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## FAREHAM BOROUGH COUNCIL

### AGENDA STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

Date:	Thursday, 24 October 2013		
Time:	6:00 pm		
Venue:	Collingwood Room - Civic Offices		
<i>Members:</i> Councillor Councillor	Miss T G Harper (Chairman) Mrs S Pankhurst (Vice-Chairman)		
Councillors	J V Bryant G Fazackarley M J Ford, JP D J Norris D C S Swanbrow		
Deputies:	J S Forrest A Mandry		



### 1. Apologies for Absence

#### **2. Minutes** (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Panel held on 5 September 2013.

### 3. Chairman's Announcements

### 4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

#### 5. Deputations

To receive any deputations of which notice has been lodged.

## 6. Streetscene Policy and Development and Review Panel Work Programme (Pages 5 - 8)

To consider a report by the Director of Streetscene on the Panel's Work Programme for 2013/14.

#### 7. Grounds Maintenance Working Arrangements (Pages 9 - 14)

To consider a report by the Director of Streetscene on the Grounds Maintenance Working Arrangements.

#### 8. Global Positioning System for Vehicle Fleet (Pages 15 - 20)

To consider a report by the Director of Streetscene on the Global Positioning System for Vehicle Fleet.

#### 9. Open Forum

To allow Members of the Panel to take part in discussions or activities on a variety of Streetscene issues.

P GRIMWOOD Chief Executive Officer

Civic Offices <u>www.fareham.gov.uk</u> 16 October 2013

> For further information please contact: Democratic Services, Civic Offices, Fareham, PO16 7AZ Tel:01329 236100 <u>democraticservices@fareham.gov.uk</u>

## FAREHAM BOROUGH COUNCIL

### Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 5 September 2013

Venue: Collingwood Room - Civic Offices

### PRESENT:

Miss T G Harper (Chairman)

Mrs S Pankhurst (Vice-Chairman)

- **Councillors:** M J Ford, JP, D C S Swanbrow and J S Forrest (deputising for G Fazackarley)
- Also Councillor L Keeble, Executive Member for Streetscene (item 7) Present:



### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bryant, Fazackarley and Norris.

#### 2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 11 July 2013 be confirmed and signed as a correct record.

#### 3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

## 4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

### 5. **DEPUTATIONS**

There were no deputations made at this meeting.

### 6. STREETSCENE POLICY AND DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME

The Panel considered a report by the Director of Streetscene on the Work Programme for 2013/14.

Members were asked to note the revisions to the work programme as set out in item 2 of the report.

It was AGREED that the Work Programme for 2013/14, as set out in Appendix A of the report, be approved.

### 7. CLOTHING AND TEXTILE RECYCLING CONTRACT

The Panel considered a report by the Director of Streetscene which provided an update on the Clothing and Textile Contract that was awarded to European Recycling Company (ERC) on 1 April 2013.

The panel noted the positive progress made so far with the new textile recycling contract and were keen to ensure the scheme remains a success in the future. The Panel requested that Officers investigate the possibilities for promoting the scheme to highlight the positive benefits of textile recycling.

At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.

Streetscene Policy Development and Review Panel

It was AGREED that the content of the report be noted.

### 8. STREET LIGHTING

The Panel considered a report by the Director of Streetscene which gave an update on the current arrangements for the maintenance of street lights owned by Fareham Borough Council.

It was AGREED that the Panel recommends to the Executive that the remaining 62 street lights should be transferred to the Hampshire County Council Street Lighting Public Finance Initiative.

### 9. PLAY AREA MAINTENANCE

The Panel considered a report by the Director of Streetscene which gave an overview of the maintenance and inspection service provided for the Council's play areas.

The Panel complimented the inspection team on the high standards in which the play areas are kept and for maintaining an extremely busy inspection schedule.

It was AGREED that the content of the report be noted.

### 10. EXCLUSION OF THE PUBLIC AND PRESS

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A of the Act.

### 11. ANNUAL REPORT ON TRADE WASTE

The Panel considered a report by the Director of Streetscene on the Annual Report for Trade Waste.

