

# Overview and Scrutiny Committee

Wednesday, 4th  
November, 2009  
2009  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



# Access to Information - Your Rights

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The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
**[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)**

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
Jess Bayley and Helen Saunders  
Overview and Scrutiny Support Officers**

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Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

### **Chair**

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

### **Running Order**

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

**Refreshments** : tea, coffee and water are normally available at meetings - please serve yourself.

### **Decisions**

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

### **Members of the Public**

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

### **Special Arrangements**

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

### **Further Information**

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

### **Fire/ Emergency instructions**

**If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.**

**If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.**

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

**Do Not re-enter the building until told to do so.**

**The emergency Assembly Area is on Walter Stranz Square.**

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

**OR**

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
  - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



# Overview and Scrutiny Committee

Wednesday, 4th November, 2009

7.00 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs:	P Mould (Chair)	W Norton
	D Smith (Vice-Chair)	J Pearce
	K Banks	D Taylor
	G Chance	D Thomas
	R King	

<p><b>1. Apologies and named substitutes</b></p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p>
<p><b>2. Declarations of interest and of Party Whip</b></p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p><b>3. Minutes</b> (Pages 1 - 20)</p>	<p>To confirm the minutes of the meetings of the Overview and Scrutiny Committee held on Thursday 1st October and Wednesday 14th October as a correct record.</p> <p>(Minutes attached)</p> <p><b>All Wards</b></p>
<p><b>4. Actions List</b> (Pages 21 - 24)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>5. Call-in and Pre-Scrutiny</b></p>	<p>To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny.</p> <p>(No separate report).</p> <p><b>All Wards</b></p>

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<b>6. Task &amp; Finish Reviews - Draft Scoping Documents</b>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p><b>All Wards</b></p>
<b>7. Task and Finish Groups - Progress Reports</b>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none"><li>1. Dial-A-Ride – Chair, Councillor R King;</li><li>2. Neighbourhood Groups – Chair, Councillor K Banks; and</li><li>3. Local Strategic Partnership – Chair, Councillor W Norton</li></ol> <p>(Oral reports)</p> <p><b>All Wards</b></p>
<b>8. Garden Waste Strategy</b> (Pages 25 - 46)	<p>To undertake pre-scrutiny of the draft Garden Waste Strategy report.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<b>9. Consideration of Budget Bids</b>	<p>To undertake pre-scrutiny of the budget bids report.</p> <p>(Report to follow)</p> <p><b>(No Direct Ward Relevance)</b></p>
<b>10. Referrals</b>	<p>To consider any referrals to the Overview &amp; Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none"><li>• The Executive Committee or full Council</li><li>• Other sources.</li></ul> <p>(No separate report).</p> <p><b>All Wards</b></p>

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## **11. Work Programme**

(Pages 47 - 52)

To consider the Committee's current Work Programme, and potential items for addition to the list arising from:

- The Forward Plan / Committee agendas
- External publications
- Other sources.

(Report attached)

**All Wards**

## **12. Exclusion of the Press and Public**

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

"That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act".

**All Wards**







# Overview and Scrutiny Committee

Thursday, 1st October, 2009

## MINUTES

### Present:

Councillor Phil Mould (Chair), and Councillors K Banks, G Chance, R King and D Taylor

### Also Present:

Councillors P Anderson, M Braley, B Clayton, W Hartnett, W King and M Collins (Vice Chair – Standards Committee).

### Officers:

G Revans and S Horrobin  
M Bell and A Wardell (Bromsgrove District Council)

### Committee Services Officer:

J Bayley and H Saunders

## 79. INTRODUCTIONS

The Chair welcomed all Members to the meeting and explained that the evening would comprise a number of presentations from Officers regarding the recently revised Joint Municipal Waste Management Strategy. He also welcomed and introduced Mike Bell, the Head of Street and Community and Anna Wardell, the Waste Policy and Promotions Manager, both from Bromsgrove District Council.

## 80. APOLOGIES AND NAMED SUBSTITUTES

Apologies were received on behalf of Councillors Gandy, Hunt, Norton, Pearce, Smith, and Thomas.

## 81. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of any party whip.

## 82. REVISED WASTE STRATEGY

The purpose of the evening was to provide further information to Members about the Joint Municipal Waste Management Strategy.

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Chair

# Overview and Scrutiny Committee

Thursday, 1st October, 2009

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Members received a presentation which outlined the key revisions to the Strategy.

The strategy was originally published in 2004 with the intention to review and make revisions to it on a regular basis. The current review had begun in 2007. Public consultation had been undertaken as part of this review in early 2009 and a final draft of the strategy had been completed in August 2009. This final draft promoted the Waste Hierarchy which advocated, in the following order of priority, reducing, re-using, recycling, recovering and disposing of waste. Officers commended Bobbi Ashby, the Council's graphic designer for her excellent work in producing the design of the strategy.

Officers explained that the strategy was a joint strategy for both Worcestershire and Herefordshire and was programmed to run for thirty years until 2034. The current revision had been agreed in January 2009 by the Member Waste Resource Management Forum. The strategy had taken into account some of the key legislative drivers that impacted upon the ways in which local authorities disposed of waste. In particular, these included the Landfill Allowance Trading Scheme (LATS) and National Indicators for recycling and composting. LATS was a scheme designed to reduce the amount of waste being sent to landfill. The County Council was liable to large penalties through this scheme if it was not able to reduce waste. In the previous year, 197 tonnes of waste had been sent to landfill in Herefordshire and Worcestershire and it was predicted that by 2034, this would have risen to 250,000 tonnes. Worcestershire County Council was currently in the process of investigating residual waste treatment options.

The strategy set out the 'core services' which would provide the opportunity for materials to be collected but through a commingled collection of recyclables. The increase of waste prevention, recycling and composting could be achieved through either restricted collection frequency and / or a restricted container size. Any service that was not covered through the core services would be charged for to recover the cost of provision. This would include any possible garden waste collection that might be introduced.

Consultation had taken place on the strategy across the two counties through the use of focus groups and questionnaires. The focus group responses revealed that many participants wanted: more information about what happened to their recycling once it had been collected; more advice about the range of services; and improved consistency in collection across Councils. Results from the questionnaire revealed that: some participants were unclear

# Overview and Scrutiny Committee

Thursday, 1st October, 2009

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about what they could recycle; over a third of people felt they could not compost at home as their garden was too small; and two thirds of people donated items to charity rather than throwing them away.

Members noted that they had observed onsite anaerobic digesters being used for waste management in Scandinavia. It was suggested that these could be integrated into new housing developments through the planning process. Officers explained that the use of anaerobic digesters had not been included in the strategy but it was something they could review and potentially incorporate into both the strategy and action plan for implementing the strategy.

Members noted that only one local business had been involved in the consultation process. They commented that more could be done to encourage businesses to address their recycling duties and to reduce their carbon footprint. Officers explained that the focus of the strategy was on municipal waste which consisted of household waste and that business waste was dealt with in a different way. However, it might be possible to incentivise businesses to increase their levels of recycling.

Members questioned whether it would be possible for more work to be undertaken with charities to increase the re-use of old furniture. Members suggested that furniture could be received by the waste disposal site with any re-usable items being passed on to local charities. Officers explained that Worcestershire County Council had been investigating the possibility of installing sheds on two of their sites that would enable them to accept and store furniture. Re-use of waste materials was discussed in greater detail later in the meeting.

## **83. ENVIROSORT - PRESENTATION**

Members viewed a short video presentation which demonstrated a Materials Recovery Facility (MRF) in action. This revealed how commingled materials sent for recycling were sorted. The intention was to provide Members with an idea of how the new EnviroSort MRF facility, which was being built in Norton, would work once it was up and running.

