

FAREHAM

BOROUGH COUNCIL

AGENDA

STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

Date: Thursday, 8 January 2015

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

Councillors J M Englefield
J V Bryant
D M Whittingham
D J Norris
D C S Swanbrow

Deputies: A Mandry
Mrs K K Trott



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 23 October 2014.

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. Preliminary Review of the Work Programme 2014/15 and Draft Work Programme 2015/16 (Pages 5 - 20)

To consider a report by the Director of Environmental Services which reviews the Work Programme for 2014/15 and the draft Work Programme for 2015/16.

7. Annual Review of Grounds Maintenance Service (Pages 21 - 26)

To consider a report by the Director of Environmental Services on an Annual Review of the Grounds Maintenance Service.

8. Vehicle Fleet Management (Pages 27 - 32)

To consider a report by the Director of Environmental Services on Vehicle Fleet Management.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
31 December 2014

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FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 23 October 2014

Venue: Vannes/Pulheim Room - Civic Offices

PRESENT:

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

Councillors: J M Englefield, D M Whittingham, D J Norris and
D C S Swanbrow

Also Present: Councillor L Keeble, Executive Member for Streetscene (item 9)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 4 September 2014 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. REVIEW OF WORK PROGRAMME 2014/15

The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2014/15.

The Director of Environmental Services addressed the Panel on this item and suggested that a further report be added to the work programme for January meeting. The report will be on The Impact of Weekly Refuse Collection in the Summer Months.

It was AGREED that, subject to the inclusion of the report on The Impact of Weekly Refuse Collection in the Summer Months, the proposed Work Programme for 2014/15, as set out in Appendix A to the report, be approved.

7. GLOBAL POSITIONING SYSTEM FOR VEHICLE FLEET

At the agreement of the Chairman this item was taken early.

The Panel considered a report by the Director of Environmental Services on the Global Positioning System for the Vehicle Fleet.

The Panel were given a demonstration by the Transport Manager and the Refuse/Recycling Manager on how the GPS system works. They were shown how they can locate any of their vehicles during the day, and can track the route the vehicle has taken for the day.

It was explained to members that the system has provided 4 key benefits:

Improved Customer Service – By being able to locate vehicles and crews the system enables officers to respond to customer requests quickly thereby improving the service provided to the customer.

Insurance – It has already been used in several insurance claims to provide evidence that vehicles were not a particular location when an accident occurred

Breakdowns - It has also been extremely useful when dealing with vehicle breakdowns as they can now locate exactly where the vehicle is and can get to it quicker.

Health and Safety Supervision - It is used to monitor the crews for Health and Safety and can assist the Supervisors in the planning of work.

It was AGREED that:-

- (a) the Transport Manager and Refuse/Recycling Manager be thanked for their presentation; and
- (b) the Panel notes the content of the report.

8. ANNUAL REPORT ON RECYCLING PERFORMANCE

The Panel considered a report by the Director of Environmental Services on an annual report on Recycling Performance.

The report was presented by the Recycling Co-Ordinator, who took questions from members. Members enquired as to the impact that supermarket packaging is having on recycling. The Recycling Co-Ordinator confirmed that it is having an effect as packaging is becoming lighter so the tonnage collected is less, and some of the lighter packaging now being used is not recyclable so it has to be disposed of in the refuse bins.

It was AGREED that the Panel notes the content of the report.

9. WASTE REGULATIONS (ENGLAND AND WALES) 2011

The Panel considered a report by the Director of Environmental Services on Waste Regulations (England and Wales) 2011.

At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item.

The Director of Environmental Services addressed the Panel to inform them that from the 1 January 2015 a new regulation comes into effect whereby local authorities have to change the way they collect recyclables, to separate recycling collections, to enable a higher quality of recyclate being collected. The report outlined the Council's current recycling collection service; the quality of the recyclate collected and looked at the technical and economical

requirements that would be involved in changing the recycling collection service.

The new regulation states that separate recycling collection is required if it is:

- (a) necessary, in effect to provide high quality recyclates; and
- (b) is technically, environmentally and economically practicable.

The Panel AGREED that:-

1. separate collections of recyclable materials should not be introduced in the Borough at this time because:-
 - (a) it is not necessary to provide high quality recyclates; and
 - (b) would not be technically, environmentally and economically practicable (TEEP).
2. recommends to the Executive that:-
 - (a) no changes are required to the collection of recyclable materials currently co-mingled in blue top recycling bins; and
 - (b) any collection policy changes proposed in future are assessed against the new regulations prior to any decisions being made.

