

# 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**

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

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

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

<b>Date of Meeting</b>	<b>14 March 2014</b>
Subject	<b>Streetscene Policy Development and Review Panel Work Programme 2013/14</b>
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> <ul style="list-style-type: none"> <li>(a) the review of the 2013/14 work programme, as shown in Appendix A to the report, be noted;</li> <li>(b) the proposed work programme for 2014/15, as set out in Appendix A to these minutes, be approved; and</li> <li>(c) the proposed work programme for 2014/15 be submitted to the Council for approval.</li> </ul>
Outcome	The Council confirmed the proposed work programme for 2014/15 at its meeting on 24 April 2014
Link Officer	Paul Doran
Subject	<b>Vehicle Fleet Management</b>
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	<b>Grounds Maintenance Work Scheduling System</b>
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	<b>Progress Report on Hedge Cutting Contract</b>
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	<b>Progress Report on Clothing and Textile Recycling Contract</b>
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
<b>Date of Meeting</b>	<b>15 May 2014 - CANCELLED</b>
<b>Date of Meeting</b>	<b>10 July 2014</b>
Subject	<b>Streetscene Policy and Development and Review Panel Work Programme 2014/15</b>
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"> <li>1) the high quality of the end product that the project Integra Material Recovery Facilities are currently producing; and</li> <li>2) It would not be environmentally and economically practical, due to the severe increase in capital costs, additional running costs and employee costs.</li> </ol>

	It was AGREED that the content of the report be noted.
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	<b>Review of Corporate Cleaning Contract</b>
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	<b>Annual Report on Trade Waste</b>
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
<b>Date of Meeting</b>	<b>4 September 2014</b>
Subject	<b>Streetscene Policy Development and Review Panel 2014/15</b>

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	<b>Healthcare Waste Collection Service</b>
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	<b>Annual Review of Street Cleansing Service</b>
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	<b>Hedge Cutting and Sports Pitch Renovation Contract</b>
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
<b>Date of Meeting</b>	<b>23 October 2014</b>
Subject	<b>Streetscene Policy Development and Review Panel Work Programme 2014/15</b>
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	<b>Global Positioning System for Vehicle Fleet</b>
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

<b>Subject</b>	<b>Annual Report on Recycling Performance</b>
<b>Type of Item</b>	Information
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Report Noted.
<b>Link Officer</b>	Sue Hand
<b>Subject</b>	<b>Waste Regulations (England and Wales) 2011</b>
<b>Type of Item</b>	Information
<b>Action by Panel</b>	<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"> <li>(a) necessary, in effect to provide high quality recyclates; and</li> <li>(b) is technically, environmentally and economically practicable.</li> </ul> <p>The Panel AGREED that:-</p> <ol style="list-style-type: none"> <li>1. separate collections of recyclable materials should not be introduced in the Borough at this time because:-</li> </ol>

	<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
<b>Date of Meeting</b>	<b>8 January 2015</b>
Subject	<b>Preliminary Review of Work Programme 2014/15 and Draft Work Programme 2015/16</b>
Type of Item	Programming
Action by Panel	
Outcome	
Link Officer	Paul Doran
Subject	<b>Annual Review of Grounds Maintenance Service</b>
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Mick Gore

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