Officers explained that this facility would enable a wider variety of waste materials to be recycled than was currently available. The additional types of waste which could be recycled using this facility included plastic bottles and containers, waxed cartons, and cardboard. Officers provided a pictorial overview of how the EnviroSort system would operate at Norton. It was explained that

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once the materials had been sorted they were sent to various processing centres across the UK. Only paper recycling was sent outside the UK to Sweden. It was envisaged that the new EnviroSort facility would be operational by the end of 2009 with Redditch residents being able to recycle the wider range of materials from January 2010 onwards.

Members expressed concerns about the potential for residual waste contamination of recyclable materials. Officers explained that a sorting process was in place to take out any residual waste before it was sent to the EnviroSort facility. In addition, each time a load for recycling was processed, a sample percentage of the load would be tested for contamination.

Members enquired if the EnviroSort facility had been designed to enable it to expand and incorporate future advances in recycling technology. Officers confirmed that this had been considered. It was also acknowledged that a possible increase in recycling and advances in technology might mean that the facility would need to be expanded or developed in the future.

## **84. CHARGEABLE GARDEN WASTE COLLECTIONS - PRESENTATION**

Information was presented to Members regarding proposals to introduce a chargeable garden waste collection. These proposals were scheduled to be presented for the consideration of the Executive Committee in November.

Bromsgrove District Council had recently moved from a free garden waste collection to a service that residents had to pay for. This chargeable collection system had been introduced in 2009. Residents who chose to pay for the service were charged £30.00 per year. When the chargeable collection was first introduced in Bromsgrove a large number of complaints were received from residents and there was also some negative media coverage about the issue. Consequently, Officers had found that the numbers of people using the service had decreased, the tonnage had decreased but the average yield had risen.

Support from a variety of different teams within the Council including IT, Finance, Communications, and Customer Services was important in delivering the service. It was also crucial for the lead-in time of the process to begin as early as possible to enable all teams involved to provide support at the appropriate time. It was important that both Council Officers and Members were aware of the service and were able to promote it where possible. Ensuring

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that the correct information about rounds and routes was available would help to ensure that the correct information was given to the public.

Members questioned the maximum volume for a single collection. Officers confirmed that there would be a 240 litre bin available for residents who signed up for the collection. Residents would be charged a further £30.00 for the use of an extra bin.

Members discussed the potential to reintroduce the Shredder Man service. This service had been used by a number of residents in previous years. However, Officers advised that this service was expensive to provide and therefore did not necessarily represent an appropriate alternative to the chargeable garden waste collection service.

Some Members expressed the view that introducing a garden waste collection service would not be environmentally friendly because of the extra journeys this would generate, the increase in fuel, and the emissions this would create. Officers agreed with this point but noted that there was a good proportion of garden waste that currently ended up in landfill. By introducing a chargeable garden waste collection service, the costs could be covered but also the collection schedule could be kept manageable.

Members discussed the use of composting for disposing of garden waste. It was noted that not everyone had the space to be able to accommodate a compost bin. There was also a question over what to do with the end product once garden waste had been processed. It was suggested that residents participating in the chargeable garden waste collection could receive compost back in return for their garden waste. Officers explained that they had been investigating a possible disposal route for the garden waste. Some garden waste was sold from household waste sites that processed it and one potential disposal point had considered giving excess compost to local farmers.

## **85. PUBLICITY AND PROMOTION - PRESENTATION**

The Waste Management Manager from Redditch Borough Council and the Waste Policy and Promotions Manager from Bromsgrove District Council presented Members with information about the promotion and publicity of waste services.

Officers explained that residents required information about their waste collection services. Herefordshire and Worcestershire had been awarded approximately £260,000 in Waste and Resources

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Action Programme (WRAP) funding which was to be used for publicity campaigns relating to the changes to recycling over forthcoming months. WRAP encouraged all authorities in receipt of this funding to undertake publicity campaigns that were consistent across the country by using their own branding and imagery. To do this, WRAP guided local authorities on the types of publicity materials they should use.

The Council was planning, using the WRAP funding, to introduce, amongst other methods, a new recycling guide for residents, bin stickers and 'teaser' newspaper adverts. The aim of the recycling guide was to provide: residents with information about what items they could recycle; further information about what happens to recycling once it has been collected, and information about what any recycled materials were made into once they had been processed. The Council were planning to deliver this guide to every household in the Borough by hand during December.

The Council was also planning to support a number of recycling campaigns, including the national 'love food, hate waste' campaign to encourage residents not to waste food. Members commented that this was a big issue that needed to be addressed and that the supermarkets also needed to be targeted. Supermarkets could be regarded as a contributor to this problem through the use of stringent sell-by dates and the prevalence of buy one get one free offers. Members commented that in future, local authorities might have to consider how food waste could be collected and creatively recycled.

Members questioned how effective the bin stickers would be at sticking to the inside of the bins. They commented that the stickers which had been used in the past had peeled away after a short period. Officers noted that the adhesive was quite strong and that one had been tested and so far had lasted for four months without peeling off.

## **86. RE-USE AND THE THIRD SECTOR**

Officers presented a short presentation on the subject of the role that the third sector could play in the re-use of materials.

Officers explained that in recent years the emphasis from government had been on recycling rather than on re-using materials. However, in the waste hierarchy contained within the strategy, re-use was prioritised before recycling. The current re-use activity in Redditch included: charity shops; second hand shops; car

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boot sales; the website Freecycle; and the re-use centres such as Boomerang and New Start in Bromsgrove.

One of the aims contained within the strategy was to encourage local authorities to work more closely with the Third Sector to investigate opportunities for promoting the re-use of materials. Officers routinely signposted residents to the two local re-use centres when they phoned to request bulky waste collection. They suggested that to move further on this the Council could procure the services of a third sector organisation for bulky waste collections. For example, an organisation could be invited to identify items they were willing to collect for re-use. The organisation could take a fee for this service.

## **87. RECOMMENDATIONS (IF ANY)**

Officers ended the evening by informing Members of the recommendations that they wished the Executive Committee to consider at their meeting on Wednesday 7th October 2009. The Overview and Scrutiny Committee agreed to endorse these recommendations.

### **RECOMMEND that**

- 1) the three recommendations contained within the Joint Municipal Waste Management Strategy (JMWMS) for Herefordshire and Worcestershire – First Review report be endorsed by the Executive Committee; and

### **RESOLVE that**

- 2) the proposals for a chargeable garden waste collection be considered further by the Committee at its meeting on 4th November 2009; and
- 3) subject to the comments above, the reports delivered during this meeting be noted.

The Meeting commenced at 7.00 pm  
and closed at 9.30 pm







# Overview and Scrutiny Committee

14th October 2009

## MINUTES

### Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors K Banks, G Chance, R King, W Norton, J Pearce and D Taylor

### Also Present:

Councillors M Braley, M Chalk and M Collins (Vice Chair – Standards Committee).

### Officers:

A Heighway and T Buckley

### Committee Services Officer:

J Bayley and H Saunders

### 88. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillor Thomas.

### 89. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of any party whip.

### 90. MINUTES

The minutes of the meeting held on Wednesday 23rd September 2009 be confirmed as a correct record and signed by the Chair.