It was AGREED that the content of the report be noted.

(The meeting started at 6.00 pm and ended at 6.58 pm).

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# FAREHAM BOROUGH COUNCIL

### Report to Streetscene Policy Development and Review Panel

Date 24 October 2013

Report of: Director of Street Scene

Subject: WORK PROGRAMME 2013/14

### SUMMARY

The Work Programme for 2013/14 was reviewed and agreed by the panel at its last meeting on 5 September 2013.

### RECOMMENDATION

Members are now invited to further review the Work Programme for the year 2013/14.

### INTRODUCTION

1. At the meeting of the Panel on 5 September 2013, members reviewed and agreed the Panel's Work Programme for 2013/14, attached as Appendix A to this report. Members are now invited to further review the Work Programme.

### **REVISIONS TO THE WORK PROGRAMME**

- 2. Following the meeting of the Panel on 5 September 2013, members are asked to note the following amendments to the work programme:-
  - (a) the report on Grounds Maintenance Work Scheduling System has been moved from 24 October 2013 to 6 March 2014.

### **RISK ASSESSMENT**

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

### CONCLUSION

4. The Panel is now invited to confirm the programme of items as set out in the attached Appendix A.

### **Background Papers:**

Streetscene Policy Development and Review Panel - 5 September 2013 - Minutes

### **Reference Papers:**

None

### **Enquiries:**

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

## STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME 2013/14

Date	Subject	Type of Item
May 2013	Work Programme 2013/14	Programming
	Presentation on Streetscene services     and key achievements	Information
	Open Forum	Discussion
July 2013	Work Programme 2013/14	Programming
	Review of corporate cleaning contract	Information
	Street cleansing service	Information
	Kerbside Food and Vegetable Waste Collection	Review
September 2013	Work Programme 2013/14	Programming
	Annual report on trade waste	Information
	Street lighting	Information
	Play area maintenance	Information
	Clothing and Textile Recycling Contract	Information
October 2013	Work Programme 2013/14	Programming
	Grounds maintenance working arrangements	Information
	Global positioning system for vehicle fleet	Information
	Open forum	Discussion
January 2014	Preliminary Work Programme 2013/14     & 2014/15	Programming
	Six monthly report on recycling performance	Information
	Bus shelter maintenance contract	Information

	The Impact of Weekly Refuse Collection report	Information
March 2014	<ul> <li>Final review of the Work Programme for 2013/14 and draft 2014/15</li> </ul>	Programming
	<ul> <li>Progress Report on Clothing and Textile Recycling Contract</li> </ul>	Information
	<ul> <li>Progress report on hedge cutting contract</li> </ul>	Information
	Vehicle fleet management	Information
	Grounds Maintenance Work Scheduling     System	Information

# FAREHAM BOROUGH COUNCIL

### Report to Streetscene Policy Development and Review Panel

Date 24 October 2013

Report of: Director of Street Scene

Subject: GROUNDS MAINTENANCE WORKING ARRANGEMENTS

### SUMMARY

The purpose of this report is to provide a summary of the changes to working arrangements within the grounds maintenance service.

### RECOMMENDATION

That the panel notes the content of this report.

### INTRODUCTION

- 1. The Grounds Maintenance service assists with delivering the Council's vision of a safe and attractive place to be and also plays a key role in the Council's aim to protect and enhance the environment.
- 2. The Service provides the following operations on Fareham Borough Council (FBC) and Hampshire Highway land:
  - Grass cutting to verges and open spaces.
  - Shrub and rose border maintenance
  - Hedge cutting
  - Floral display maintenance including flower beds, hanging baskets and roadside troughs.
- 3. The service also provides the following operations on FBC land:
  - Winter sports pitch maintenance including football & rugby.
  - Summer sports maintenance including cricket and bowls
  - The play area inspection and maintenance service.
  - The Council's burial service.
  - 4. The service is provided within the Streetscene Department's Operations Team. The team includes the full time Grounds Maintenance Supervisor reporting directly to the Operations Manager. The supervisor is responsible for the day to day running of the service and provides direct line management to the team.

