

AGENDA
STREETSCENE POLICY DEVELOPMENT AND
REVIEW PANEL

Date: Thursday, 28 January 2016

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (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 Streetscene Policy Development and Review Panel held on 22 October 2015.

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 Work Programme 2016/16 & Draft Work Programme 2016/17 (Pages 5 - 22)

To consider a report by the Director of Operations which preliminary reviews the work programme for 2015/16 and draft work programme for 2016/17.

7. Annual Fleet Management Report (Pages 23 - 26)

To consider a report by the Director of Operations on an annual review of Fleet Management.

8. Corporate Cleaning Contract Renewal (Pages 27 - 32)

To consider a report by the Director of Operations on the Corporate Cleaning Contract Renewal.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
20 January 2016

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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, 22 October 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors: J M Englefield, J V Bryant, D M Whittingham, A Mandry
(deputising for D C S Swanbrow) and Mrs K K Trott (deputising
for D J Norris)

Also Present: Councillor Miss T G Harper, Executive Member for Streetscene



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors D J Norris and D C S Swanbrow.

2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 10 September 2015 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 made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2015/16.

Members were reminded that the report on Review of Bin Charging Policy that is scheduled for the 3 March 2016 may be removed from the work programme for 2015/16 due to the Vanguard Intervention that is about to start in Streetscene.

Councillor Bryant referred to item 6 of the previous minutes which stated that he had suggested that a report on Project Integra be added onto the work programme. The Chairman addressed the Panel and informed them that he is currently in discussion with the Chairman of Scrutiny Board to decide on which Committee this report will go to.

It was AGREED that the work programme for 2015/16, as set out in Appendix A of the report, be approved.

7. ANNUAL REPORT ON RECYCLING PERFORMANCE

The Panel considered a report by the Director of Environmental Services which provided an update on the annual performance of recycling in the Borough.

Councillor Englefield joined the meeting during this item.

The Panel noted that the biggest change that has occurred during the past 12 months is the removal of paper banks across the Borough.

Councillor Mandry raised an issue with the garden waste collection service, where there are problems with the crews securing the sacks once they have been emptied. The Refuse Recycling and Transport Manager informed the Panel that they provide constant training with the crews to ensure that they provide a good customer service to the residents of the borough who are using this service.

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

8. PUBLIC TOILET REFURBISHMENT 5 YEAR PROGRAMME

The Panel considered a report by the Director of Environmental Services on the 5 year programme for the public toilet refurbishment.

The Chairman enquired when the Barry's Meadow toilets were going to be replaced. He was informed that planning permission has been granted for the works but as of yet there is no planned start date.

Councillor Mandry put forward a suggestion that all of the women's public toilets be provided with a hook on the back of the door where ladies are able to hand their bag or shopping on. The Public and Open Spaces Manager confirmed that many of the public toilets already provide this facility but she would look into the feasibility of providing it in all of the public toilets.

Councillor Trott referred to the minutes of the last meeting where she had raised the issue of the provision of public toilets at Bath Lane. She enquired again as to whether this is something that could be looked at again in the future. The Chairman reminded members that the toilets were closed originally due to the vandalism that occurred in them and that if they were to be reopened that the cost to maintain the facility would be too great. Councillor Trott suggested that the Council look into sponsorship of the toilets which would then provide the revenue needed to maintain the facility. The Director of Environmental Services addressed the Panel and suggested that he make enquires with other authorities to see if they provide such a service and if they do how well it is working.

Councillor Mrs Bayford addressed the Panel to inform them that she had recently been on a tour of the Public Toilets in the Borough as part of the Officer/Member Working Group that is dealing with public toilets. She expressed her thanks to Sue Woodbridge the Public and Open Spaces Manager and to Angie Ostler the Monitoring and Enforcement Officer for their time and effort given for the tour.

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

9. ANNUAL REPORT ON GROUNDS MAINTENANCE PERFORMANCE

The Panel considered a report by the Director of Environmental Services on an annual review of the Grounds Maintenance service.

The Chairman passed his thanks on to the crew who are currently planting outside of the Civic Offices, for the great job they are doing and for engaging with residents whilst carrying out their work.

Councillor Mrs Bayford enquired about Muslim Burials. The Operations Manager informed the Panel that they had recently had a request from the Muslim Community to provide cover for burials during evenings, weekends and bank holidays, however for the Council to provide this would be extremely costly and not feasible in the current financial climate for the Council to do. Therefore they are currently looking into the possibility of a contractor providing this service, or in the long term the Muslim Community to have their own Cemetery where they will be able to undertake their own burials.

