

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **25 January 2018**

Report of: **Head of Streetscene**

Subject: **PRELIMINARY REVIEW OF THE WORK PROGRAMME 2017/18
AND DRAFT WORK PROGRAMME 2018/19**

SUMMARY

At the meeting of the Panel on 1 March 2018, members will be asked to review the outcome of the work programme for the current year, 2017/18. Also at that meeting, the Panel will need to finalise the draft work programme for next year, 2018/19.

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 to assist members in drawing up the work programme for next year.

RECOMMENDATION

The Panel is now invited to:-

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

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

INTRODUCTION

1. The outcomes for the work programme for the current year (2017/18) will be reviewed at the Panel's meeting on 1 March 2018. At the same time, it will be necessary for the Panel; to finalise its work programme for the next year (2018/19).
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) A presentation titled 'The Countryside Service' has been added to the work programme for this meeting.

WORK PROGRAMME 2017/18

4. A copy of the current work programme is attached at Appendix A. It is suggested that the current work programme for 2017/18 is completed.

WORK PROGRAMME – NEXT YEAR 2018/19

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 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 2018/19. It has previously been suggested that a few items of major significance are chosen.
9. In addition to any other matters which members may wish the Panel to look at, the Executive may decide it wishes the Panel to carry out specific tasks during the next year.
10. At this stage, suggested items for next year are shown at Appendix C below, and are for members to discuss.
11. Other general items may arise during the year, such as responding to consultation requests by the Government.
12. Statutory strategies and policy framework items will need to be reported to any combination of the Review Panels, the Scrutiny Board, the Executive and the Council, as appropriate.

RISK ASSESSMENT

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

CONCLUSION

14. The Panel is now invited to:-
 - (a) Give preliminary consideration to the outcome of the Panel's work programme for the current year; and
 - (b) Start drawing up an outline draft work programme for the next year, which further consideration can be given to those matters at the meeting on 1 March 2017.

Appendices:

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

Appendix B - Progress on Actions

Appendix C – Streetscene Policy Development and Review Panel Draft Work Programme 2018/19

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Mark Bowler. (Ext 4420)

APPENDIX A

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

Date	Subject	Type of Item
14 June 2017	• Review of Work Programme 2017/18	Programming
	• Presentation on Streetscene Services and Key Achievements	Presentation
13 July 2017	• Review of Work Programme 2017/18	Programming
	• Annual Report on Street Cleansing Service	Information
	• Presentation by Head of Project Integra	Information
	• Members Open Forum	Question and Answer
7 September 2017	• Review of Work Programme 2017/18	Programming
	• Annual Report on Grounds Maintenance	Information
	• Annual Report on Recycling	Information
	• Annual Review of Trade Waste Service	Information
2 November 2017	• Review of Work Programme 2017/18	Programming
	• Review of Hedge Cutting Contract	Information
	• Members Open Forum	Question and Answer
25 January 2018	• Preliminary Review of Work Programme 2017/18 & Draft Work Programme 2018/19	Programming
	• Annual Review of Refuse Collection Service	Information
	• Presentation on the Countryside Service	Presentation
	• Presentation on Annual Review of Bus Shelter Maintenance Contract	Presentation

1 March 2018	<ul style="list-style-type: none"> • Final review of the Work Programme for 2017/18 and Draft Work Programme 2018/19 	Programming
	<ul style="list-style-type: none"> • Report on Textile Recycling 	Information
	<ul style="list-style-type: none"> • Vanguard Update – Presentation 	Presentation
	<ul style="list-style-type: none"> • Members Open Forum 	Question and Answer

Streetscene Policy Development and Review Panel – 26 January 2017
Progress on Actions since last meeting of 2017/18