### STAFFING VEHICLES AND PLANT

- 5. The team consists of 22 full time employees (including the supervisor) and 10 seasonal grass cutting operatives. The usual hours of work are 37 per week 8am 4pm Monday to Thursday with a 3.30pm finish on a Friday. During periods of peak operational demand temporary labour is employed through local agencies.
- 6. The team operate with the following fleet of vehicles and large plant:
  - 12 flat-bed vans
  - 1 Lorry
  - 3 pick-up vehicles/small van
  - 2 large tractors & equipment
  - 1 medium tractor and equipment
  - 2 small tractor digger/loaders

- 12 Flail ride-on mowers
- 3 Rotary ride-on mowers
- 9 trailers
- 7. In addition to the above fleet the service also operates with a range of small plant and equipment that includes:
- Fine turf mowers and equipment including aerators, scarifiers and a soil spreader.
- Chainsaws and pole saws.
- Pedestrian rotary mowers.
- Petrol strimmers.
- Petrol hedgecutters.
- Petrol blowers.
- Wood chippers.
- Salt/fertiliser spreaders.
- Various power tools and hand tools.

### **OPERATIONAL ARRANGEMENTS**

- 8. For a number of years the Grounds Maintenance service has operated on a geographical area basis by dividing the Borough into three contract areas, Central Fareham, Portchester and Stubbington and the Western Wards.
- 9. Area based working allowed for greater diversity of work within the teams but it was hard to split the workload evenly due to the fact that one area had more or less of a particular type of work than another. For example the Western Wards contained the highest quantity of shrub borders but the least assisted gardens. This differential made it more difficult to balance staffing during peak seasonal demand and on occasion led to inconsistencies in standards for similar sites across the Borough such as cemeteries or major parks.
- 10. Over the winter of 2012/13 a review of the grounds maintenance working arrangements was undertaken as part of the on-going management of the service to see if it was possible to increase the productivity of the team. The review also looked at the potential to improve the quality and consistency of the service to the customer without the need to increase the cost of the service. The workforce and their representatives were consulted during the process and were supportive of the change.
- 11. The review concluded that the service could potentially be improved by changing the structure of the teams from area based operations to task based working. By focusing on tasks rather than areas the teams should be able to provide a consistent standard of work across all the locations within their discipline.

- 12. The revised working arrangements commenced in March 2013 and since that date the service has been structured with the following operational teams:
- 13. Cemetery Maintenance Team A four person team with two vans and trailers, two ride-on mowers and a range of small plant. The team is responsible for the presentation of the 8 working cemeteries and a number of small closed churchyards including grass cutting, border maintenance and the general upkeep of the facilities.
- 14. Sheltered Accommodation Maintenance Team A two person team with one van and a trailer, a ride on mower and a range of small plant. The team is responsible for all the Council's sheltered accommodation sites and a small number of prestige areas of open space. The team operations include grass cutting, border maintenance and the general upkeep of the sites including drying areas.
- 15. Sports Maintenance Team A two person team with two vans and a trailer and a range of fine turf small plant. The team is responsible for the preparation, repair and maintenance of the Council's football, rugby, cricket and bowls facilities.
- 16. Shrub and Rose Border Maintenance Team A two person team with a van and a range of small plant responsible for over 47,000 square metres of borders. The team visit the shrub borders in the summer months to remove overhanging foliage from the footway or carriageway and apply herbicide to weedgrowth. In the winter a more comprehensive prune and tidy is undertaken and the team is increased by utilising a number of the grounds team that are no longer employed on the seasonal grass cutting operations.
- 17. Display Team A three person team supported by an additional temporary member for peak seasonal demand with two vans, a trailer and a range of small plant. The team maintain the Borough's prestigious park sites and the 46 flower borders, 103 hanging baskets, 36 tubs and planters and 67 roadside troughs.
- 18. Tractor Team A two person team with two tractors towing rotary and cylinder gang mowing equipment and a variety of trailed turf maintenance equipment. The team is responsible for maintaining the grass on the parks, large open spaces and sports pitches and their work includes some of the winter sports pitch operations.
- 19. Follow Up and Ditch Team A two person team with two vans and a range of small plant is supported with additional temporary labour during peak seasonal demand. The team strim around obstacles, walls and fence lines and cut areas of land such as steep banks that the larger machinery is unable to cut. The team also clear ditches maintained by the Council in the autumn to ensure they are fit for purpose during the winter season.
- 20. Assisted Gardens A one person operation with a van and a range of small plant supported with additional temporary labour during peak seasonal demand. The task is to cut grass on a monthly schedule for the 185 residents on the housing tenants assisted garden scheme and to maintain hedges within these gardens.
- 21. Play Area Inspection A one person operation with a pick up vehicle and a range of small plant supported with additional temporary labour during peak seasonal demand. The operation is responsible for inspecting and repairing the Council's 45 play area sites.