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

(The meeting started at 6.00 pm
and ended at 6.52 pm).

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **28 January 2016**

Report of: **Director of Operations**

Subject: **PRELIMINARY REVIEW OF WORK PROGRAMME 2015/16 &
DRAFT WORK PROGRAMME 2016/17**

SUMMARY

At the meeting of the Panel on 10 March 2016, members will be asked to review the outcome of the work programme for the current year, 2015/16. Also at that meeting, the Panel will need to finalise the draft work programme for next year, 2016/17.

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 2015/16 work programme and to the draft work programme for 2016/17.

INTRODUCTION

1. The outcomes for the work programme for the current year (2015/16) will be reviewed at the Panel's meeting on 10 March 2016. At the same time, it will be necessary for the Panel to finalise its work programme for the next year (2016/17).
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:
 - (i) the report on 'Bus Shelter Maintenance Contract Renewal' which was scheduled for this meeting has been removed from the work programme for 2015/16 and will be added onto the 2016/17 work programme;
 - (ii) the report on 'Review of Bin Charging Policy' scheduled for the 3 March 2016 meeting has been removed from the work programme pending the outcome of the Vanguard intervention currently taking place in Streetscene;
 - (iii) the report on 'Allotment Agreement Renewal' which was scheduled for the 3 March 2016 meeting has been moved to the 2016/17 work programme for the 8 September 2016 meeting; and
 - (iv) an item titled 'Vanguard Progress – Verbal Update' has been added to the current work programme for the 3 March 2016 meeting.

WORK PROGRAMME 2015/16

4. A copy of the current work programme is attached at Appendix A. It is suggested that the current work programme for 2015/16 is completed.

WORK PROGRAMME – NEXT YEAR 2016/17

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 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:-

9 June 2016

- Review of Work Programme 2016/17
- Presentation of Streetscene Services

14 July 2016

- Review of Work Programme 2016/17

8 September 2016

- Review of Work Programme 2016/17
- Allotment Agreement Renewal

20 October 2016

- Review of Work Programme 2016/17

26 January 2017

- Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18

2 March 2017

- Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18

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 10 March 2016.

APPENDICES:

Appendix A – Streetscene Policy Development and Review Panel Work Programme
2015/16

Appendix B – Progress On Actions Since Last Meeting

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
2015/16**

Date	Subject	Type of Item
4 June 2015	• Review of Work Programme 2015/16	Programming
	• Presentation on Streetscene Services and Key Achievements	Presentation
16 July 2015	• Review of Work Programme 2015/16	Programming
	• Annual Review of Trade Waste Service	Information
	• Annual Report on Street Cleansing Service	Information
	• Members Open Forum	Question and Answer
10 September 2015	• Review of Work Programme 2015/16	Programming
	• Refuse and Recycling Route Risk Assessments	Information
	• Hedge Cutting Contract Performance Report	Information
	• Play Area Inspection Review	Information
	• Members Open Forum	Question and Answer
22 October 2015	• Review of Work Programme 2015/16	Programming
	• Public Toilet Refurbishment 5 Year Programme	Information
	• Annual Report on Grounds Maintenance Performance	Information
28 January 2016	• Preliminary Review of Work Programme 2015/16 & Draft Work Programme 2016/17	Programming
	• Annual Fleet Management Report	Information
	• Corporate Cleaning Contract Renewal	Information

3 March 2016	<ul style="list-style-type: none"> • Final review of the Work Programme for 2015/16 and Draft Work Programme 2016/17 	Programming
	<ul style="list-style-type: none"> • Vanguard Progress – verbal Update 	Information
	<ul style="list-style-type: none"> • Members Open Forum 	Question and Answer

Streetscene Policy Development and Review Panel – 28 January 2016
Progress on Actions since last meeting of 2015/16

Date of Meeting	5 March 2015
Subject	Streetscene Policy Development and Review Panel Work Programme 2015/16
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on a final review of the work programme for 2014/15 and the draft work programme for 2015/16.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> (a) reviewed the outcomes of the Panel's work programme for 2014/15; (b) agreed a proposed work programme for 2015/16; and (c) submits the proposed work programme for 2015/16 to the Council for endorsement.
Outcome	The Council confirmed the proposed work programme for 2015/16 at its meeting on 27 April 2015
Link Officer	Paul Doran
Subject	Play Area Safety Surface Replacement Programme
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the play area safety surface replacement programme.</p> <p>It was explained to the Panel that the current rubber crumb surface was expensive to maintain as it needed high maintenance and it could be easily damaged.</p> <p>Councillor Swanbrow enquired as to how easy the new sand filler artificial turf surface would be to repair or replace. The Operations Manager explained that any repairs would need to be completed by a specialist contractor, however it would be a simple process for them.</p> <p>Councillor Harper referred to the sites that have already had the new safety surface laid and asked what feedback they had received regarding it. The Operations Manager informed the Panel that the feedback received had been positive, especially for sites where the surface had become slippery and dangerous.</p>