### 91. ACTIONS LIST

The Committee considered the latest version of the Actions List. Specific mention was made of the following matters:

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Chair

# Overview and Scrutiny Committee

14th October 2009

a) Local Area Agreement Scoping Document

Officers explained that at the previous meeting of the Committee no decision had been made as to how to proceed with the proposed review of the Local Area Agreement (LAA). Members agreed that it would be best to reconsider this proposal after the completion of the Local Strategic Partnership review.

b) Shopping, Investing and Giving Policy

At the previous meeting, there had been some confusion as to whether the Policy for Funding Voluntary and Community Sector organisations had been approved by full Council. Officers confirmed that this policy had been approved by full Council in June.

**RESOLVED that**

- 1) **the proposal to review the Local Area Agreement be scheduled for consideration following the completion of the Local Strategic Partnership review; and**
- 2) **the Actions List be noted.**

**92. CALL-IN AND PRE-SCRUTINY**

The Committee considered the Decision Notice of the Executive Committee meeting held on Wednesday 7th October. It was noted that a referral had been made to the Committee by the Vice Chair of the Executive Committee, Councillor Braley. He had suggested that with regards to Disabled Facilities and Lifetime Grants a piece of work could be undertaken by the Committee to investigate the possible actions that could be taken to reduce the length of time individuals remained on the Priority Waiting Lists. The Chair suggested that a scoping document on this topic be prepared for the Committee's consideration.

There were no call-ins or proposed items for pre-scrutiny.

**RESOLVED that**

- 1) **Councillor Braley work with relevant Officers to prepare a draft scoping document on the subject of Priority Waiting Lists for Disabled Facilities and Lifetime Grants; and**

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2) the report be noted.

**93. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS**

There were no draft scoping documents.

**94. TASK AND FINISH GROUPS - PROGRESS REPORTS**

The Committee received reports in relation to current reviews.

a) Dial-A-Ride - Chair, Councillor R King

Councillor King informed the Committee that the Task and Finish Group had been examining issues regarding: the downtime of vehicles; potential capacity needs of the service; and the possibility of alternative providers delivering the service. However, the Group felt that they could not progress much further until the Council had received news regarding the £20,000 funding bid that had been submitted to the WRVS (formerly the Women's Royal Voluntary Service) to contribute to funding for the service.

Councillor King explained that the Officer report proposing actions to overcome the shortfall in funding for the current year which had been scheduled to be considered at the Executive Committee on 28th October, had been rescheduled for consideration at a meeting in December. Councillor King commented that until this report had been considered by the Executive Committee, the Group would be unable to continue looking at long term strategic funding and capacity issues. Under these circumstances the Group would need to postpone delivering their final report until the following year.

Councillor King suggested that the Group meet less frequently until a clearer idea emerged with regards to the current funding situation and the proposed actions that Officers could take to remedy short term funding problems.

b) Neighbourhood Groups – Chair, Councillor K Banks

The Chair informed the Committee that good progress had been made. Officers and Members were in the process of attending Neighbourhood Group meetings to inform members about the public of the work of the Task and Finish

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Group and to consult with them over their proposals. Once consultation had taken place with all of the Neighbourhood Groups, the Councillors would collate and analyse the feedback received from residents.

c) Local Strategic Partnership (LSP)

The Chair explained that the membership of this Group had yet to be confirmed. Officers informed Members that they had received confirmation that Councillor Norton would chair the review and that Councillors Fry and Hopkins would also be members. There was still one Member to be confirmed from the Labour Group.

Members agreed that, due to capacity reasons, the launch of this review should not take place until the Neighbourhood Groups Task and Finish Review had concluded.

**RESOLVED that**

- 1) **presentation of the Dial-A-Ride Task and Finish Group's final report be postponed;**
- 2) **Councillors Fry, Hopkins and Norton be confirmed as Members of the Local Strategic Partnership review; and**
- 3) **the progress reports be noted.**

**95. PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT - ANNUAL REPORT**

The Chair welcomed Councillor Braley, the Portfolio Holder for Corporate Management to the meeting. Councillor Braley presented his report in accordance with the questions set by the Committee.

a) What in your view is the future of the Business Centres?

Councillor Braley informed the Committee that he felt the purpose of and any future arrangements for the centres needed to be considered by the Council. He explained that the Council owned the Business Centres which consisted of approximately 80 units varying from light industrial units to office space. He felt that any review of the Business Centres would need to examine the current lettings pattern of the

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units and the rent structure. A review could also consider what motivated businesses to move into units like this and whether the provision of additional facilities or reduced rents was a determining factor.

b) How do you rank the different elements of your portfolio?

Councillor Braley explained that there were two areas of his portfolio which he felt were especially significant. Personnel and staffing issues were important and he emphasised that what made an organisation were the people working within it. He expressed the view that the number of people who were absent from work through sickness and the impact this had on remaining staff was concerning.

The management of the Council's assets was an aspect of his portfolio that he felt was important. He advocated the need for the Council to invest continuously in its assets to ensure their upkeep and proper functioning.

c) What are you doing to modernise the Council's IT systems, and in particular, improve IT access for Members?

Councillor Braley informed the Committee that he felt there were a number of actions that could be taken to modernise the Council's IT systems. He explained that it was important that the Council invested in the Town Hall to ensure it became a WiFi building. This could help to improve the business functioning of the Town Hall and to make Civic Suite more marketable to business users.

Furthermore, he felt it was imperative for the Council to make the intranet system readily available for Members and to generally improve email access for Members. Good access to the intranet was important for Members as it enabled them to easily obtain copies of Council reports. Councillor Braley had found establishing email access at home to be difficult and he was aware that other Members had experienced similar problems. He also acknowledged that Members required training on using the new printers that had been installed in the Town Hall and also to enable them to use new social networking systems and technology. Councillor Braley informed Members that he was planning to convene meetings with the Head of Customer and IT Services and the Head of IT to discuss these issues. He also proposed discussing the issue with the Member Development Steering Group.

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- d) How robust are the Council's disaster and emergency recovery plans? When were the plans last checked and what were the results of assessments?

Councillor Braley informed Members that the Council had a generic emergency plan in place which was based on the County Council's emergency plan procedures. Revisions of this plan had been undertaken. A recent business continuity exercise had looked at the way in which the Council would deal with the swine flu pandemic. He commented that Member involvement in the emergency planning process had traditionally been quite minimal. However, it was recognised that in an emergency situation affecting the Borough Members should act as spokespersons to the community by ensuring that reassurance and information was provided to their constituents.

- e) What are your views on the amount of money the Council writes off in debt? Do you have any suggestions for improving the processes currently used by the Council?

The Committee was informed that the Council had recently agreed to write off debt totalling approximately £48,000. The debt was a combination of overpaid housing benefit, tenancy arrears, voids, and unpaid commercial rents. He commented that a clearer idea of how much the Council writes off in debt per year was needed and he had asked to be provided with this information. Councillor Braley explained that he felt very strongly that the level of debt that the Council was willing to write off was unacceptable and that more needed to be done to reduce the current levels.

The Chair thanked Councillor Braley for attending the meeting.

**RESOLVED that**

**the report be noted.**

## 96. CORPORATE PLAN PHASE 1 - PRE-SCRUTINY

The Committee received a PowerPoint presentation from Officers setting out key information that had been used to underpin the Corporate Plan and the priorities for the Council. Officers explained that this information detailed a profile of Redditch with reference to the six key themes contained within the Sustainable Community

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Strategy. Officers informed the Committee that they would be recommending to the Executive Committee that the current priorities relating to achieving an enterprising, safe, clean and green town remain in place.

Officers went on to explain that initial findings from the Comprehensive Area Assessment (CAA) had revealed that within Redditch key geographical differences and inequalities existed especially with regards to health and education issues. These issues urgently needed to be tackled if Redditch was to perform in future CAA assessments. While the Council should be working to help address these issues, Officers stressed that the Local Strategic Partnership had an important role to play in tackling these problems.