(The meeting started at 6.00 pm
and ended at 7.00 pm).

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **08 January 2015**

Report of: **Director of Environmental Services**

Subject: **PRELIMINARY REVIEW OF WORK PROGRAMME 2014/15 &
DRAFT WORK PROGRAMME 2015/16**

SUMMARY

At the meeting of the Panel on 5 March 2015, members will be asked to review the outcome of the work programme for the current year, 2014/15. Also at that meeting, the Panel will need to finalise the draft work programme for next year, 2015/16.

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 the outcome of the 2014/15 work programme and to the draft work programme for 2015/16.

INTRODUCTION

1. The outcomes for the work programme for the current year (2014/15) will be reviewed at the Panel's meeting on 5 March 2015. At the same time, it will be necessary for the Panel to finalise its work programme for the next year (2015/16).
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:

The report on 'The Impact of Weekly Refuse Collection Over the Summer Months' has now been removed from the Work Programme.

WORK PROGRAMME 2014/15

4. A copy of the current work is attached at Appendix A. It is suggested that the current work programme for 2014/15 is completed.

WORK PROGRAMME - NEXT YEAR 2015/16

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 take 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 2015/16. 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 below, and are for members to discuss:-

4 June 2015

- Review of Work Programme 2015/16

16 July 2015

- Review of Work Programme 2015/16

10 September 2015

- Review of Work Programme 2015/16

22 October 2015

- Review of Work Programme 2015/16

28 January 2016

- Preliminary Review of Work Programme 2015/16 and Draft Work Programme 2016/17

3 March 2016

- Final Review of Work Programme 2015/16 and Draft Work Programme 2016/17

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. Members are invited to give preliminary consideration to the outcome of the Panel's work programme for the current year. In addition, members are asked to start drawing up an outline of a draft work programme for next year. Further consideration can then be given to those matters at the meeting on 3 March 2016.

Appendix A – Streetscene Policy Development and Review Panel Work 2014/15

Appendix B – Progress on Actions

Background Papers: None

Reference Papers:

Streetscene Work Programme 2014/15

Report to Council – 9 October 2014 – Schedule of Meetings 2015/16

Enquiries:

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

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME
2014/15**

Date	Subject	Type of Item
15 May 2014	<ul style="list-style-type: none"> • CANCELLED 	
10 July 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 	Programming
	<ul style="list-style-type: none"> • Presentation on Streetscene Services and Key Achievements 	Information
	<ul style="list-style-type: none"> • Annual Report on Trade Waste 	Information
	<ul style="list-style-type: none"> • Review of Corporate Cleaning Contract 	Information
4 September 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 	Programming
	<ul style="list-style-type: none"> • Healthcare waste Collection Service 	Information
	<ul style="list-style-type: none"> • Hedge Cutting and Sports Pitch Renovation Contract 	Information
	<ul style="list-style-type: none"> • Annual Review of Street Cleansing Service 	Information
	<ul style="list-style-type: none"> • Sponsorship of Roundabouts 	Information
23 October 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 	Programming
	<ul style="list-style-type: none"> • Annual Report on Recycling Performance 	Information
	<ul style="list-style-type: none"> • Global positioning system for vehicle fleet 	Information
	<ul style="list-style-type: none"> • Waste Regulations 	Discussion
8 January 2015	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2014/15 & Draft Work Programme 2015/16 	Programming
	<ul style="list-style-type: none"> • Annual Review of Grounds Maintenance Service 	Information
	<ul style="list-style-type: none"> • Vehicle Fleet Management 	Information

5 March 2015	<ul style="list-style-type: none"> • Final review of the Work Programme for 2014/15 and Draft Work Programme 2015/16 	Programming
	<ul style="list-style-type: none"> • Annual Review of Clothing and Textile Recycling 	Information
	<ul style="list-style-type: none"> • Play Area Safety Surface Replacement Programme 	Information
	<ul style="list-style-type: none"> • Bus Shelter Maintenance Contract Renewal 	Information