- 22. Burials Team A two person team with a lorry, a van and trailer and a small tractor/digger. During the winter season a member of the Tractor Team transfers to this operation to provide support for the challenging conditions that the team face at this time of year.
- 23. Ride-on Grass Cutting Team Ten person seasonal team (March October) operating with a fleet of ride-on flail mowers responsible for the cutting of highway, Leisure and Housing open spaces and verges on an approximate two weekly schedule.
- 24. In addition to the above in-house teams the hedge cutting and sports renovation work was awarded under contract to The Landscape Group in 2011 for a three year period with an option to extend for a further two years.

### GREEN FLAG AWARD

25. The team have once again played a significant part in helping the Council to retain Green Flag awards for Holly Hill Woodland and the Town Centre's Sensory Garden.

### SOUTH & SOUTH EAST IN BLOOM

- 26. Further success was achieved at the recent South & South East in Bloom Awards held in Tunbridge Wells, Kent. The Borough received its 10th consecutive winning entry receiving another gold award, along with the prestigious Hampshire Life Award for the entry with highest marks in the county.
- 27. Fareham's parks also came out with top awards including:
  - Holly Hill Woodland Park Gold
  - Sensory Garden of Reflection Gold
  - Westbury Manor Garden Silver Gilt
  - Warsash Common Gold
  - Civic Gardens Gold

### **RISK ASSESSMENT**

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

### CONCLUSION

- 29. It is always difficult to assess the impact of the change in a service that is also influenced by the environment and the ever changing weather conditions. This is well demonstrated by comparing the very cool wet summer of 2012 with the hotter, drier summer experienced this year. The effect of this year's conditions has meant that grass cutting was easier to manage but the shrub borders, brambles, nettles and hedges grew at a faster rate. The floral displays also required extra resource to ensure they continued to look their best during the high temperatures recorded over a long period this summer.
- 30. Given with the influence of the above factors it was still noted that the new

arrangements allowed the service to be more proactive in 2013. Having dedicated crews visit shrub borders during the growing season and a follow up crew ensuring the obstacles, ditches and banks were cut more often improved the appearance and safety of the Borough and compares favourably with the more reactive service provided by the area based working arrangements previously in place.

- 31. Positive comments received from the public also support the above claim and have included the following feedback:
  - "I would like to thank the people who manage the roadside flower beds and boxes throughout Fareham. Every year the displays just get better and better and are a joy to see. Thank you for your hard work".
  - "Wickham Road Cemetery must be one of the best kept in the area. It is such a pleasure to walk in, so peaceful and well maintained".
  - "Wickham Road Cemetery is beautifully kept. Thank you grounds team the grounds are absolutely beautiful, and cannot think of a nicer place that her husband has been left to rest".
  - "The tenants at Melvin Jones House want you to know that the grass cutting service is excellent".
  - "I wanted to thank you for the grass cutting in the Park Gate area. The young chap driving his ride-on mower took so much care when cutting near daffodils and every time he saw a piece of litter he stopped and picked it up".
- 32. Officers are of the opinion that the service is improving as a result of the new working arrangements from the day to day visual monitoring of sites and this is supported when comparing the number of compliments received about the service (5) in 2012/13 compared to the 23 received so far in 2013/14. However, it will take a couple of years to fully assess the impact of the changes when it is further tested by the changeable weather conditions and the continual challenge to be ever more efficient whilst still providing a good value service for the customer.