	It was AGREED that the Panel notes the content of the report.
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Bus Shelter Maintenance Contract Renewal
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the bus shelter maintenance contract renewal.</p> <p>The Public and Open Spaces Manager commented on the recent report that went to the Planning and Development Policy Development and Review Panel which recommended to the Executive that Officers be asked to undertake a feasibility study for a possible on-going programme of installation of new and/or re-located bus shelters and associated bus stop infrastructure, and for estimating the associated capital costs; these measures would assist in influencing mode choice by enhancing the quality of the public transport offer.</p> <p>Councillor Bryant enquired about having real time information on Bus Shelters. The Director of Environmental Services explained to members that this is something that would have to be discussed with the bus companies as Fareham Borough Council does not have the budget to be able to fund this.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	The content of the report was noted.
Link Officer	Sue Woodbridge
Subject	Annual Review of Clothing and Textile Recycling
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on an annual review of clothing and textile recycling.</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
Subject	Market Quay Roundabout - UPDATE
Type of Item	Information
Action by Panel	The Director of Environmental Services addressed the Panel to provide an update on the Market Quay Roundabout. He informed members that work has begun on a landscaping scheme now that it has been made available to the Council. He informed the Panel that over the next few weeks there will be significant changes to the roundabout and that in due course it

	will be something the Council can be proud of.
Outcome	Information noted
Link Officer	Paul Doran
Date of Meeting	4 June 2015
Subject	Streetscene Policy and Development and Review Panel Work Programme 2015/16
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on a review of the work programme 2015/16.</p> <p>He informed members that there have been no changes to the work programme that was agreed at the previous meeting and invited members to put forward any suggestions they have for the work programme.</p> <p>Councillor Bryant enquired as to whether a report could be brought to the Panel on an update on Project Integra. The Director of Environmental Services confirmed that a briefing note on this would be prepared for a future meeting.</p> <p>It was AGREED that Panel confirmed the work programme for 2015/16.</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 by the Director of Environmental Services and Managers within the Streetscene Department which gave an overview of the services provided by the department. The presentation was broken down into a number of sections:</p> <ul style="list-style-type: none"> Introduction Refuse and Recycling Operations Parks and Open Spaces Transport Management <p>Each section was presented by an appropriate Manager who outlined the services that they are responsible for the achievements they have made during the past year, key objectives for the future and any key projects that they have planned.</p>

	It was AGREED that the Director of Environmental Services and Managers be thanked for their presentation.
Outcome	Presentation noted.
Link Officer	Paul Doran
Date of Meeting	16 July 2015
Subject	Streetscene Policy Development and Review Panel 2015/16
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 2015/16.</p> <p>The Director of Environmental Services addressed the Panel to inform them that the Member Working Group for the public toilet refurbishment will be commencing shortly.</p> <p>It was AGREED that the Work Programme for 2015/16 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 Environmental Services on an annual update of the Street Cleansing Service.</p> <p>The report was presented by the Operations Manager, who then took questions from members.</p> <p>Councillor Bryant enquired as to who was responsible for the clearing of weeds off of pavements and streets, and who should the public contact to report these issues. The Operations Manager explained that any reports should be directed to Hampshire County Council in the first instance as they will be responsible for the clearing up of the weeds once they have completely died off.</p> <p>The Operations Manager was also asked if there was any enforcement action that could be taken if there was offensive graffiti on private property which the owners refused to have removed. Members were advised that there would be some kind of enforcement action that could be taken but Officers would need to take advice from the Legal team on how this could be</p>

