

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **06 March 2014**

Report of: **Director of Street Scene**

Subject: **GROUNDS MAINTENANCE WORK SCHEDULING SYSTEM**

SUMMARY

The purpose of this report is to provide an update on the progress of the Grounds Maintenance Work Scheduling System.

RECOMMENDATION

That members note the contents of this report.

INTRODUCTION

1. The Grounds Maintenance service is supported by a variety of electronic data including site listings, mapping, land adoption and route information. The data is used to plan the work scheduling for the Grounds Maintenance team, respond to customer enquiries, measure performance, and provide information for reports and asset management.
2. Grounds maintenance asset and logistical data is currently stored within a variety of electronic files that are held across several locations within the Council's Information & Communication Technology (ICT) systems.
3. The problem with storing data in this way is that it is not always obvious where the information is stored, if access is readily available or what version contains the most accurate and up to date information.
4. Officers have been working with the Council's ICT team to bring together all the various pieces of information into one system with the aim of improving the access to the information and the on-going management of the data supporting the service.

SCOPING REQUIREMENTS

5. Officers assessed the key outcomes that the new data base should deliver based on knowledge of the operational requirements and the most common customer enquiries that related to scheduling. For example, some of the more frequent service requests from customers include when the grass or a hedge last cut and when is it next due.
6. The main outcomes required from the new system are listed below:
 - List of sites and features to maintain
 - The quantities associated with a site or element of work
 - Ownership – Fareham Borough Council, Hampshire County Council or private.
 - Requirement for sites to be set out in route order.
 - Record of when the work was completed.
 - Predicted date of the next due maintenance visit.
 - Record of the operative or team that carried out the work.

WORK TO DATE

7. Officers from the ICT and Streetscene teams met regularly through 2013 to discuss progress and ensure the data base was capable of delivering the above outcomes before any trial could take place.
8. Following the recent re-organisation of the Grounds Maintenance working arrangements that was reported to the October Streetscene Panel, it was necessary to provide the new teams with up to date and appropriate route listing and work scheduling information. This re-organisation provided the opportunity to review the existing data for accuracy and create new routes that would inform the new data base.

9. A trial of both the assisted gardens and cemeteries grass cutting routes (Appendix A) took place during the summer of 2013 and successfully delivered the required outcomes of listing work sites in a set route, recording the date the work was undertaken and predicting the date the operation was next due to be undertaken.
10. Populating the new data base is an on-going and time consuming process. For example, the eight grass cutting routes for the ride-on mower drivers contain over 1060 locations. Each of these locations will need to be stored onto the system in a set order to produce the route and the ride-on work operation is just one of the many operations undertaken by the service.
11. Running in parallel to the establishment of the new data base is the population of a new mapping layer on the Council's electronic mapping system. The mapping will provide users with a visual guide to the assets held within the data base (Appendix B).
12. The mapping layer will allow production of hard copy coloured plans of the Borough's grounds maintenance features and an electronic visual guide that will assist with the identification of land ownership and maintenance responsibilities. The visual aid will assist with the service response to customer enquiries and also allow the grounds maintenance operatives or contractors to confirm areas of responsibility or to clarify points of doubt at a glance.

RISK ASSESSMENT

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

CONCLUSION

14. The new system will be rolled out over the coming year and will provide one location for all the data required to support the operational aspect of the Grounds Maintenance service. This system should deliver improved efficiency in the management of the service and lead to a more timely and effective response to customer enquiries.

Appendices:

Appendix A – Route listing sheet

Appendix B – Example map of features

Enquiries:

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

Appendix A – Route listing sheet

Work Due By Monday 3 March 2014 - Scheduled by Route

Route Grass - Cemeteries
 Task Sub Category Grass Cutting - Cemeteries
 13 Locations