### **Background Papers:**

None

### Reference Papers:

None

### Enquiries:

For further information on this report please contact Mick Gore. (Ext 4459)

# FAREHAM BOROUGH COUNCIL

### Report to Streetscene Policy Development and Review Panel

Date 24 October 2013

Report of: Director of Street Scene

Subject: GLOBAL POSITIONING SYSTEM (GPS) FOR VEHICLE FLEET

### SUMMARY

The purpose of this report is to provide an update on the progress of the procurement of a GPS system for the Council's vehicle fleet.

### RECOMMENDATION

That the Panel notes the contents of this report.

### INTRODUCTION

- 1. The department of Streetscene is responsible for providing a number of key services across the borough including the following:
  - Collection of refuse, recycling, garden and commercial waste
  - Street cleansing
  - Graffiti removal
  - Grounds maintenance
  - The burial service
  - Maintenance of assets such as benches and street signs
- 2. In order to undertake the above throughout the borough, Streetscene deploys in total 68 vehicles, detailed as follows:

Grounds maintenance

- 15 vans
- 5 tractors
- 1 lorry

Street Cleansing

- 2 lorries
- 2 large road sweepers
- 5 precinct sweepers
- 12 transit tipper trucks

Refuse and Recycling

- 21 Refuse Collection Vehicles (RCV's)
- 1 lorry
- 4 vans
- 3. There are also 7 other vehicles used by a number of other council departments, these include Enforcement, the Transport Repair Unit (TRU), and the Rangers service. There are an additional 12 vehicles (verge cutters) that are based at the council depot which are used by Streetscene but would not be suitable for tracking, bringing the total fleet of vehicles to 87.
- 4. This report sets out the options for, and potential benefits and costs of installing such a system in the main vehicle fleet.

### **BENEFITS OF A GPS TRACKING SYSTEM**

- 5. The provision of a real time vehicle tracking system would provide a number of advantages to improve the effectiveness and efficiency of the above services.
  - A potential reduction in fuel consumption
  - A contribution to environmental sustainability through a reduction in carbon emissions
  - Improved lone working management
  - Improved supervision, performance monitoring and increased workforce productivity

- The ability to plan routes more efficiently optimising resources
- Reducing the risk of accidents through monitoring of vehicle speeds
- Minimising the risk of unauthorised activities
- Being a web based system, Management will be able to view information via a PC or handheld device
- 6. Since May 2012, basic tracking devices have been operating in ten vehicles used by the Council's Building Services department. In the time that they have been using the devices, the benefits to the service are already apparent and include:
  - Improved service due to a quicker response to customer requests,
  - Tradesman can be located in the local area and assigned a new job on the same day if required
  - The devices provide feedback on the vehicle speed and location allowing for better management information and improved monitoring of services
  - Management are able to locate all of the vehicles throughout the day and tailor the service to meet customer demand.
  - Average fuel costs per vehicle have reduced since the system was introduced.

### AVAILABLE SYSTEMS

- 7. The basic requirement is for a web based tracking system accessible from a normal desktop computer (PC) or handheld device with internet access subject to the appropriate software being installed. Access to archived information for at least one year would be necessary.
- 8. Two main suppliers have been contacted as part of a soft market testing exercise. A cost comparison of the suppliers is set out at Appendix (A) both of the systems are web based.

### OPTIONS APPRAISAL

### Do Nothing

9. This will mean that opportunities to improve workforce productivity, minimise spending pressures and improve customer service will be more difficult to achieve.

### Purchase or Lease of a GPS Tracking System

10. The purchase or lease of a basic GPS tracking system would provide a number of operational benefits and improve service efficiency as listed previously.