	<p>done.</p> <p>Councillor Swanbrow passed on his thanks to the Street Cleansing team who are extremely efficient and quick at responding to reports of dead animals on the highway.</p> <p>It was AGREED that the Panel note the contents of the report.</p>
Outcome	Content of the report noted.
Link Officer	Mick Gore
Subject	Annual Review of Trade Waste 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 the Trade Waste Service.</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	<p>Councillor Whittle addressed the Panel as he had received a suggestion to put forward to Officers. He explained that he had recently been contacted by a member of the public regarding litter picking. The resident suggested that the Council provide bags for volunteers to collect and use for litter picking when they are out in the Borough and then leave the bags by the Council litter bins for collection. He also suggested that something similar could also be arranged for dog fouling.</p> <p>The Operations Manager addressed the Panel to respond to Councillor Whittle's suggestion. He explained that the Council do already operate a system where they provide black FBC marked bags to voluntary litter pickers and then arrange collection of these bags from the volunteer at a time that is convenient to both the volunteer and the Council's operatives.</p> <p>Councillor Trott raised the issue of advertising of this service that the Council offer as it has been some years since the Council put a notice in Fareham Today outlining this service to residents. The Operations Manager explained that he is currently working with the Head of Parking and Enforcement on ways to tackle dog fouling and littering. As part of this initiative they will be looking at ways to advertise and promote the voluntary service that the Council support.</p> <p>The Chairman asked if the big clean up events have attracted more volunteers as the events did attract a lot of interest from</p>

	<p>residents. The Operations Manager did confirm that the events were very well attended and residents were very willing to help out on these days, but they have not gained any regular volunteers through them.</p> <p>Councillor Whittle suggested that the volunteers receive some kind of award for their hard work, and maybe it could be something that is incorporated into the Council's Fareham in Bloom Award Ceremony.</p> <p>Councillor Mrs Bayford addressed the Panel and suggested that dog fouling bags be provided by dog bins in the hope that it could encourage less responsible dog walkers to pick up after their dog. The Director of Environmental Services confirmed that this could be investigated as part of the new initiative.</p> <p>Councillor Norris raised concern that some of the no dog fouling posters that were put up last year have been removed. The Operations Manager assured members that he would ask the enforcement officers to investigate this.</p> <p>The Director of Environmental Services concluded the discussion by informing the Panel that the Operations Manager will be meeting with the Communications Team next week to start working on the new initiative. He explained that the start of the process would be concerned with working on informing, educating and engaging with residents.</p> <p>The Chairman thanked all members for their suggestions.</p>
Outcome	Information noted.
Link Officer	Paul Doran
Date of Meeting	10 September 2015
Subject	Streetscene Policy Development and Review Panel Work Programme 2015/16
Type of Item	Programming
Action by Panel	<p>At the invitation of the Chairman, councillor Miss Harper, Executive Member for Streetscene addressed the Panel on this item.</p> <p>Councillor Bryant requested that a report providing an update on Project Integra be added to the work programme. It was agreed that a report on Project Integra would be added to the work programme for the 3 March 2016 meeting.</p> <p>The Director of Environmental Services addressed the Panel to explain that the item on Review of Bin Charging Policy may have to be moved to next year's work programme due to the Vanguard Intervention that has just started in Streetscene, as there will be no new policy changes until the Vanguard Intervention has been completed.</p> <p>It was AGREED that, subject to the addition of a report on Project Integra being added to the 3 March 2016 meeting, the work programme for 2015/16 be approved.</p>

Outcome	Report Noted
Link Officer	Paul Doran
Subject	Refuse and Recycling Route Risk Assessments
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the refuse and recycling route risk assessments.</p> <p>The Chairman enquired as to how long it takes to complete an assessment. The Refuse Recycling and Transport Manager explained that to complete the assessment form takes approximately 25 minutes, however that is after several visits have been made to the route to ensure that all of the information has been recorded correctly.</p> <p>Several members referred to the incident that occurred in Glasgow in 2014, and asked if there have been any changes made as a result of that. The Refuse and Recycling and Transport Manager explained that on the Council's refuse trucks there are 7 emergency stop buttons, all crews are given training on what to do in an emergency situation. In addition to that all drivers over the age of 45 have to undertake an annual health check, and all drivers are required to complete an annual medical declaration.</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	Play Area Inspection Review
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services which outlines the recent review undertaken for Play Area Inspections.</p> <p>The Operations Manager addressed the Panel and explained that the new regime will be implemented in November 2015.</p> <p>Councillor Whittingham asked if Officers knew what the estimated cost of the repairing defects were. The Operations Manager stated that at present this information is not something that is recorded, and the cost will vary depending on the type of defect. However this type of information is something that is being looked into collecting in the future once the new regime is in place.</p> <p>It was AGREED that the Panel note the content of the report.</p>
Outcome	Report Noted.