Members were informed that according to information released from the national Indices of Multiple Deprivation in 2007, parts of several wards including Batchley, Abbey, Lodge Park, Church Hill, Winyates and Greensands were classed within the top 20% of deprived areas in the country. Officers noted that Redditch had the highest unemployment rate within Worcestershire. While other districts in the county had experienced a net fall in migrant workers, Redditch had experienced a net gain with a specific increase in migrants from Poland and the Ukraine. With regards to community safety issues, Redditch had demonstrated poor performance on alcohol related crime and sexual offences. It was noted that with regards to the clean and green agenda, improvements had been made. However, Officers commented that there was still a lot of work to be done.

The Committee was provided with some background regarding the Place Survey. This was a survey that could be used to gauge people's perceptions about the area they lived in. The Place Survey had demonstrated that people in Redditch generally had quite a low satisfaction with their area. Again, Officers highlighted the need for not only the Council to act on issues highlighted by this survey but also the Local Strategic Partnership.

**RESOLVED that**

**the report be noted.**

## **97. BUDGET BIDS AND PREPARATION GUIDELINES**

The Committee considered the budget preparation timetable for 2010/11.

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This timetable set out the key dates for the submission of budget bids and budget preparation. Officers explained that there would be opportunities in the timetable for the Committee to undertake pre-scrutiny of key reports relating to this process. The consideration of the budget bids by the Executive Committee was scheduled to take place on 18th November. It was suggested that pre-scrutiny of this item could take place at a meeting of the Overview and Scrutiny Committee on 4th November. Pre-scrutiny of the Fees and Charges report, which was due to be considered by the Executive Committee on 9th December, could take place at a meeting of the Overview and Scrutiny Committee on 25th November.

The Committee agreed that the Draft Initial Estimates and Forecasts report would be considered at their meeting scheduled for 3rd February before finalisation by the Executive Committee and full Council on 22 February 2010.

## **RESOLVED that**

- 1) **the Committee's Work Programme be amended to reflect the addition of items as detailed in the preamble above; and**
- 2) **the report be noted.**

## **98. ROLE OF THE MAYOR TASK AND FINISH GROUP - MONITORING OF RECOMMENDATIONS**

The Committee was informed that the purpose of this item was to monitor the outcomes of the recommendations proposed by the Role of the Mayor Task and Finish Group. Officers provided an update on the recommendations that had been approved by the Executive Committee. The Committee was informed that where recommendations had involved applying for funding, they had been agreed in principle but with a view for implementation when the financial climate had improved.

Officers explained that, in accordance with the Group's first recommendation, a picture of the current mayor was in the process of being placed in a prominent position within the Town Hall. Officers also explained that, in accordance with the group's third recommendation, the Mayor's Induction booklet was being updated and developed. In response to recommendation five, Officers explained that they were in the process of updating and adding new



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pages to the Mayor's pages on the Council's website. Members were invited to put forward any ideas for content for these pages.

Councillor Chalk, the Chair of the original Task and Finish Group, commented that the Group had originally requested that pages be dedicated to providing coverage of Mayoral engagements with commentary from the Mayor and photographs from any events the Mayor or Deputy Mayor had attended. He also commented that the web pages could be used to promote Redditch. The Chair suggested that the Member Services' Officer, Councillor Chalk and Officers from IT Services meet to discuss this issue further.

Officers informed Members that it was unlikely that the Mayor's Parlour would be redecorated as the Group had recommended. The Town Hall was scheduled to be redecorated in 2010/11. Areas judged to be the most in need of redecoration would be prioritised. It was likely that the Mayor's Parlour would not be classed as a high priority and therefore would not be included in this redecoration schedule. However, Members could recommend to the Executive that the Mayor's Parlour be redecorated sooner if they felt that this should be prioritised.

## **RECOMMENDED that**

- 1) **Asset Maintenance Officers be asked to prioritise the redecoration of the Mayor's Parlour in the Town Hall redecoration programme scheduled to take place in 2010/11; and**

## **RESOLVED that**

- 1) **the Member Services' Officer, Councillor Chalk and Officers from IT services meet to discuss how to enhance the Mayoral web pages on the Council's website; and**
- 2) **the report be noted.**

## **99. HOUSING MUTUAL EXCHANGE TASK AND FINISH GROUP - MONITORING OF RECOMMENDATIONS**

The Committee was informed that this item provided Members with an opportunity to monitor the outcomes of the recommendations of the Housing Mutual Exchange Task and Finish Group. Officers informed the Committee that the rewording proposed by the Group had been incorporated into the Council's Housing Mutual Exchange

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Policy and Procedure. Members were satisfied with the changes that had been made.

**RESOLVED that**

**the report be noted.**

## **100. CRIME AND DISORDER SCRUTINY PANEL**

The Committee considered the draft Terms of Reference that had been prepared by Officers for the Crime and Disorder Scrutiny Panel. Officers explained that the terms proposed that the Panel should consist of either five or seven Members. Officers recommended that, as Member capacity to attend additional meetings was quite limited, the Panel should be limited to five Members. Other interested Members would have an opportunity to undertake crime and disorder related scrutiny by participating in subsidiary Task and Finish reviews.

Officers further explained that there could be a choice of between four and six standard meetings of the Panel per year, though there would always be the opportunity to schedule further meetings throughout the year if considered necessary. Members agreed that it would be suitable to limit the standing number of meetings to four per year.

Officers confirmed that the nominations for the Panel Membership were Councillor Chance as the Chair of the Panel accompanied by Councillors W King, A Clayton and Pearce. Members were advised that the Liberal Democrat Group's nomination remained to be confirmed.

**RESOLVED that**

- 1) the Crime and Disorder Panel be made up of five Members and meet four times a year;**
- 2) Councillor Chance be confirmed as the Chair of the Panel;**
- 3) Councillors W King, A Clayton and Pearce be confirmed as additional members of the Panel; and**
- 4) the report be noted.**

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## **101. REFERRALS**

Members were informed that Councillor Brunner had raised an item for the consideration of the Crime and Disorder Scrutiny Panel. This item was for the Panel to consider the perceptions of and the fear of crime in Redditch and the ways by which this could be addressed.

**RESOLVED that**

**this item be considered at the first meeting of the Crime and Disorder Scrutiny Panel during discussions of the Panel's Work Programme.**

## **102. WORK PROGRAMME**

Members considered the Committee's Work Programme. The Committee was informed that the quarterly budget and performance monitoring items, scheduled for consideration on 4th November, would be rescheduled for consideration on 25th November.

**RESOLVED that**

**the Committee's Work Programme be noted.**

The meeting commenced at 7.00 pm  
and closed at 9.00 pm

.....  
Chair



**Actions requested by the Overview and Scrutiny Committee**

<b>Date Action Requested</b>	<b>Action to be Taken</b>	<b>Response</b>
4th February 2009  <b>1</b>	Members received a presentation on the Shared Services Board and Joint Working and requested that Overview and Scrutiny be involved throughout the shared services process.	Relevant Officers to report before the Overview and Scrutiny Committee as part of the shared services process where appropriate. (TO BE DONE) – ONGOING.
8th July 2009  <b>2</b>	Officers were asked to contact the Council's auditors to enquire about best practice examples of Medium Term Financial Plan (MTFP) documents produced by other local authorities.	Officers requested further information regarding best practice examples of MTFPs on 17 July 2009. Examples have yet to be provided to the Committee (TO BE DONE).
29th July 2009  <b>3</b>	The Committee agreed that the consultants report regarding the Arrow Valley Countryside Centre should be pre-scrutinised by the Committee.	Relevant Officers to arrange for this report be to be considered by the Committee once it has been completed. OSSOs (TO BE DONE).
23rd September 2009  <b>4</b>	Members did not discuss the Local Area Agreement (LAA) scoping document and no decision was made about whether to approve this as a review.	Members confirmed at the meeting of the Overview and scrutiny Committee on 14th October that the scoping document for this proposed review would be considered following completion of the LSP review. (DONE).
23rd September 2009  <b>5</b>	Members expressed some confusion over whether the original Shopping Investing and Giving Policy, produced by relevant Officers on the basis of the recommendations of the Third Sector Task and Finish Group, had been approved.	Officers confirmed at the meeting of the Overview and Scrutiny Committee on 14th October that the Council's Voluntary Sector Grants Policy was approved in June 2009 (DONE).