Date of Meeting	2 March 2017
Subject	Streetscene Policy Development and Review Panel Work Programme 2016/17 and Draft Work Programme 2017/18
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Operations which gave a final review of the Panel's work programme for 2016/17 and the proposed work programme for 2017/18.</p> <p>The Director of Operations addressed the Panel and informed them that there had been one additional item added to the 2017/18 work programme on a Presentation by the Head of Project Integra for the 13 July meeting. In light of this additional item to the 13 July 2017 meeting, it was suggested to the Panel that the item on Trade Waste which is currently scheduled for the same meeting be moved to the 7 September 2017 meeting.</p> <p>It was AGREED that Members:-</p> <ul style="list-style-type: none"> (a) reviewed the outcomes of the Panel's work programme for 2016/17; (b) that the item on Trade Waste be moved to the 7 September 2017 meeting; (c) that subject to (b) above, approve the draft work programme for 2017/18; and (d) submit the proposed work programme for 2017/18 to the Council for endorsement.
Outcome	The Council confirmed the proposed work programme for 2017/18 at its meeting on 27 April 2017.
Link Officer	Paul Doran
Subject	Hedge Cutting Contract Review
Type of Item	Reviewing
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the current Hedge Cutting Contract.</p> <p>Members were keen to have an involvement in the future of the contract, and it was agreed that Member/Officer working group would be set up at an appropriate time to assist in the process.</p> <p>It was AGREED that the content of the report be noted.</p>

Outcome	Complete.
Link Officer	Mick Gore.
Subject	Waste Prevention Update
Type of Item	Reviewing
Action by Panel	<p>The Panel considered a report by the Director of Operations which provided an Update on Waste Prevention.</p> <p>The Panel enquired about the sustainability of the energy recovery facilities if the top tiers of the waste hierarchy are more achievable. The Refuse, Recycling and Transport Manager addressed the Panel and explained that it is unlikely that this would happen and that at present that energy recovery facility is almost at contract capacity. She reminded the Panel that whilst the energy recovery is better for the environment than disposal of waste, the best way to protect the environment will always be prevent the waste in the first instance.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Complete.
Link Officer	Sue Hand / Kitty Rose
Subject	Report on Textile Recycling
Type of Item	Reviewing
Action by Panel	<p>The Panel considered a report by the Director of Operations on Textile Recycling.</p> <p>The Panel was pleased to note that the Council had continued its financial support of the three named charities, plus the on-going support of other local community groups.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Complete.
Link Officer	Kitty Rose
Subject	Members Open Forum
Type of Item	Question and Answer
Action by Panel	<p>The Chairman announced that there had been no questions submitted for this item. The Panel were given the opportunity to ask questions to the officer's present on any Streetscene related topic. There were no questions put forward by the Panel.</p> <p>The Chairman thanked the Panel and Officers for their hard work and input into the items dealt with by the Committee over</p>

	the current municipal year.
Outcome	Complete.
Link Officer	Paul Doran.
Date of Meeting	14 June 2017
Subject	Review of Work Programme 2017/18
Type of Item	Programming
Action by Panel	The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18. It was AGREED that the Panel confirm the work programme for 2017/18, as set out in Appendix A to the report.
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	The Panel received a presentation from the Director of Operations, the Refuse and Recycling Manager, the Transport Manager, the Operations Manager and the Public and Open Spaces Manager on the Services within the Streetscene department, the key achievements made in each area over the past 12 months and the key objectives for 2017/18. The areas which members received information on included; transport management, refuse and recycling collections, fridge collections, healthcare waste, grounds maintenance, street cleansing, fly-tipping, graffiti removal, public toilets, bus shelters, cemeteries, the corporate cleaning contract, speed limit reminder signs, Fareham in Bloom and parks and open spaces. It was AGREED that the Director of Operations, the Refuse and Recycling Manager, the Transport Manager, the Operations Manager and the Public and Open Spaces Manager be thanked for their informative presentation.
Outcome	Completed.
Link Officer	Paul Doran, Mick Gore, Sue Woodbridge, Gary Squire and Damian Ayling.
Subject	Verbal Update on Single Use Plastics
Type of Item	Information
Action by Panel	The Panel received a verbal update from the Director of Operations on a recent enquiry that had been passed to him via Councillor Mrs Brady from Friends of the Earth regarding Single Use Plastics. He informed the Panel that the Council's response to the letter from Friends of the Earth has been sent to them and a copy