Link Officer	Mick Gore
Subject	Hedge Cutting Contract Performance Report
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Environmental Services on the performance of the Hedge Cutting contract. It was AGREED that the content of the report be noted.
Outcome	Content of Report
Link Officer	Paul Doran/Kitty Rose
Subject	Members Open Forum
Type of Item	Information
Action by Panel	<p>At the invitation of the Chairman, Councillors Mrs Trott and Miss Harper, Executive Member for Streetscene joined the Panel for this item.</p> <p>The Director of Environmental Services addressed the Panel and informed them that Councillor Whittle, JP had contacted him and had asked him to present a question on his behalf as he was unable to attend the meeting., The question stated: “In response to further repeated questions from residents, would the Panel please provide an update on the position in relation to weekly refuse collections following the last review that was carried out in January 2014. Could the Panel also indicate if there is any intention to review the collection of other materials such as the kerbside collection of glass”.</p> <p>The Chairman then provided the following response: “in response to the question of whether it is appropriate to conduct a further review and public consultation on amendments to the collection cycle for domestic household waste, a report was brought to the Streetscene Panel in January 2014 on the Impact of Weekly Refuse Collections.</p> <p>This report highlighted the financial implications of changing to weekly refuse collections, which included a capital investment of £638,000 and annual revenue costs of £369,000. These figures have now been updated for 2015 and are now £700,000 for capital expenditure with £385,000 annual revenue costs.</p> <p>In this report it was highlighted that between 2011 and 2014 the Streetscene department received 3 recorded requests to return to weekly refuse collections. In 2015 we have not received any requests from residents to change our current collection regime.</p> <p>Increasing the refuse capacity available to residents would result in a reduction in the amount of recyclables collected and</p>

therefore have a direct impact on the Council's recycling rate.

Due to the low demand from residents and the significant cost involved it is not proposed to conduct a further review or public consultation on amending refuse collections.

With regards to the request from residents and the significant cost involved it is not proposed to conduct a further review or public consultation on amending refuse collections.

With regards to the request to investigate to investigate kerbside glass collections, this has been reviewed by officers as part of the TEEP report brought to the Panel in October 2014 which outlined the changes to the Waste Regulations (England and Wales) 2011 that require waste collection authorities to collect recycled waste paper, metals, plastic and glass separately from 1 January 2015. This report concluded that no change to current collections was necessary and the recommendation was referred to the Executive on 1 December 2014 where it was approved.

Currently FBC collects around 2000 tonnes of glass per year from 35 bring bank sites across the Borough. This accounts for approximately 60% of all glass in the waste stream. Research from across the UK suggests that moving to kerbside glass collections will only collect up to 80% of glass in the waste stream and only if the bring bank sites are also maintained.

Indicative costs to introduce kerbside glass recycling include £300,000 capital costs for bespoke glass vehicles and collection boxes. Approximately 500 tonnes of additional glass would be collected which at the current rate of £15 per tonnes would provide £7,500 of additional income, making the net annual revenue cost £162,500 to provide a monthly glass collection across the Borough.

Income received from glass has dropped significantly over the past few years in what is a difficult and fluctuating market. Based on this initial research and no demand from residents in the past two years, further review and consultation is not planned currently."

The Chairman invited Councillor Mrs Trott to address the Panel as she also had a question to ask. Her question was "Residents have often asked Councillor Whittle and myself why there are no public lavatories at Bath Lane Recreation Ground and I feel sure Panel Members will be aware of the letter to 'The News' decrying the fact. Can the reasons why this facility is not provided in the beautiful park be explained and recorded please? It is a long walk to the town centre or 'The Castle in the Air' public house at Lower Quay, where the nearest facilities are. The Cricket Pavilion is not open all the time and older residents in particular would benefit from this facility, which I understand could possibly be provided for less than £100,00 pounds."

	<p>The Chairman provided the following response: “The toilet facility at Bath Lane was part of the old pavilion building and the facility was closed in December 2005 after suffering many bouts of vandalism.</p> <p>As part of a committee report to the Streetscene Panel, that considered options for repair and improvement of all public conveniences, it was suggested that this facility along with a few others were closed. This was approved by the Executive on 9 Oct 2006.</p> <p>The reasons to justify this closure apart from vandalism attacks, were that there weren’t any facilities for people with disabilities, generally low usage, very few complaints that the toilets had been closed for almost 18 months prior to decision to close.</p> <p>Over the last ten years there has virtually been no call for the reopening of this facility.</p> <p>If consideration were to be given to provide a new facility now it would be likely to cost in the region of £100-125K to build with an ongoing annual revenue cost for cleaning and repairs of approximately £4.5K.</p> <p>Due to the potential costs and low demand, it is recommended that a new facility at Bath lane Recreation Ground is not pursued.</p> <p>The Chairman thanked officers and members for their participation in the Members Open Forum.</p>
Outcome	Members noted the information provided
Link Officer	Paul Doran
Date of Meeting	22 October 2015
Subject	Review of Work Programme 2015/16
Type of Item	Programming
Action by Panel	<p>The Panel consider a report by the Director of Environmental Services which reviewed the Panel’s work programme for 2015/16.</p> <p>Members were reminded that the report on Review of Bin Charging Policy that is scheduled for the 3 March 2016 meeting may be removed from the work programme for 2015/16 due to the Vanguard Intervention that is about to start in Streetscene.</p> <p>Councillor Bryant referred to item 6 of the previous minutes which stated that he has suggested that report on Project Integra be added onto the work programme. The Chairman addressed the Panel and informed them that he is currently in discussion</p>