<p>14th October 2009</p> <p><b>6</b></p>	<p>Members agreed that Councillor Braley should liaise with the Head of Strategy and Partnerships at the Council to complete a scoping document for the proposed review of possible actions that could be taken to reduce the length of time individuals remain on the priority waiting list for disabled facilities grants and the lifetime grant.</p>	<p>This action remains to be completed. Lead Member, Councillor Braley, lead Officer, Head of Strategy and Partnerships. Estimated completion date, not specified. (TO BE DONE).</p>
<p>14th October 2009</p> <p><b>7</b></p>	<p>The Portfolio Holder for Corporate Management expressed some concerns regarding IT Support for members. He explained that he would be meeting with relevant Officers from IT Services to discuss the matter further and he proposed that the Member Development and Support Steering Group be consulted as part of these discussions.</p>	<p>The Head of Customer Services and IT has confirmed that this action has now been addressed. (DONE).</p>
<p>14th October 2009</p> <p><b>8</b></p>	<p>Members requested that items recorded on the Budget Bids Preparation Guidelines timetable be scheduled for consideration at meetings of the Overview and Scrutiny Committee.</p>	<p>The Committee's Work Programme has been altered accordingly. (DONE).</p>
<p>14th October 2009</p> <p><b>9</b></p>	<p>Members agreed that the former Chair of the Role of the Mayor Task and Finish Group, Councillor Chalk, should meet with the Member Services' Officer and IT Services to discuss ways to develop the mayoral pages on the Council's website.</p>	<p>This meeting should be organised in due course. Lead Officer, Members' Services Officer, estimated completion date, not specified. (TO BE DONE).</p>

<p>14th October 2009</p> <p style="text-align: center;"><b>9</b></p>	<p>Officers reported an item that had been raised by the Portfolio Holder for Community Safety for the consideration of the Crime and Disorder Scrutiny Panel.</p>	<p>Members agreed that this item should be referred for consideration at the first meeting of the Panel. Lead Officer, Overview and Scrutiny Support Officer, estimated completion date, not specified. (TO BE DONE).</p>
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### **Glossary**

LSP	-	Local Strategic Partnership
LAA	-	Local Area Agreement
MTFP	-	Medium Term Financial Plan
OSSO	-	Overview and Scrutiny Support Officer





## Executive Committee

????? Ward Relevance

18th November 2009

### 'OPT-IN' CHARGEABLE GARDEN WASTE COLLECTION – BUSINESS CASE

(Report of the Head of Environment and Head of Operations)

#### 1. Summary of Proposals

The Joint Municipal Waste Management Strategy (JMWMS) 2009 sets the Partnership a target of 43% recycling/composting by 2014. As a signatory to the JMWMS 2009, Redditch Borough Council has committed to play its part and increase its recycling/composting rate (NI 192) to help achieve this. This report requests Members approval to introduce a paid for 'opt in' garden waste collection service during 2010/11.

#### 2. Recommendations

The Committee is asked to **RECOMMEND** that:

- 1) the Council introduces a pilot chargeable 'opt-in' garden waste collection service in a targeted area of the Borough during the first half of 2010.
- 2) depending on the outcomes of the pilot, including financial implications, the effect on performance, publicity requirements, administration and operational impacts, the service is rolled out across the Borough during 2011/12.
- 3) the pilot is carried out in the area identified in the business case and that any additions or amendments to this area be delegated to the Head of Environment in Consultation with the Leader and the Portfolio Holder for Local Environment, Housing and Health.
- 4) The service standard for the collection of garden waste (Appendix B) is adopted, subject to any changes which the Committee requests are made.
- 5) the Committee identifies the preferred option for the service detailed in the Business Case at Appendix A is agreed;
- 6) whether an initial set up charge to cover the cost of a bin is passed onto customers in the first year;

- 7) **whether the council's current collection policy relating to garden waste in grey bins is amended to coincide with the start of the new service to prevent garden waste being placed in grey bins a) in the pilot area or b) Borough wide;**
- 8) **whether the council's current collection policy relating to the sale of orange sacks is amended to coincide with the start of the new service to prevent waste, including garden waste, being disposed of in orange sacks a) in the pilot area or b) Borough wide;**
- 9) **an update report on the pilot service and recommendations for the roll out or cessation of the service be brought back to a future meeting of this Committee during 2010/11.**

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

- 3.1 The introduction of a pilot service will enable the Council to establish realistic customer take up and level of service charge. It is intended that the collection of garden waste would be self funding and costs to run the service would be recovered via the charge to customers taking up the service. However, full cost recovery may not be possible during the first year of the service and this is subject to Member decision on options included in Appendix A.
- 3.2 Customers could also be charged a one off cost to help to cover initial setting up costs and this is subject to Member decision.

Legal

- 3.3 The Council has a duty to collect household waste but may make a charge for the collection of garden waste.
- 3.4 Under the Waste and Emissions and Trading (WET) Act 2003 Local Authorities are required to meet stringent targets set by the Landfill Directive. Under the Landfill Allowance Trading Scheme (LATS) allowances have been allocated to waste disposal authorities (WCC) that set limits for the amount of biodegradable waste sent to landfill. There will be severe penalties (currently set at £150 per tonne) for exceeding the allocation.

Policy

- 3.5 The revised Joint Municipal Waste Management Strategy (JMWMS) which was brought to the Executive Committee for approval on 7th

October 2009, supports the introduction of chargeable garden waste collections to improve performance on NI 192, % of household waste recycled/composted.

### Risk

- 3.6 There is a risk that there would not be enough customer interest to make the service viable and the Business Case includes a number of options based on variable levels of customer take up. Consequently there is a risk that costs would not be recovered of providing the service to the pilot area during 2010/11.
- 3.7 A pilot scheme will enable the council to assess the levels of customer take up and consequently costs incurred in running the service and is a way of mitigating the risk. Customers who come forward in the pilot area will be informed that the service may be withdrawn after the first year.
- 3.8 There is a risk that if the Council does not commence a garden waste collection, performance in relation to NI 192 will drop significantly in comparison to both neighbouring authorities and the national trend, this would influence future Comprehensive Area Assessment outcomes and the Council's direction of travel.

### Sustainability / Environmental

- 3.9 The revised Joint Municipal Waste Management Strategy is founded on the principles of sustainability and Climate Change is recognised as a key issue in the future delivery of waste services. The removal of organic material from landfill, and the subsequent reduction in the production of methane, a potent Greenhouse Gas, is a key aim of both the national and our local waste strategies. A number of considerations are included in the Business Case at appendix A.