**Streetscene Policy Development and Review Panel – 9 January 2014
Progress on Actions since last meeting of 2013/14**

Date of Meeting	14 March 2014
Subject	Streetscene Policy Development and Review Panel Work Programme 2013/14
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on a final review of the work programme for 2013/14 and the draft work programme for 2014/15.</p> <p>The Director of Streetscene asked Members to note to additional reports that have been added into the 2014/15 Work Programme at Appendix D of the report.</p> <p>It was AGREED that:-</p> <p style="padding-left: 40px;">(a) the review of the 2013/14 work programme, as shown in Appendix A to the report, be noted;</p> <p style="padding-left: 40px;">(b) the proposed work programme for 2014/15, as set out in Appendix A to these minutes, be approved; and</p> <p style="padding-left: 40px;">(c) the proposed work programme for 2014/15 be submitted to the Council for approval.</p>
Outcome	The Council confirmed the proposed work programme for 2014/15 at its meeting on 24 April 2014
Link Officer	Paul Doran
Subject	Vehicle Fleet Management
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on Vehicle Fleet Management.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.</p> <p>Councillor Ford suggested that an annual visit to the depot for all Panel members be added to the work programme.</p> <p>The Director of Streetscene addressed the Panel to update members on the progress of the GPS tracking system. He informed members that the system will be in place and up and running by 1 April following completion of the tender process. Members will be able to see the system in action on their visit to the depot.</p>

	<p>It was AGREED that:-</p> <p>(a) an annual visit to the depot be added to the 2014/15 Work Programme and all future programmes; and</p> <p>(b) the content of the report be noted.</p>
Outcome	A visit to the depot was added to the work programme and took place on 5 June 2014
Link Officer	Paul Doran
Subject	Grounds Maintenance Work Scheduling System
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which provided an update on the progress of the Grounds Maintenance Work Scheduling System.</p> <p>At the invitation of the Chairman Councillor Keeble, Executive Member for Streetscene addressed the Panel on this item.</p> <p>The report gave an update on a new system for the Grounds Maintenance which will bring together all of the current grounds maintenance databases into one central database.</p> <p>Questions were asked to the Operations Manager regarding the availability of the system to members and the public. Members were informed that once the system was fully operational it would be available for use on the Council's website.</p> <p>A question was also asked in relation to the scheduling of the grounds maintenance services, and how easy they are to manage in changeable weather climates. The Operations Manager explained that all grounds maintenance services need to be flexible to be able to adapt to changing conditions and requirements, and that the new system will allow for these changes.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	The content of the report was noted.
Link Officer	Mick Gore
Subject	Progress Report on Hedge Cutting Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on a progress update on the Hedge Cutting Contract.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	The content of the report was noted.
Link Officer	Mick Gore

Subject	Progress Report on Clothing and Textile Recycling Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which gave an update on the progress of the Clothing and Textile Recycling Contract.</p> <p>At the invitation of the Chairman, Councillor Keeble, Executive Member fore Streetscene addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	The content of the report was noted.
Link Officer	Kitty Rose
Date of Meeting	15 May 2014 - CANCELLED
Date of Meeting	10 July 2014
Subject	Streetscene Policy and Development and Review Panel Work Programme 2014/15
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services which reviewed the current Work Programme 2014/15.</p> <p>The Director of Environmental Services addressed the panel to explain that a report on separate recycling collection would need to be added to the work programme for the October meeting. This is as a result of the European Revised waste Framework Directive which requires authorities to have segregated kerbside recycling collection by 1 January 2015.</p> <p>The Director of Environmental Services explained to the panel that there are excluding criteria to the legislation which means that not all authorities will need to introduce separate recycling collections, and that he is confident that Fareham Borough Council will be able to demonstrate that it meets the following two exclusion criteria:</p> <ol style="list-style-type: none"> 1) the high quality of the end product that the project Integra Material Recovery Facilities are currently producing; and 2) It would not be environmentally and economically practical, due to the severe increase in capital costs, additional running costs and employee costs.

	It was AGREED that the content of the report be noted.
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	Review of Corporate Cleaning Contract
Type of Item	Information
Action by Panel	<p>The Panel received a report by the Director of Environmental Services on a review of the Corporate Cleaning Contract that was awarded to Fountains Environmental Limited (now OCS) on 10 January 2011.</p> <p>Members were informed of several performance issues that have arisen with the contract, which included the cleaning of the pavement in West Street, the cleaning of public conveniences and the cleaning of communal areas in Council properties, and outlined the steps that have been taken to address them. The Panel were also updated on the improvements that are scheduled for 2014/15, which include, window cleaning, cleaning of bin stores and improvements to communal areas in housing blocks.</p> <p>It was AGREED that the Panel notes the content of the report.</p>
Outcome	Content of Report Noted
Link Officer	Sue Woodbridge
Subject	Annual Report on Trade Waste
Type of Item	Information
Action by Panel	<p>The Panel received a report by the Director of Environmental Services on the Annual Report on Trade Waste.</p> <p>At the invitation of the Chairman, the Director of Streetscene addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Date of Meeting	4 September 2014
Subject	Streetscene Policy Development and Review Panel 2014/15

Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services which reviewed the current work programme 2014/15.</p> <p>The Panel's attention was drawn to the changes in the work programme as highlighted in paragraph 2 of the report.</p> <p>The Chairman requested that an additional item be added to the work programme on pauper burials. Members and Officers discussed the item and it was agreed that a briefing note would be prepared for the Chairman to read out at the 8 January 2015 meeting.</p> <p>It was AGREED that the work programme, as set out in Appendix A to the report be approved.</p>
Outcome	Content of the report noted
Link Officer	Paul Doran
Subject	Healthcare Waste Collection Service
Type of Item	Information
Action by Panel	<p>The panel considered a report by the Director of Environmental Services on the Healthcare Waste Collection Service.</p> <p>The Refuse and Recycling Manager was asked if better advertising could be done for the sharps collection service as many residents remain unaware that the service exists. It was explained to the Panel that there are regulations governing where sharps can be returned to which means that no all sharps can be returned via the same service, and therefore advertising for the service would be difficult as it would not be applicable to all.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted.
Link Officer	Kitty Rose
Subject	Annual Review of Street Cleansing Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on an Annual Review of Street Cleansing Services.</p> <p>The Operations Manager was asked why offensive graffiti was not at 100% for being cleared within the 5 day target. It was explained to the Panel that it is more difficult to achieve 100% success on this as there are incidents where the wrong location has been given or the graffiti is on private land and the owners of the property are not available to sign the disclaimer needed</p>

	<p>prior to the removal being able to be carried out.</p> <p>The Operations Manager was also asked if the operatives who collect fly tipping work with the enforcement team to identify the offenders. It was confirmed to the Panel that the Streetscene team do work closely with the Enforcement Officers to try and identify offenders but it is extremely difficult if the offense has not been witnessed.</p> <p>Members also enquired regarding the requests for litter bins, and whether customers are contacted to let them know the outcome of their requests. The Operations Manager confirmed that all customers are contacted after a 6 week monitoring period has taken place, to inform them of the outcome of their request.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Hedge Cutting and Sports Pitch Renovation Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the Hedge Cutting and Sports Pitch Renovation Contract.</p> <p>It was AGREED that the contents of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Date of Meeting	23 October 2014
Subject	Streetscene Policy Development and Review Panel Work Programme 2014/15
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2014/15.</p> <p>The Director of Environmental Services addressed the Panel on this item and suggested that a further report be added to the work programme for January meeting. The report will be on The Impact of Weekly Refuse Collection in the Summer Months.</p> <p>It was AGREED that, subject to the inclusion of the report on the Impact of Weekly Refuse Collection in the Summer Months, the proposed Work Programme for 2014/15, as set out in Appendix A to the report, be approved.</p>

Outcome	Report Noted and item added to Work Programme
Link Officer	Paul Doran
Subject	Global Positioning System for Vehicle Fleet
Type of Item	Information
Action by Panel	<p>At the agreement of the Chairman this item was taken early.</p> <p>The panel considered a report by the Director of Environmental Services on the Global Positioning System for the Vehicle Fleet.</p> <p>The Panel were given a demonstration by the Transport Manager and the Refuse/Recycling Manager on how the GPS system works. They were shown how they can locate any their vehicles during the day, and can track the route the vehicle has taken for the day.</p> <p>It was explained to members that the system has provided 4 key benefits: Improved Customer Service – By being able to locate vehicles and crews the system enables officers to respond to customer requests quickly thereby improving the service provided to the customer.</p> <p>Insurance – It has already been used in several insurance claims to provide evidence that vehicles were not at a particular location when an accident occurred.</p> <p>Breakdowns – It has also been extremely useful when dealing with vehicle breakdowns as they can now locate exactly where the vehicle is and can get to it quicker.</p> <p>Health and Safety Supervision – It is used to monitor the crews for Health and Safety and can assist the Supervisors in the planning of work.</p> <p>It was AGREED that:-</p> <p style="padding-left: 40px;">(a) the Transport Manger and Refuse/Recycling Manager be thanked for their presentation; and</p> <p style="padding-left: 40px;">(b) the Panel notes the content of the report.</p>
Outcome	Report noted and Transport Manager and Refuse/Recycling Manager thanked for their presentation.
Link Officer	Trevor Beard/Kitty Rose