	with the Chairman of Scrutiny Board to decide on which Committee this report will go to. It was AGREED that the work programme for 2015/16, as set out in Appendix A of the report, be approved.
Outcome	
Link Officer	Paul Doran
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 which provided an update on the annual performance of recycling in the Borough.</p> <p>Councillor Englefield joined the meeting during this item.</p> <p>The Panel noted that the biggest change that has occurred during the past 12 months is the removal of paper banks across the Borough.</p> <p>Councillor Mandry raised an issue with the garden waste collection service, where there are problems with the crews securing the sacks once they have been emptied. The Refuse Recycling and Transport Manager informed the Panel that they provide constant training with the crews to ensure that they provide a good customer service to the residents of the borough who are using this service.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	
Link Officer	Kitty Rose
Subject	Public Toilet Refurbishment 5 Year Programme
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the 5 year programme for the public toilet refurbishment.</p> <p>The Chairman enquired when the Barry's Meadow toilets were going to be replaced. He was informed that planning permission has been granted for the works but as of yet there is no planned start date.</p> <p>Councillor Mandry put forward a suggestion that all of the women's public toilets be provided with a hook on the back of the</p>

	<p>door where ladies are able to hang their bag or shopping on. The Public and Opens Spaces Manager confirmed that many of the public toilets already provide this facility but she would look into the feasibility of providing it in all of the public toilets.</p> <p>Councillor Trott referred to the minutes of the last meeting where she had raised the issue of the provision of public toilets at Bath Lane. She enquired again as to whether this is something that could be looked at again in the future. The Chairman reminded members that the toilets were closed originally due to the vandalism that occurred in them and that if they were to be reopened that the cost to maintain the facility would be too great. Councillor Trott suggested that the Council look into sponsorship of the toilets which would then provide the revenue needed to maintain the facility. The Director of Environmental Services addressed the Panel and suggested that he make enquires with other authorities to see if they provide such a service and if they do how well it is working.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	
Link Officer	Sue Woodbridge
Subject	Annual Report on Grounds Maintenance Performance
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on an annual review of the Grounds Maintenance service.</p> <p>The Chairman passed his thanks on to the crews who are currently planting outside of the Civic Offices, for the great job they are doing and for engaging with residents whilst carrying out their work.</p> <p>Councillor Mrs Bayford enquired about Muslim Burials. The Operations Manager informed the Panel that they had recently had a request from the Muslim Community to provide cover for burials during evenings, weekends and bank holidays, however for the Council to provide this would be extremely costly and not feasible in the current financial climate for the Council to do. Therefore they are currently looking into the possibility of a contractor providing this service, or in the long term the Muslim Community to have their own Cemetery where they will be able to undertake their own burials.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted and thanks passed to planting crews.
Link Officer	Mick Gore

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date 28 January 2016

Report of: Director of Operations

Subject: ANNUAL FLEET MANAGEMENT REPORT

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. Fareham Borough Council has a fleet of 127 vehicles which are managed by Streetscene Services. The Refuse, Recycling and Transport Manager is directly responsible for the day to day operation of the fleet, including vehicle servicing, maintenance, Ministry of Transport (M.O.T.) testing and vehicle safety checks.
2. In July 2015, the structure of the Transport Repair Unit (TRU) changed with the combining of the manager roles for transport and refuse, along with the introduction of a supervisor to oversee the daily operation of the workshop. The TRU is made up of 5 vehicle fitters and 1 apprentice vehicle fitter.
3. The service procures and maintains vehicles for use in the following services:
 - Refuse and Recycling
 - Grounds Maintenance
 - Street Cleansing
 - Building Services
 - Car Parking Enforcement
 - Corporate Services (Mayoral car)
 - Environmental Health
 - Countryside Management
 - Daedalus Airfield Management