### Report

#### 4. Background

- 4.1 In 2006 the Council introduced an alternate weekly waste collection service and this has increased the level of recycling significantly to around 32% (outturn 2007/08). National Indicator 192 combines both recycling and composting and authorities leading performance on NI 192 offer collections of garden waste. NI 191 measures the amount of **residual** waste collected – i.e. waste not recycled, composted or re-used and has taken away the goal of reducing the total amount of waste collected.

- 4.2 At its meeting on 7th January 2009, the Executive Committee requested that, in order to meet increasing national targets for recycling and composting, the feasibility of a chargeable self funding 'opt-in' garden waste collection, and delivery of this in partnership with Bromsgrove District Council, be explored. Officers have now draw up a business case for Members' further consideration.

## 5. Key Issues

- 5.1 The original JMWMS adopted the principle of composting at home as the preferred way of dealing with garden waste and this approach remains. However it is now recognised that garden waste collections are a key way of significantly increasing performance in relation to NI 192 and that this is a service that some residents would like to receive (JMWMS consultation, February – May 2009).
- 5.2 The previous non statutory national target of recycling 33% of household waste by 2015 has now been significantly increased to 45%, rising to 50% by 2020. To achieve these levels of recycling, it will be necessary to introduce new collection/treatment systems. Currently, despite a significant improvement in the level of waste recycled, the Council is in the bottom quartile for NI 192 - % of waste sent for re-use, recycling and composting The following table shows previous and future targets that have been set for recycling/composting household waste:

Year	Non statutory national target	Statutory performance standard	JMWMS Joint target
2007/8	25%	20%	24%
2008/09	25%	None set	24%
2009/10	40%	"	40%
2013/14	40%	"	43%
2015/16	45%	"	45%
2020	50%	"	50%

- 5.3 Under the Landfill Allowance Trading Scheme (LATS), the County Council as the Waste Disposal Authority (WDA) has been set maximum allowances for the amount of biodegradable municipal (BMW) waste sent to landfill in future years. Based on current performance levels the County Council will not exceed allowances in 2010/11. If improvements, new treatment facilities or other alternatives are not delivered to divert BMW from landfill then the County Council could be subject to fines from 2010/11 onwards. A percentage of Redditch's grey bin waste is currently landfilled and the majority is sent to be treated at an energy from waste facility in

Warwickshire. However there is a need to support the county wide approach, reduce the amount of waste which is disposed of and increase performance on NI 192.

- 5.4 In addition to LATS, the landfill tax escalator, the tax payable on each tonne of material landfilled, is now increasing by £8 per year from 2008 until at least 2010/11 to give greater incentive to divert waste away from landfill by amongst other things reducing, re-using and recycling waste; by 2010 the tax will be £48 per tonne.
- 5.5 A business case for the introduction of a chargeable garden waste collection service is detailed in Appendix A. The business case outlines full details including resources needed, use of existing vehicles and staff, issues around procurement, potential partnership working and sharing of resources with BDC, the suggested pilot area and number of properties to be targeted. Other considerations include publicity requirements and administrative systems needed to manage the customer base and payments made.
- 5.6 The Business Case indicates that
- a) The provision of an 'opt in' chargeable garden waste collection service supports the JMWMS commitment to achieve higher recycling/composting performance
  - b) The council would need to review existing waste collection policies if a collection were to be introduced
  - c) Some waste which is currently disposed of would be diverted to composting
  - d) There would be an impact on climate change indicator NI 185.
  - e) That a pilot service during 2010/11 will allow us to mitigate risks associated with the introduction of the new service
  - f) That the pilot area should be in a compact area of the town which is likely to attract the highest % of customer take up
  - g) the number of customers taking up the service is critical in determining the right charge per customer to ensure cost recovery
  - h) Option 1 is the most expensive as staffing costs are based on premium rates
  - i) Option 2 is the mid range price and does not incur additional transport miles (vehicles moving from BDC to RBC)
  - j) Option 3 is the most cost effective but incurs additional transport miles
- 5.7 In order to manage customer expectations and reduce risk, a relatively small pilot area should be targeted to assess levels of interest and allow us to gain a more detailed understanding of the financial implications, the effect on performance, publicity

requirements, administration of the service and operational impacts. It will be necessary to develop publicity materials that will explain clearly to customers how the new service may be introduced and to make them aware that the service may be withdrawn in November 2010.

- 5.8 As with the alternate weekly collection service, it is essential to have an adopted service standard which provides details to customers about how the service works, for example the size of bin provided, what happens if the bin is not collected or goes missing and the waste material that can be placed in the bin. A draft service standard has been produced and is included at Appendix B **(to be inserted)**.

## 6. Other Implications

Asset Management - None.

Community Safety - None.

Human Resources - The introduction of the new service will require resources and it is anticipated that this will be provided as overtime to existing employees in the first instance.

Social Exclusion - to be completed.

## 7. Lessons Learnt

Whilst Redditch Borough Council has improved its recycling rate significantly in recent years, performance is still significantly lower than many authorities and we are currently in the bottom quartile for NI 192; this could be an issue in any future external judgements on the authority.

Redditch Borough Council needs to play its part in fulfilling the JMWMS.

## 8. Background Papers

The Joint Municipal Waste Management Strategy First Review, August 2009 (to be published January 2010).

## 9. Consultation

This report has been prepared in consultation with relevant Borough Council, County Council and Bromsgrove District Council Officers.

## 10. Author of Report

The authors of this report are Guy Revans, Head of Environment (Head of Environment) who can be contacted on extension 3292 (e-mail [guy.revans@redditchbc.gov.uk](mailto:guy.revans@redditchbc.gov.uk)), Terry Horne, Head of Operations who can be contacted on extension 3604 ([terry.horne@redditchbc.gov.uk](mailto:terry.horne@redditchbc.gov.uk)) and Sue Horrobin (waste Management Manager) who can be contacted on extension 3706 (e-mail: [sue.horrobin@redditchbc.gov.uk](mailto:sue.horrobin@redditchbc.gov.uk)) for more information.

**11. Appendices**

**Appendix A - Business Case for the Collection of chargeable garden waste in Redditch**

**Appendix B - Draft Service Standard for the collection of Garden Waste (to be inserted)**

**Appendix C - Garden Waste Collection Round.**

**[12. Key**

**(Optional extra section – if needed –  
= Key to Abbreviations / Terms used in report)]**

JMWMS – Joint Municipal Waste Management Strategy

LATS – Landfill Allowance Trading Scheme

BMW – biodegradable municipal waste

NI 191 - % of household waste not recycled, composted or re-used

NI 192 - % of household waste recycled, composted or re-used





**Business Plan**  
**Chargeable 'Opt-in' Garden Waste Collection**  
**September 2009**

**1.0 Rationale for providing the Service – Joint Municipal Waste Management Strategy (JMWMS)**

- 1.1 The Joint Municipal Waste Management Strategy (JMWMS) 2009 sets the Partnership a target of 43% recycling/composting by 2014. As a signatory to the JMWMS 2009, Redditch Borough Council has committed to play its part and increase its recycling/composting rate (NI 192) to help achieve this. This can be done through:
- Increasing the range of materials which are recycled through green bins
  - The introduction of a chargeable garden waste collection service
  - Recycling street sweepings
  - Increasing the amount of re-use within the Borough – e.g. through bulky collection service
- 1.2 There is a national target of 45% by 2015 that we would hope to meet, however in accordance with Principle 4 we will not compromise the environmental and economic performance of schemes just to meet notional, non statutory targets.
- 1.3 Currently, the majority of residual waste collected in Worcestershire is landfilled. The Partnership needs to reduce the amount of biodegradable waste to landfill in order to meet Landfill Allowance Trading Scheme limits in future years. Whilst the majority of residual waste collected in Redditch is disposed of through an energy from waste facility in Warwickshire, there is a need to consider Redditch's arrangements in a county wide context. Each tonne of waste diverted from this disposal route frees up capacity for waste from other Worcestershire authorities.
- 1.4 A chargeable garden waste collection falls outside the 'Core Service' and therefore costs should be recovered in line with JMWMS 2009 Policy 3.
- 1.5 In addition, 20% of residents surveyed said that they would be prepared to pay for a collection of garden waste (JMWMS consultation, May 2009) and given the current economic climate, there is potential for income generation. Other Worcestershire authorities have found that there is a demand for the service.