Subject	Annual Report on Recycling Performance
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on an annual report on Recycling Performance.</p> <p>The report was presented by the Recycling Co-Ordinator, who took questions from members. Members enquired as to the impact that supermarket packaging is having on recycling. The Recycling Co-Ordinator confirmed that it is having an effect as packaging is becoming lighter so the tonnage collected is less, and some of the lighter packing now being used is not recyclable so it has to be disposed of in the refuse bins.</p> <p>It was AGREED that the Panel notes the content of the report.</p>
Outcome	Report Noted.
Link Officer	Sue Hand
Subject	Waste Regulations (England and Wales) 2011
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on Waste Regulations (England and Wales) 2011.</p> <p>At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item.</p> <p>The Director of Environmental Services addressed the Panel to inform them that from 1 January 2015 a new regulation comes into effect whereby local authorities have to change the way they collect recyclables, to separate recycling collections, to enable a higher quality of recyclate being collected. The report outlined the Council's current recycling collection service; the quality of the recyclate collected and looked at the technical and economical requirements that would be involved in changing the recycling collection service.</p> <p>The new regulation states that separate recycling collection is required if it is:</p> <ul style="list-style-type: none"> (a) necessary, in effect to provide high quality recyclates; and (b) is technically, environmentally and economically practicable. <p>The Panel AGREED that:-</p> <ol style="list-style-type: none"> 1. separate collections of recyclable materials should not be introduced in the Borough at this time because:-

	<p>(a) it is not necessary to provide high quality recyclates; and</p> <p>(b) would not be technically, environmentally and economically practicable (TEEP).</p> <p>2. recommends to the Executive that:-</p> <p>(a) no changes are required to the collection of recyclable materials currently co-mingled in blue top recycling bins; and</p> <p>(b) any collection policy proposed in future are assesses against the new regulations prior to any decisions being made.</p>
Outcome	<p>Report to the Executive Meeting 1 December 2014. The following decisions were made:-</p> <p>Resolved that the Executive endorses the recommendation made by the Streetscene Policy and Development Review Panel at its meeting on 23 October 2014, and agrees:</p> <p>a) that no changes are required to the collection of recyclable materials currently co-mingled in the blue top recycling bins; and</p> <p>b) that officers will assess any proposed collection policy changes against the new regulations prior to any recommendations being put to Members for decision.</p>
Link Officer	Paul Doran/Kitty Rose
Date of Meeting	8 January 2015
Subject	Preliminary Review of Work Programme 2014/15 and Draft Work Programme 2015/16
Type of Item	Programming
Action by Panel	
Outcome	
Link Officer	Paul Doran
Subject	Annual Review of Grounds Maintenance Service
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Mick Gore

Subject	Vehicle Fleet Management
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Trevor Beard

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date 08 January 2015

Report of: Director of Environmental Services

Subject: ANNUAL REVIEW OF GROUNDS MAINTENANCE SERVICE

SUMMARY

The purpose of this report is to provide a summary of the Council's Grounds Maintenance Service.

RECOMMENDATION

That the panel notes the content of this report.

INTRODUCTION

1. The Grounds Maintenance service plays a key role in delivering the Council's vision of a safe and attractive place to be and also assists the Council to meet its aim to protect and enhance the environment. The majority of the service is not a statutory obligation with the exception of the burial service element.
2. The service is responsible for the following operations:
 - Grass cutting
 - Shrub border, rose bed and hedge maintenance
 - Floral display maintenance
 - Winter and summer sports pitch preparation and maintenance
 - Burial Service
 - Play area safety inspections, repairs and maintenance

FINANCIAL INFORMATION

3. The service operates on an annual revenue budget of £1,284,000 as detailed below:
 - Employees £774,000
 - Transport £210,000
 - Supplies and services £174,000
 - Internal recharges £93,000
 - Depreciation £33,000
4. Hampshire County Council contributes £164,000 towards the maintenance of the highway grass verges, shrub borders and hedgerows under an agency agreement.

SERVICE OPERATION

5. The service is managed by the Operations Manager, assisted by the Grounds Maintenance Supervisor. The operational team consists of 27 full time employees, 1 apprentice and 5 seasonal grass cutting operatives. During periods of peak demand a small number of temporary labour operatives are employed through local recruitment agencies.
6. The usual hours of work are 37 per week. 8am - 4pm Monday to Thursday with a 3.30pm finish on a Friday. Occasional overtime is required to meet service demands and play area inspections are carried out 6 days per week Monday to Saturday.

