larger value contracts may need significant up-front capital investment to provide the necessary vehicles and equipment to undertake the work and also carry a risk that, after the initial term, the contract will not be won at the next attempt thus resulting in the need to dispose of the acquired assets. This type of contract also requires a significant amount of Officer time to be spent on the tendering process to ensure the bid not only has a chance to succeed but is also sustainable and affordable for the Council. This can place a high demand on the existing management resource that could lead to issues with the day to day operation all without any security that a bid will be successful.

Recently, the Grounds team have taken over the grounds maintenance of Daedalus Airfield and this has provided a saving in maintenance costs for the airfield operator and therefore in turn, for the Council. The Grounds service is also expanding annually as new areas of land are adopted in the Borough each year, most recently, the large on-going Coldeast development. Officers need to ensure the service is not overstretched and is best placed to undertake the maintenance of these additional parcels of land without compromising the existing standards achieved generally in the Borough so that any further expansion of the service by selling its operations to others is sustainable for the service.

It is understood that the Portchester Crematorium Grounds Maintenance contract will shortly come up for tender and Officers are already looking into this as a viable option to submit a tender for the Council’s services, as the work is located within the Borough and would be complimentary to the teams portfolio of work.

Officers in Streetscene are currently busy working with Hampshire Highways to secure a new agency agreement for Highway grass, shrub and hedge maintenance. The existing agreement comes to an end in Spring 2017 and Officers are working to ensure that existing maintenance standards are not compromised for the residents of Fareham and that Fareham Borough Council continues to provide this service.

Another project that Officers are looking to explore over the coming year is the option of bringing grounds maintenance work that is currently outsourced to private contractors back as an in house service. Officers will be evaluating if work such as the Hedge and Sports Maintenance contract and a number of other smaller parcels of work could be brought back in house cost effectively. There would be a need for some capital investment in vehicles and plant to realise this proposal but there are a number of advantages that this option could provide:

- A more flexible management of the hedge and sport tasks by having direct control of the operational staff.
- Increased range of equipment available to the team and therefore, the opportunity to provide an income from selling the specialist operations to others.
- Ability to adsorb small amounts of additional work without any extra cost compared to the current contractual arrangements requiring an extra work to be funded by an agreed scheduled rate.
- Greater team resilience and flexibility through more staff resource and equipment.

In summary, the priority for the team is to first secure a new Highway Maintenance Agency Agreement, then fully evaluate the potential to bring existing outsourced contract work back in house. Following this to ensure that the Grounds Maintenance team are in a strong and stable position before exploring further the expansion of our services to outside bodies. In the meantime, this would not preclude consideration being given for small items of work to be 'sold' if this can be achieved without compromising the existing service provision."

At the Invitation of the Chairman; Councillor's Cunningham and Mrs Heneghan addressed the Panel on this item.

The Chairman thanked Officers and Members for their participation in the Members Open Forum.

Outcome	Information noted.
Link Officer	Paul Doran

DRAFT STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME 2017/18

Date	Subject	Type of Item
8 June 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 	Programming
	<ul style="list-style-type: none"> • Presentation on Streetscene Services and Key Achievements 	Presentation
13 July 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 	Programming
	<ul style="list-style-type: none"> • Annual Review of trade Waste Service 	
	<ul style="list-style-type: none"> • Annual Report on Street Cleansing 	
	<ul style="list-style-type: none"> • Members Open Forum 	Question and Answer
7 September 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 	Programming
	<ul style="list-style-type: none"> • Annual Review of Recycling 	
	<ul style="list-style-type: none"> • Annual Report on Grounds Maintenance 	
2 November 2017	<ul style="list-style-type: none"> • Review of Work Programme 2017/18 	Programming
	<ul style="list-style-type: none"> • Hedge Cutting Contract Review 	
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • Members Open Forum 	Question and Answer
25 January 2018	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2017/18 & Draft Work Programme 2018/19 	Programming
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • 	
1 March 2018	<ul style="list-style-type: none"> • Final review of the Work Programme for 2017/18 and Draft Work Programme 2018/19 	Programming
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	<ul style="list-style-type: none">• Members Open Forum	Question and Answer