**2.0 Current Waste Collection Policies**

- 2.1 The council currently accepts small amounts of light garden waste in grey bins.
- 2.2 Orange sacks were introduced at the start of the AWC service so that residents had a way of disposing of occasional amounts of extra waste. Council policy is to collect a maximum of two orange sacks per household along with grey bin collections. In 2008/09 approximately 5,000 orange sacks were collected. A survey of collection crews has found that approximately 70% orange sacks contain garden waste during summer months and around 20% during winter months. Waste collected in this way is mixed into the residual waste stream and is not composted.

### 3.0 Home Composting

3.1 This remains as our preferred way of dealing with garden waste and in recent years a large number of compost bins have been sold. Residents will still be encouraged to deal with garden waste at home. However, the Partnership has now agreed that there needs to be an option of collecting garden waste for composting for the reasons outlined above.

### 4.0 Quantities of Garden Waste

4.1 Waste Composition Analysis has shown that 7% of the waste collected in the Borough through the household waste collection service is garden waste – this is approximately 1,330 tonnes per annum. The introduction of a chargeable garden waste collection would divert some of this waste from the disposal route.

### 5.0 Garden waste at the Household Waste Site

5.1 In 2008/09 2,124 tonnes of garden waste were taken by residents to the Household waste site which involves residents using their own vehicles to transport small amounts of waste. WCC do not currently keep records of visits to the site, however if we estimate that each load weighs 50kg, then this equates to over 42,000 separate visits.

### 6.0 Predicted diversion and changes to waste collection policies

6.1 The introduction of a garden waste collection service will result in some of the garden waste which is currently disposed of in grey bins, orange sacks and at the HWS being reduced. The start of the new service would require the council to consider making changes to waste collection policies across the Borough or in areas where the garden waste collection service is offered as below:

- Stop sale of orange sacks
- Ban garden waste from grey bins

6.2 Subsequently this would mean a new statutory notice being issued and the development of a new service standard (appendix 2).

### 7.0 Coverage of the new service

7.1 Modelling has shown that the garden waste collection service should be to at least 20% of suitable households (approximately 32,000) in order to help meet the county wide targets outlined above.

### 8.0 Climate Change Impacts

8.1 The Strategic Environmental Assessment which forms part of the JMWMS, states that *“options which have area wide green waste collections secure more benefits overall than other options because of increased tonnages of waste recycled, principally biodegradable waste”* (SEA p.38). (note – currently checking with ERM consultants that collection vehicles have been included in assessment)

- 8.2 There would be an impact on climate change indicator NI185 as mileage undertaken as part of the waste collection service would increase. Some estimates on the increase in mileage and carbon emissions is provided in the table below. Redditch Borough Council's current target for overall reduction is 2% year on year. To counter the increased emissions, reductions would be required elsewhere,

	Estimated mileage undertaken	Miles per gallon	Total no. gallons used	Resultant CO2 kg/tonnes
Pilot area based on	1620	5	324	6858kg or 0.69 tonnes
Borough wide	8100	5	1620	34,288kg or 34.3 tonnes

NOTE: Figures are based on one RCV working for one day per week for 30 weeks

- 8.3 The total carbon produced last year from the council's vehicle fleet was 590,385kg or 590.39 tonnes. The Borough wide service could result in an estimated increase of 5.7% on the total carbon emissions from the council's fleet.
- 8.4 Round sizes on a garden waste collection would be larger as they would need to cover a wider area, however they would be based on existing geographical rounds to ensure that rounds were as efficient as possible in terms of transport distances.
- 8.5 It is difficult to assess the impact of the service on climate change indicator NI186. Relevant issues will include that whilst there is an increase in Redditch Borough Council's fleet, there is potentially a reduction in the number of visits to the Household Waste Site. Whilst Redditch Borough Council's waste currently goes to an energy from waste facility, diverting biodegradable waste from this route could provide capacity for other Worcestershire waste to be diverted from landfill.
- 8.6 The introduction of a garden waste collection service has been in other authorities to increase the overall the tonnage of waste collected. Waste that is currently disposed of in other ways – e.g. home composted or on bonfires etc is diverted to the collection instead. However, this is reduced when the collection is chargeable.
- 8.7 Providing a material which can be used as a soil conditioner locally may decrease the use of chemical fertilizer on agricultural ground which is a highly intensive/polluting manufacturing process. This is positive but unquantifiable.
- 8.8 There may be sideline benefits relating to public attitude in terms of changing their own behaviour at home and at work if they are given the opportunity to recycle more leading to additional sustainable behaviours. However, there is a potential risk that a garden waste collection will reduce the amount of home composting.

## **9.0 Type of Service**

- 9.1 Having examined best practice amongst other authorities locally and nationally, the proposed service will be:

Service type	Rationale
Brown 240 litre Wheeled Bin	<ul style="list-style-type: none"> <li>• Health and Safety – easily manoeuvred by residents and crews.</li> <li>• Consistency with Partner authorities</li> <li>• Adequate capacity</li> </ul>
Alternate Weekly Collection	<ul style="list-style-type: none"> <li>• Allows increased coverage</li> <li>• Proven to be cost effective, efficient and practical</li> <li>• Provides adequate capacity to most residents</li> </ul>
'Curtilage' edge of property* collection and return	<ul style="list-style-type: none"> <li>• Bins less likely to go missing</li> <li>• Council liability for missing bins reduced</li> <li>• Reduces number of days that bins are on streets (particularly if collection day is different to existing waste collection)</li> </ul>
Seasonal 9 monthly service (March – November)	<ul style="list-style-type: none"> <li>• In other authorities it has been shown that the amount of garden waste dramatically reduces in winter months</li> <li>• Type of garden waste changes to larger items which are unsuitable for a wheeled bin collection</li> </ul>

\*where a property does not front onto a road, a designated collection point may be given instead.

### **10.0 Method of introducing the new service**

10.1 Approximately 32,000 properties which potentially could be provided with a garden waste collection service. If 20% of residents took up the new service, as indicated through the consultation earlier this year, then this would mean around 6,200 households.