	has also been provided to Councillor Mrs Brady.
Outcome	Completed
Link Officer	Paul Doran
Date of Meeting	13 July 2017
Subject	Presentation by Head of Project Integra
Type of Item	Presentation
Action by Panel	<p>The Panel received a presentation from Chris Noble, the Head of Project Integra.</p> <p>The presentation gave details of the work undertaken by Project Integra, the key areas of focus, recycling performance statistics, changes to HWRCs, the 2015-18 Action Plan, and future challenges.</p> <p>It was AGREED that Chris Noble be thanked for his informative presentation.</p>
Outcome	Presentation noted
Link Officer	Paul Doran
Subject	Review of Work Programme 2017/18
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.</p> <p>The Director of Operations addressed the Panel and suggested that due to the interest in the Vanguard work being undertaken in Streetscene at present that a report be added to the work programme to provide an update on the progress of this intervention. It was agreed that it would be included as an unallocated item until such time as officers feel that there is sufficient information to report to the Panel. It is anticipated that this report is likely to go to the January 2018 or March 2018 meeting.</p> <p>The Panel AGREED that:</p> <p>(a) an item titled 'Vanguard Update' be added as an unallocated item to the 2017/18 work programme; and</p> <p>(b) subject to the inclusion of (a) above, the work programme for 2017/18 be confirmed.</p>
Outcome	Completed
Link Officer	Paul Doran

Subject	Annual Report of Street Cleansing Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations which provided an annual review of the Street Cleansing Service.</p> <p>Councillor Price requested that for future reports he would like a colour map provided showing the areas covered by each of the Street Cleansing teams.</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>The Chairman informed the Panel that there had been no questions submitted for the Members Open Forum, and gave members an opportunity to ask any questions to officers.</p> <p>One question was asked regarding the possibility of providing a Street Cleansing service to commercial sites in order to generate some additional income. The Panel were informed that this would not be cost effective to the Council as the costs they could charge for the service would not cover the additional costs that would be accrued by the Council for providing this. It would also have a negative effect on the residents of the Borough as it would add additional pressure to the service, however this will be kept under review.</p> <p>Members and Officers were thanked for taking part in the Open Forum.</p>
Outcome	Information noted.
Link Officer	Paul Doran
Date of Meeting	7 September 2017
Subject	Review of Work Programme 2017/18
Type of Item	Reviewing
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.</p> <p>It was AGREED that the work programme for 2017/18, as set out in Appendix A to the report, be confirmed.</p>
Outcome	Complete
Link Officer	Paul Doran

Subject	Annual Report on Grounds Maintenance Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of the Grounds Maintenance service.</p> <p>Members asked that their thanks be passed to the Grounds Maintenance teams for their continued hard work in maintaining an attractive looking Borough.</p> <p>It was AGREED that the Panel note the content of the report.</p>
Outcome	Completed
Link Officer	Mick Gore
Subject	Annual Report on Recycling
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of Recycling.</p> <p>Members were informed that in addition to the work that will be undertaken by Barbara Cowie as the newly appointed Food Saver Champion, as outlined in minute item 3 above, she will also be looking to work with local restaurants to promote the use of take away take away bag, where customers can be given the opportunity to take home unfinished food from their meals.</p> <p>It was AGREED that the Panel note the content of the report.</p>
Outcome	Content of Report Noted.
Link Officer	Sue Hand
Subject	Annual Review of Trade Waste Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of the Trade Waste Service.</p> <p>Councillor S D Martin declared a non-pecuniary interest in this item as he is a Waste Management Consultant.</p> <p>It was AGREED that the Panel note the content of the report.</p>
Outcome	Information noted.
Link Officer	Gary Squire

Date of Meeting	2 November 2017
Subject	Review of Work Programme 2017/18
Type of Item	Review
Action by Panel	The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18. It was AGREED that the Panel confirm the programme of items for 2017/18, as set out in Appendix A to the report.
Outcome	Report noted.
Link Officer	Mark Bowler
Subject	Members Open Forum
Type of Item	Question and Answer
Action by Panel	<p>The Chairman invited Councillor Ford to address the Panel as he had submitted a question.</p> <p>His question was "It appears that re-cycling percentages are pretty flat so what could be the next initiative. I reckon that even amongst enthusiastic re-cyclers kitchen waste that goes into the 'under the sink' bin contains both re-cyclable and non-recyclable material. The full bag will then go into the green top bin. Short of providing a kitchen caddy, are there any thoughts or tips we can offer households to help them separate materials within the kitchen?"</p> <p>The Chairman then provided the following response; "The levelling-off of recycling rates is a national trend, which is replicated across Hampshire as well as Fareham. The reasons for the trend will vary according to the area.</p> <p>There is undoubtedly an element of recycling fatigue, and people citing confusion about what materials are accepted by re-processors has been rising, with the effect that the sorting has become more stringent in order to protect the market the materials are sent to.</p> <p>The contamination rates in Fareham (i.e. non-recyclable materials put in the recycling bins) at 10% is the second lowest in Hampshire; the average across PI is just under 13%, with some authorities at 18%.</p> <p>Within Fareham, we are currently putting our efforts into focusing on food waste, with our Food Saver Champion, Barbara Cowie, working on a project funded by Sainsbury's. Events have been held in Sainsbury's, local libraries, markets and Council Connect and we have given presentations in several schools. We are working closely with the Communications team to maximise use of social media.</p> <p>We are asking householder to keep a food diary for a week, to highlight just how much food is wasted; to date 1226 diaries</p>