### PURCHASING AND LEASING OPTIONS

11. In relation to the option above consideration needs to be given as to whether to purchase the devices outright or lease them over a three year period. Figures have been obtained through soft market testing from two possible suppliers based on a fleet of 80 vehicles and these can be found at Appendix (A).

- 12. The warranty period when purchasing the devices is only one or two years, so if anything goes wrong after this period it would be the council's responsibility to meet the costs of any repairs. It is also anticipated that after three years the devices may have reached their useful life expectancy due to wear and tear in a dirty and dusty operating environment.
- 13. If the devices are leased, the warranty covers the length of the contract, and service and support from the suppliers would be available during the full length of the lease term.
- 14. At the end of the lease period there are three options, these being:
  - (a) Upgrade to the newest equipment at the latest costs
  - (b) Take an airtime only agreement to continue with the out of lease equipment
  - (c) Terminate the lease agreement by giving three months' notice
- 15. Following meetings with the Director of Finance and consultations with the Councils Information and Communication Technology (ICT) department, a tendering exercise will be undertaken to procure the most appropriate system on the basis of a 3 year lease agreement.

#### FINANCE

- 16. The revenue cost of this proposal, approximately £20,000 per annum over three years, is to be met from the net income received from the sale of dry mixed recyclables via the Project Integra disposal contract. This is possible with nil addition to the General Fund budget, as current recycling volumes indicate that the budgeted income will be exceeded to this extent.
- 17. Decisions relating to the long term future of the system can be made when an assessment of the benefits is done towards the latter part of the three year contract.

### **PROJECT MANAGEMENT ARRANGEMENTS**

- The project will be managed by the council's Transport Manager. The Project Team will consist of:
  - Streetscene Operations Manager
  - Refuse and Recycling Manager
  - A representative from ICT

The Project Sponsor will be the Director of Streetscene.

#### PROJECT TIMESCALES

19. This will be dependent upon the availability of resources within Streetscene and ICT. A procurement exercise commencing in November 2013 would enable an implementation of the system within the 2013/14 financial year.

### **RISK ASSESSMENT**

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

### CONCLUSION

- 21. The installation of a GPS based tracking system in the council's operational fleet could potentially provide a range of benefits that will result in improved customer service, efficiencies in service planning and delivery, fuel usage, reduced environmental impact and the ability to improve scheduling of rounds.
- 22. Currently Fareham Borough Council is one of the few local authorities in Hampshire that does not utilise GPS tracking systems within the vehicle fleet.
- 23. Sufficient revenue funds have been identified to meet the cost of this proposal for three years, at which time the benefits can be fully evaluated.

### **Background Papers: None**

### **Reference Papers: None**

### **Appendices:**

Appendix A – Initial Cost Comparison (Soft Market Testing)

### Enquiries:

For further information on this report please contact Trevor Beard. (Ext 4836)

### INITIAL COST COMPARISON (SOFT MARKET TESTING)

	Example A	Example B
BASIC VEHICLE TRACKING DEVICES- PURCHASED		
Outright purchase and installation cost per vehicle	£545	£465
Total purchase and installation cost for 80 vehicles	£43,600	£37200
Warranty (if purchased outright)	2 years	1-2 years
Monthly subscription cost per unit	£8.90	£8.90
Annual subscription for 80 vehicles	£8544	£8544
4 handheld devices for Supervisors	£800	£800
Total Cost (over 3 years)	£70,032	£63,632

BASIC VEHICLE TRACKING – LEASE RENTAL – 3 YEAR TERM	Example A	Example B
Monthly Lease cost per unit (3 year term)	£18.43	£14.44
Total lease cost for 80 vehicles (3 year term)	£53,100	£41,500
Monthly subscription cost per unit	Included in unit cost	£8.90
Annual subscription for 80 vehicles	Included in unit cost	£8544
Lease warranty (length of the contract)	3 years	3 years
4 handheld devices for Supervisors	£800	£800
Total Cost (over 3 years)	£53,100	£50,044