GRASS CUTTING

7. The service is responsible for cutting over 2.5 million square meters of grass most of which is cut every two to three weeks. The work is seasonal, usually commencing in

early March and running through to early November.

8. The highway verges, small open spaces and grass located around the general housing areas are cut approximately every two to three weeks depending on weather, ground conditions and the grass growth rate. Follow up strimming of banks and obstacles are carried out approximately every six weeks.
9. Large parks and open spaces are cut at least twice per month or as conditions allow and winter sports pitches are cut as required to maintain a playable surface.
10. Cemeteries and Council sheltered housing schemes are cut on a frequency of two occasions per month, or as conditions allow. Obstacles are followed up by strimmers during each maintenance visit. At times of peak growth the grass is sometimes collected to ensure these sensitive areas remain safe and attractive.
11. The Council operates an assisted garden scheme for elderly and disabled tenants. The scheme provides a monthly grass cutting service from March to October for residents who are unable to manage their gardens.

SHRUB AND ROSE BORDERS

12. The team maintain over 47,000 square meters of shrub borders on a frequency of two occasions per annum. The main maintenance visit is undertaken during the winter months (November – February) and includes weed removal and formative pruning. A second visit is carried out during the summer to control vegetation encroaching onto adjacent footpaths and roads.

HEDGE MAINTENANCE

13. This operation is carried out throughout the Borough at nearly 400 different locations with almost 43 kilometres (26 miles) of hedgerow trimmed on a frequency of two occasions per annum. The first cut commences in July through to September and the second visit takes place between October and February.
14. The Wildlife and Countryside Act 1981 makes it an offence to disturb nesting birds and this is why we do not cut hedges between March and June of each year.
15. The Council's incumbent contractor, The Landscape Group was re-awarded the contract following a competitive tender process undertaken early in 2014 having achieved the highest combined score based on cost, quality and service delivery. The contract commenced in July 2014 and runs for three years with an option to extend for a further two years.

FLORAL DISPLAYS

16. The service is responsible for the maintenance of over 100 lamp post baskets, 40 shop front baskets and over 100 barrier troughs, planters and tubs. The seasonal displays provide colourful enhancements to a number of prime locations throughout the Borough. The service also maintains 46 flower beds that provide seasonal interest to enhance Fareham's prime parks, main roads and roundabouts.

SPORTING FACILITIES

17. The service is responsible for the maintenance of 17 adult and 8 junior football pitches, 2 rugby pitches, 4 cricket pitches and 2 grass bowling greens.
18. The majority of the maintenance work is undertaken by the Grounds Maintenance team with the exception of the deep aeration and end of season renovation operations that are carried out on the winter sports pitches by The Landscape Group as part of the Hedge and Sports Maintenance Contract awarded in 2014.

BURIAL SERVICE

19. The service provides a team responsible for the excavation and backfilling of graves and cremated remains in the Borough's 8 working cemeteries. The team attend services to ensure that there is a Council presence at the cemetery should it be required. The team prepare and dress the graveside in preparation for the interment.
20. During 2014 the team have buried over 100 residents and interred over 90 cremated remains.

PLAY AREAS

21. The team inspects repairs and maintains the Council's 43 play areas, 6 skate facilities and 2 outdoor gyms that are located in all wards of the Borough. Inspections are carried out 6 days a week, Monday to Saturday on a frequency based on individual usage of each site that ranges from 1 to 3 occasions per week.
22. A full time play inspector is trained to inspect and repair the equipment and safety surfacing. Five members of the grounds team who are also trained to inspect play areas provide cover for holidays and weekends.

SERVICE ACHIEVEMENTS

23. The most recent Residents Survey results (2013) show that the majority (93%) of people in the Borough are happy with their local parks and open spaces. An increase of 2% compared with the 2011 response. There was also a 5% increase in the respondents who were happy with the children's play areas in the Borough between 2011 (85%) and 2013 (90%). Finally, 83% of respondents were happy with their local sports facilities including football pitches, cricket pitches and bowling greens. This is 2% more than in 2011 (81%).
24. 2014 has been another successful year for Fareham's South East in Bloom entries with the Borough again achieving a Gold award from the region and The Hampshire Life Award for the entry receiving the highest marks in Hampshire. In addition, the following parks and open spaces maintained by the Grounds Maintenance team were all awarded a gold:
- Holly Hill Woodland Park
 - Sensory Garden
 - Westbury Manor Gardens

- Civic Gardens

25. The service also helped Fareham to retain its Green Flag Park status at Holly Hill Woodland and the Sensory Garden.

SERVICE DEVELOPMENT

26. The service continues to focus on providing a high level of customer service standards with the teams encouraged to work proactively to seek improvements in the quality of their work and to raise the standards of maintenance in Fareham's open spaces.