WORKLOAD

4. Planned maintenance and repairs makes up the majority of the workload with all HGV's receiving a safety inspection and service once every 5 weeks, with vans and cars receiving inspections once every 6 months.
5. Every day, each driver carries out a daily vehicle check before use which is part of the preventative maintenance plan. On average the TRU receives 30 vehicle defect reports from drivers reporting issues with their vehicles each week. These include issues with lights not working, door lock mechanisms, plant servicing requests for new blades on mowers, and checking the tread on tyres.
6. Over 14,000 hours are clocked up by the TRU every year to maintain the vehicle fleet. This includes replacing 1,027 tyres as part of routine maintenance and defect reporting from drivers.

ANNUAL RUNNING COSTS

7. The 2014-15 revenue cost of maintaining the fleet of 127 vehicles and 50 items of plant was £1,030,305. The main items of expenditure were:
 - Fuel £317,883
 - TRU recharge £318,800
 - Routine repairs and servicing £185,611
8. Fuel is the largest single item of expenditure. The table below outlines a breakdown of usage (in litres) for the past three years.

	Diesel	Petrol	Gas Oil	Total
2012-13	278,811	2,821	53,507	335,139
2013-14	282,444	3,106	46,721	332,471
2014-15	283,135	4,515	46,172	333,822

9. 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 OPERATORS LICENSE

10. 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.

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

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

12. 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 2014-15 the Council's fleet had a first time MOT pass rate of 98%. This significantly exceeds the national average of 75%. The MOT pass rate is a key risk indicator within the OCRS.

VEHICLE REPLACEMENT PROGRAMME

13. The department has a vehicle replacement programme with capital expenditure averaging £345,000 each year. This funding is in place until at least 2019-20 and it is anticipated that this fund will allow for all vehicle replacements as required.

14. During the past year 9 vehicles have been purchased, including a new large road sweeper, a grave digging tractor, a grass cutting tractor and 2 ride-on mowers.

15. 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.

RISK ASSESSMENT

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

CONCLUSION

17. 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.

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Kitty Rose. (Ext 4747)

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **28 January 2016**

Report of: **Director of Operations**

Subject: **CORPORATE CLEANING CONTRACT RENEWAL**

SUMMARY

The purpose of this report is advise members of the outcome of a recent tendering exercise for the cleaning of specified Council owned buildings along with Specialist Street washing for designated areas of the town centre.

RECOMMENDATION

Members to note contents of the report.

INTRODUCTION

1. The purpose of this report is advise members of the outcome of a recent tendering exercise for the cleaning of specified Council owned buildings along with Specialist Street washing for designated areas of the town centre.

BACKGROUND

2. In January 2011, the Council's Executive awarded the Corporate Cleaning Contract to Fountains Environmental Ltd. (who were subsequently acquired by OCS Compliance to whom the contract was novated) This contract expires on 3rd April 2016.
3. As a consequence of this it has been necessary to undertake a retendering exercise to find a suitable provider to continue this service after the expiry date.

CONTRACT SPECIFICATION

4. A review of the specification was undertaken with each of the relevant departments, such as Housing, Car Parking and Ferneham Hall and some amendments and additions were made. Having more than four years working with the existing specification, officers have taken the opportunity to alter aspects where ambiguity was present and insert improvements based on customer feedback.
5. The specification includes cleaning arrangements in the following buildings and sites.
 - Housing Establishments – Sixty three separate sheltered and non-sheltered places of multiple occupancy (three of which are provisional)
 - Ferneham Hall - toilets, offices and associated rooms
 - Council Depot - toilets, offices and associated rooms
 - Public Conveniences -fifteen in total
 - Pavilions - seven pavilions (& one cemetery chapel)
 - Car Parks - toilets, offices and associated rooms along with stairwells, lifts and lobbies.
 - Town Centre - main shopping area of West Street
 - Civic Offices - window cleaning only
6. New items that have been added to this contract include:
 - Public Notice Boards – forty three in total
 - Welcome boards – nineteen in total
 - Daedalus Airfield Control Tower – offices and windows
7. The tasks contained within the contract can be categorised as:
 - General cleaning of offices and associated rooms
 - Cleaning housing communal areas, car park lobbies and stairwells, sports changing rooms
 - Cleaning public toilets along with opening and closing
 - Window cleaning
 - Cleaning of wheeled refuse bins
 - Gum removal and specialist street washing
 - Temperature checking and flushing for Legionella control