	<p>have been issued. We are producing 'doggy bags' for restaurants to offer diners. The children's competition to design the bag has just closed, 1550 competition forms were delivered to local schools. We are also issuing 'Welcome packs' to new tenants in Council and Housing Association properties, with tools and tips to avoid food waste.</p> <p>Generally, raising awareness of one aspect of waste, such as food, has a knock-on effect on improving recycling as people are reminded of the issue. It is accepted good practice that a drip-drip effect if continual reminders is required to maintain recycling rates.</p> <p>We send an annual bin collection calendar which includes a reminder of what can be recycled. This year's calendars were delivered during October. During 2016 we delivered 2000 bags to residents in flats to store recyclable materials, to discourage plastic bags in the recycling bins.</p> <p>Project Integra are working with a Behavioural Insight team to look at the reasons people are not recycling, and develop a targeted campaign to encourage recycling. We are proposing that Fareham would like to be a pilot for the project."</p> <p>At the invitation of the Chairman, Councillor Miss Harper, Executive Member for Streetscene, addressed the Panel on this item.</p> <p>Councillor Price enquired as to whether the 'welcome pack' that is being given out to new Council and Housing Association tenants could also be given to local Estate Agents so that they could be given out to new tenants in privately rented properties. The Head of Streetscene agreed that this could be looked into.</p> <p>It was suggested that the ideas from the Behavioural Insights team could be presented to the Panel or to all Members as a briefing session.</p> <p>The Chairman thanked Officers and Members for their participation in the Members Open Forum.</p>
Outcome	Completed
Link Officer	Mark Bowler
Subject	Review of the Hedge Cutting Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on a review of the Hedge Cutting Contract.</p> <p>At the invitation of Chairman, Councillors Mrs Ellis, Ford, JP and Miss Harper, Executive Member for Streetscene addressed the Panel on this item.</p>

	<p>It was AGREED that the Panel:-</p> <p>(a) note the content of the report; and</p> <p>(b) recommend Option 3 to the Executive as the preferred option for endorsement.</p>
Outcome	Report went to 8 January 2018 Executive Meeting, their decision was;- RESOLVED that the Executive approves the recommendation as outlined in the report.
Link Officer	Mick Gore

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT WORK
PROGRAMME 2018/19**

Date	Subject	Type of Item
7 June 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 	Programming
	<ul style="list-style-type: none"> • Presentation on Streetscene Services and Key Achievements 	Presentation
12 July 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 	Programming
	<ul style="list-style-type: none"> • Members Tour – To visit Streetscene Services in the Borough during the day prior to the evening meeting. 	
	<ul style="list-style-type: none"> • Discussion on Issues Emerging from Members Tour 	
	<ul style="list-style-type: none"> • Review of Recycling 	
6 September 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 	Programming
	<ul style="list-style-type: none"> • Review of Trade Waste Service 	
	<ul style="list-style-type: none"> • Review of Textiles Recycling 	
	<ul style="list-style-type: none"> • 	
1 November 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 	Programming
	<ul style="list-style-type: none"> • Review of Grounds Maintenance 	
	<ul style="list-style-type: none"> • Review of Public Toilets 	
31 January 2019	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2018/19 & Draft Work Programme 2019/20 	Programming
	<ul style="list-style-type: none"> • Review of Street Cleansing 	
	<ul style="list-style-type: none"> • Countryside Service Presentation 	
	<ul style="list-style-type: none"> • 	
14 March 2019	<ul style="list-style-type: none"> • Final review of the Work Programme for 2018/19 and Draft Work Programme 2019/20 	Programming

	<ul style="list-style-type: none">• Review of Bus Shelter Contract	
	<ul style="list-style-type: none">•	
	<ul style="list-style-type: none">•	