27. Training needs continue to be identified to provide service resilience and career progression. During 2014 the team have undergone training to update their knowledge and awareness of changes in the legislation and best practice relating to chemical application and fast road working. In addition, the full time play inspector has updated his inspection and maintenance training certification.

28. Work is almost completed with the creation of a detailed grounds maintenance scheduling system and should be fully operational for the start of the 2015 cutting season. The system will help to improve the management and supervision of the teams through improved service planning and information exchange and also improve the service response to customer enquiries

29. Finally, the changes to the grass cutting ride on team in 2014 have been positive. Half the team are now employed on permanent contracts. The benefits of this change include a reduction in recruitment issues and the creation of a stable workforce. This has increased operational efficiency and should safeguard an improvement to the future grass cutting operations by retaining the best operators and therefore ensure their skills and knowledge remains with the service.

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 **08 January 2015**

Report of: **Director of Environmental Services**

Subject: **VEHICLE FLEET MANAGEMENT**

SUMMARY

The purpose of this report is to inform members of the arrangements currently in place to manage the Council's operational vehicle fleet.

RECOMMENDATION

That members note the contents of the report.

INTRODUCTION

1. The Council's fleet of 92 (Ref Appendix A) vehicles is managed by Streetscene Services, with the Transport Manager directly responsible for the day to day operation, including vehicle servicing, maintenance, Ministry of Transport (M.O.T.) testing and vehicle safety checks.
2. The department is also responsible for delivering the 7 year vehicle replacement programme put in place by the Council's business transformation team and approved by the Chief Executives Management Team (CXMT) in 2008. A detailed list of vehicles by type can be found at Appendix (A).
3. The Service procures and maintains vehicles for use in the following services:
 - i. Refuse and Recycling
 - ii. Grounds Maintenance
 - iii. Street Cleansing
 - iv. Building Services
 - v. Car Parking Enforcement
 - vi. Corporate Services (Mayoral car)
 - vii. Leisure & Community

ANNUAL RUNNING COSTS

4. The 2013-14 revenue cost of maintaining the fleet of 92 vehicles and 50 items of plant was £1,029,856. The main items of expenditure were:
 - i. Fuel £350,926
 - ii. TRU Recharge £301,473
 - iii. Routine Repairs £169,449
5. Fuel is the biggest single item of expenditure. A breakdown of usage (in litres) for the last three financial years is as follows:

April 1st 2013 until March 31st 2014

Diesel	282,644
Petrol	3,106
Gas Oil	46,721
Total	332,471

April 1st 2012 until March 31st 2013

Diesel	283,135
Petrol	4,515
Gas Oil	46,172
Total	333,822

April 1st 2011 Until March 31st 2012

Diesel	265,450
Petrol	5,662
Gas Oil	35,314
Total	306,426

6. It is not possible to do a direct annual comparison of fuel usage and vehicle efficiency because service delivery is subject to a wide range of variables such as changes in establishment, changes in rounds (rescheduling to accommodate new development), the impact of the weather on the growing season and frequency of grass cutting and changes in the number and type of vehicles and plant.

VEHICLE REPLACEMENT PROGRAMME

7. The department is six years into a seven year vehicle replacement programme, with capital expenditure averaging £345,000 for each of the seven years. Actual spending can vary from year to year, with budget adjustments made to accommodate particular items such as changes in establishment, changes in rounds (rescheduling to accommodate new development), the impact of the weather on the growing season and frequency of grass cutting and changes in the number and type of vehicles and plant.
8. In June 2012, the Council's Executive approved an award of tender to Dennis Eagle for the purchase of a further six RCV's over the next two financial years, at a total cost of £896,738.
9. Below is a summary of the vehicles purchased during 2012-13. Eleven vehicles in total were purchased during the year, at a total cost of £381,731.