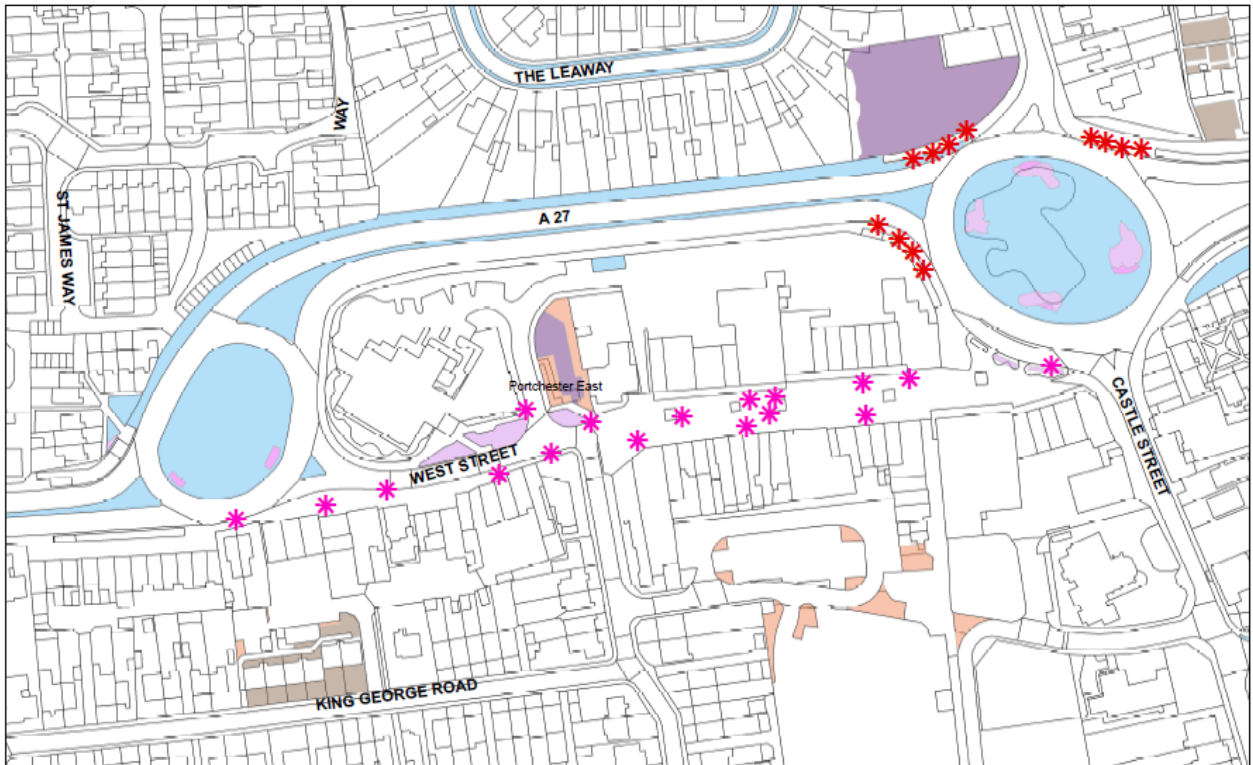
03 February 2014

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Location	Quantity	Unit	Notes	Due Date	Actioned Date	Actioned By	Comments
Fareham Cemetery	40000.00	m ²		03/03/2014			
Trinity Church Open Space	1932.00	m ²		03/03/2014			
St Peters & St Pauls Cemetery	7673.00	m ²		03/03/2014			
St Mary's Church	7045.00	m ²		03/03/2014			
Roman Grove Cemetery	8809.00	m ²		03/03/2014			
Crofton Cemetery and Churchyard	20437.00	m ²		03/03/2014			
Lychgate Green	1781.00	m ²		03/03/2014			
Titchfield Churchyard	9507.00	m ²		03/03/2014			
Titchfield Parish Hall	216.00	m ²		03/03/2014			
Posbrook Cemetery	7413.00	m ²		03/03/2014			
St Johns Cemetery	3029.00	m ²		03/03/2014			
Holly Hill Cemetery	4745.00	m ²		03/03/2014			
St Pauls Churchyard Sarisbury	5970.00	m ²		03/03/2014			

Appendix B – Example map of features

Portchester West Street Grounds Maintenance and Floral Displays



Scale 1:1600

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