- Single ad-hoc clean-up operations including the clearance of void properties

TENDER PROCESS AND EVALUATION CRITERIA

8. The contract was advertised via the Official Journal of the European Union (OJEU). Tender documents were issued and received electronically via the Council's e-tendering portal (South East Business Portal). Timeline below:

Issue of e-ITT by the Council	04.09.15
Site visits (for interested tenderers)	14.09.15 to 18.09.15
Closure date for e-bid responses	02.10.15 (No later than 12.00noon)
Evaluation period and approval	05.10.15 to 31.10.15
Interview (short-list tenderers)	23.10.15
All Tenderers notified by:	31.12.15 (tentative)
Award of Contract	04.01.16 (tentative)
Contract / Agreement start:	04.04.16

9. As per the tender document, the tenders received were evaluated in accordance with the criteria listed below:

Award Criteria	Weighting
Cost <i>(Fixed price to deliver the outcome specification.)</i>	40%
Service Quality <i>(Covering experience, management and organisation, working procedures, health & safety, continual improvement.)</i>	60%
Total	100%

TENDERS RECEIVED

10. Tenders were received electronically on 2 October 2015 and were opened by the Democratic Services Officer and witnessed by the Procurement Officer. Of the thirty nine (39) suppliers who expressed initial interest, eight (8) submitted a tender by the deadline, nine (9) suppliers opted out and twenty two (22) gave no response.

TENDER EVALUATION AND AWARD

11. The tender submissions were evaluated by officers in accordance with the criteria set out in the invitation to tender. Following the evaluation process, the four highest scoring companies plus the incumbent (OCS) were invited to present their tender submissions to the evaluation panel.
12. The contract was awarded to Hi-Spec Facilities Services PLC at the Executive meeting on 7 December 2015.

RISK ASSESSMENT

13. Many of the usual and identifiable risks initially present in this type of project have been negated through the council's rigorous and structured procurement process.

14. The Council has sought to reduce the risks of this procurement by:

- Procuring in line with Public Contracts Regulations 2015 using an open transparent OJEU compliant tender process.
- Using electronic tendering to ensure all tenderers had access to the same documentation and that all questions and answers were shared.
- Enabling tenderers to visit site location with Council officer present for Q&A during the tender timeline.

FINANCIAL IMPLICATIONS

15. All of the submitted tenders are more expensive than what the Council has been paying, however one of the main reasons for this is that this contract has high employee costs due to the nature of the work involved.

16. Members will be aware that the minimum National Living Wage comes into force on 1st April 2016 (£7.20 per hour) rising to £9.00 per hour by 2020. This has a significant implication for this contract as it is labour intensive and as such tenderers had to build in provision from the start of this fixed cost contract.

17. Excluding the provisional locations (optional items) contained within the preferred tender submission, there will be an increase in the required revenue budgets from 2016/17 as set out in Appendix A. The additional budget required across all the relevant services has been identified in the Medium Term Finance Strategy as a budget pressure and will be dealt with as part of the budget setting process.

18. If during the contract term a decision is made to add any of the provisional locations (e.g. sites currently cleaned by in-house staff, new locations or ad-hoc special cleaning) to the contract then additional revenue budget will be required.

PREPARATION FOR THE NEW CONTRACT

19. During early January the Council's Legal Advisers at Southampton City Council will be making contact with Hi-Spec to get the legal contract documentation signed and sealed.

20. Officers will arrange meetings to establish and agree the mobilisation process that will be followed to ensure the smooth transition of the hand over.

21. Hi-Spec will liaise with the current contractors to establish the Transfer of Undertakings – Protection of Employees (TUPE) arrangements necessary for the transfer of the existing staff.

22. Prior to the actual start of the contract in April arrangements will be made for Hi-Spec to meet all the services users and in particular a group of Housing Block Captains who represent all the housing tenants. This is essential to ensure that the Hi-Spec can see first-hand the expectations of the customers and how they will continue to ensure high satisfaction rates.

CONCLUSION

23. The tender process resulted in eight tender submissions by the deadline date for cleaning services specified by the Council.
24. Hi-Spec facilities Services PLC was awarded the contract for five years beginning on 4 April 2016, with extension option for additional two years.
25. Officers will be working with the new contractor to ensure the smooth transition takes place over the forthcoming months.

Background Papers:

Report to the Executive – 7 December 2015 -Award of Contract – Cleaning Services

Reference Papers:

Enquiries:

For further information on this report please contact Sue Woodbridge. (Ext 4546)