These included:

- i. Two refuse collection vehicles
 - ii. Two verge mowers
 - iii. Six Tipper vehicles
 - iv. Mayors Car
10. In 2013-14, eight vehicles have been purchased, at a total cost of £684,605. These include:
- i. Four refuse collection vehicles
 - ii. Two verge mowers
 - iii. One prescient sweeper
 - iv. One tipper vehicle

11. The replacement programme is on target at present to deliver vehicles of the required specification and performance within the agreed budget. There will be budget pressures going forward, mainly due to Euro VI emissions regulations that will affect future purchases of RCV's. These are anticipated to add approximately £20,000 to the cost of each vehicle.

VEHICLE OPERATORS LICENCE

12. In order to run the Council's fleet of vehicles, an operating licence is required. The licence is granted by the Driving Vehicle Standards Agency (DVSA) formerly the Vehicle Operating Standards Agency (VOSA). The Council's current licence expires in August 2018. Loss of this licence would mean that the provision of vehicles to support some of the Council's key services would have to be contracted out, with significant financial and reputational consequences for the Council.

13. There are control measures in place to reduce the risk of this happening:

- i. Vehicle inspection and maintenance schedules which meet the agreement with DVSA. This is to ensure the vehicles are kept in a fit and serviceable condition.
- ii. Regular pre - use vehicle safety checks that are recorded, logged and subject to a 10% sample check by management.

14. DVSA assesses the records of all fleet operators and places them in an Operators Compliance Risk Score (OCRS) category, using a traffic light system (red would incur a DVSA intervention). The Council is currently in the lowest risk category (green). In 2013-14 the Council's fleet had a first time MOT pass rate of 96%. This significantly exceeds the national average of 77.6%. The MOT pass rate is a key risk indicator within the OCRS.

FUEL SAVING INITIATIVES

15. There are currently six RCV's that have an electronic hoist fitted. Improvements in fuel consumption vary, depending on where the vehicles are used (urban/rural) however, the fuel saving is approximately 25%.

16. There are two RCV's that have hydraulic hoists with Eco drive Assistance (EDA) fuel saving devices that have reduced consumption by approximately 9%.

17. There are also six RCV's delivered between 2012-14 that have been fitted with fuel saving devices. These devices have been tested and have delivered fuel savings of between 10 and 20%. Based on a reduction of 10% it will take around three years to recover the cost at the current fuel prices.

18. All of the Council's Heavy goods Vehicle (HGV) drivers have now achieved a Certificate of Professional Competence (CPC). There is a legislative requirement for all HGV drivers to have this qualification by September 2014. One of the key areas of the modular training covers driving techniques aimed at reducing fuel consumption.

19. The next phase of CPC training is required to start again from September 2014 and Council drivers will commence from January 2015 to achieve the qualification by September 2019.

20. All Council vehicles have had Global Positioning tracking (GPS) units installed. The project was completed by 1 April 2014. There are a number of benefits to be had from using such systems, including a potential reduction in overall fuel consumption.

21. Prior to the fitting of Electric Hoists and fuel saving devices the vehicles were able to achieve between 3.5 to 4mpg. This has now improved to between 4 and 6 mpg depending on rural or urban use.

CARBON DIOXIDE (CO₂) EMISSIONS

22. Based on Department of Transport figures, it is estimated that the Council's vehicle fleet produced the following approximate CO₂ quantities:

i.	2011-12	812,028 kg (812 metric tonnes)
ii.	2012-13	891, 304 kg (891 metric tonnes)
iii.	2013-14	881, 048 kg (881 metric tonnes)

RISK ASSESSMENT

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

CONCLUSION

24. Streetscene is currently providing a resilient and reliable operational vehicle fleet to a number of key Council departments. Examples of failure to deliver front line services to customers due to vehicle failure are extremely rare. Revenue and capital costs are being managed within agreed budgets. Appropriate measures are being taken to protect the Council's operating licence and the health and safety of employees.

25. A number of initiatives are being taken to reduce fuel consumption and carbon dioxide emissions. Further steps have been taken with the introduction of a GPS system in the current year, which will enable additional progress to be made.

26. There are a number of financial pressures ahead that are linked to changes in legislation, which can be managed.

Background Papers:

None

Reference Papers:

None

Enquiries:

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

Appendix (A) - Vehicles provided by service.

1. Refuse and recycling

- 21 RCV's
- 1 lorry
- 3 small vans

2. Building Services

- 10 vans

3. Grounds Maintenance

- 15 vans
- 3 tractors
- 1 lorry
- 11 ride on mowers

4. Street Cleansing

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

5. Car Parks / Enforcement

- 4 vans

6. Corporate Services

- 1 car

7. Leisure

- 2 vans
- 1 small tractor

8. TRU

- 1 van