10.2 There are two options for introducing the service, both of which would allow full cost recovery but with a number of advantages and risks as outlined below:

Options for service introduction	Advantages	Risks
Full scale Borough Wide collection from March 2010	<ul style="list-style-type: none"> <li>• Service provided to all residents</li> <li>• Increased recycling/composting rate</li> <li>• Potential increased income generation</li> </ul>	<ul style="list-style-type: none"> <li>• Deliverability in short timescale</li> <li>• Limited staff resources and impacts on other priorities</li> <li>• Impacts of shared services including new senior management structure</li> <li>• Procurement of bins etc.</li> <li>• Difficult to withdraw service if proves to be uneconomic or performs poorly</li> </ul>

Options for service introduction	Advantages	Risks
Smaller scale pilot in targeted area from March 2010 followed by Borough wide roll out in 2011/12	<ul style="list-style-type: none"> <li>• Allows us to assess take up, administration and publicity requirements, operational impacts, costs and service standard</li> <li>• Allows service to be modified before full roll out</li> <li>• Allows us to withdraw the service if necessary following evaluation</li> <li>• Procurement of bins will be easier due to smaller numbers</li> <li>• Publicity and administration (booking system) more manageable in targeted area</li> <li>• Allows development of a garden waste collection service across BDC and RBC</li> </ul>	<ul style="list-style-type: none"> <li>• Public dissatisfaction that they are not provided the service</li> <li>• May be a need to modify existing service standards – e.g. orange sacks – within the targeted area</li> <li>• Recycling/composting rate will be lower for 2010/11</li> <li>• Income generation will be limited for 2010/11</li> </ul>

10.3 Having looked at these options, it is recommended that a smaller scale pilot in targeted area from March 2010 followed by Borough wide roll out in 2011/12 is adopted. This approach will reduce risks, is achievable and allows the development of a larger scale shared service in the longer term. It also ensures that progress is made and valuable lessons can be learned.

## 11.0 Pilot Area

11.1 It is proposed that the pilot area would include Hunt End, Callow Hill, Walkwood ( part ) Headless Cross ( part ) Crabbs Cross ( part ) and Webheath ( part ) which would total 4676 properties. This area of the town has been selected as it contains a higher level of traditional housing with larger gardens, which would hopefully result in an improved level of take up.

11.2 It is important to match existing collection rounds to the proposed garden waste rounds as this will allow effective customer liaison and service administration; these areas are currently domestic waste collection rounds 1,2 3 and four. A list of streets to be included in the pilot is listed at Appendix C.

## 12.0 Service Delivery Options

12.1 Three options have been identified to provide the service as detailed below:

- **Option one** - To provide the service during Saturdays using employed staff at premium rates and using owned vehicles,

- **Option two** - To provide the service during Monday to Friday using employed staff at standard pay rates and using hired vehicles
- **Option three** - To provide the service using Bromsgrove District Council staff at standard pay rates and BDC vehicles utilising week day capacity available due to four day working week.

12.2 It is important to note that efficiency reduces as the service is not provided to every property as with the AWC service.

12.3 All of the options are based on the providing the service on a standard 7.5 hour day and to a pilot area of 4676 properties.

10% Customer take up – 468 Properties	Option one	Option two	Option three*
Day of service	Saturdays	Mon- Fri	week day capacity available due to four day working week
Staff – 1 driver, 1 loader	employed staff at premium rates	employed staff at standard pay rates	Bromsgrove District Council staff at standard pay rates
Vehicle**	owned vehicles	hired vehicles	BDC vehicles
Bins collected	200-220 per day	200-220 per day	200-220 per day
Cost of pilot area	£25,348	£22,268	£20,177
Whole town cost	£178,899	£157,165	£142,407
Cost per customer	<b>£54.50</b>	<b>£48.00</b>	<b>£43.50</b>

15% Customer take up – 70 properties	Option one	Option two	Option three*
Day of service	Saturdays	Mon- Fri	week day capacity available due to four day working week
Staff – 1 driver, 1 loader	employed staff at premium rates	employed staff at standard pay rates	Bromsgrove District Council staff at standard pay rates
Vehicle**	owned vehicles	hired vehicles	BDC vehicles
Bins collected	250 -270 per day	250 -270 per day	250 -270 per day
Cost of pilot area	£29,343	£25,778	£21,503
Whole town cost	£207,098	£181,938	£151,761
Cost per customer	<b>£42.00</b>	<b>£37.00</b>	<b>£31.00</b>

20% Customer take up – 935 properties	Option one	Option two	Option three*
Day of service	Saturdays	Mon- Fri	week day capacity available due to four day working week
Length of day	7.5	7.5	7.5
Staff – 1 driver, 1 loader	employed staff at premium rates	employed staff at standard pay rates	Bromsgrove District Council staff at standard pay rates

<b>Vehicle**</b>	owned vehicles	hired vehicles	BDC vehicles
<b>Round Size</b>	280-300 per day	280-300 per day	280-300 per day
<b>Cost of pilot area</b>	£34,228	£30,070	£26,686
<b>Whole town cost</b>	£241,572	£212,224	£188,342
<b>Cost per customer</b>	<b>£37.00</b>	<b>£32.50</b>	<b>£29.00</b>

### \*Notes – Option 3

- Subject to confirmation that BDC is able to operate the service using standard staffing pay rates.
- Factors in the cost of 40 minutes additional travel time between Bromsgrove and Redditch for each day for each vehicle used otherwise it would reduce the number of bins collected in a 7.5 hour day by 18.
- Increase in the fuel consumption for each round per day of 17.5 litres
- Would require bin lifters currently fitted to Bromsgrove District Council vehicles to be compatible with the type of wheeled bins provided for Redditch residents which are of a different design to those currently provided for Bromsgrove residents. Lifters are available which can easily reconfigured to accommodate different types of bins otherwise it would take approximately 2 fitter hours to exchange a bin lifter per two occasions at a cost of £30.00 excluding oncosts.

### 13.0 Customer take up and pricing

13.1 It is difficult to accurately predict the level of customer take up that can be expected, which is why we need to consider a number of take up options. With a higher level of customer take up, the cost per customer can be reduced. If we predict a level of customer take up which is not achieved, there is a risk that cost recovery will not be possible. We have to strike a balance between a charge which will be acceptable and encourage people to take up the service, against reducing the risk of non recovery of costs.

### 14.0 Additional Pricing band options

14.1 The costs shown in the tables above show the charge per customer in order to recover costs fully. However, we have been asked to provide a model showing the impact of providing the service for a number of charges per customer, and these have been detailed in the tables below. It can be seen that full cost recovery does not occur until we have achieved 15% customer take up, using Option 3.

10% Customer take up	Option one	Option two	Option three*
<b>@ £25.00 customer charge</b>	Pilot area = under recovery of <b>£13,673</b> Whole town = under recovery of <b>£97,664</b>	Pilot area = under recovery of <b>£10,595</b> Whole town = under recovery of <b>£75,678</b>	Pilot area = under recovery of <b>£8,502</b> Whole town = under recovery of <b>£60,728</b>
<b>@ £30.00 customer charge</b>	Pilot area = under recovery of <b>£11,338</b> Whole town = under recovery of <b>£80,985</b>	Pilot area = under recovery of <b>£8,258</b> Whole town = under recovery of <b>£58,985</b>	Pilot area = under recovery of <b>£6,167</b> Whole town = under recovery of <b>£44,050</b>
<b>@ £35.00 customer charge</b>	Pilot area = under recovery of <b>£9,003</b> Whole town = under recovery of <b>£64,307</b>	Pilot area = under recovery of <b>£5,923</b> Whole town = under recovery of <b>£42,307</b>	Pilot area = under recovery of <b>£3,832</b> Whole town = under recovery of <b>£27,371</b>

15% Customer take up	Option one	Option two	Option three*
@ £25.00 customer charge	Pilot area = under recovery of £11,818 Whole town = under recovery of <b>£84,414</b>	Pilot area = under recovery of £8,253 Whole town = under recovery of <b>£58,950</b>	Pilot area = under recovery of £3,978 Whole town = under recovery of <b>£28,414</b>
@ £30.00 customer charge	Pilot area = under recovery of <b>£8,313</b> Whole town = under recovery of <b>£59,378</b>	Pilot area = under recovery of <b>£4,748</b> Whole town = under recovery of <b>£33,914</b>	Pilot area = under recovery of <b>£473</b> Whole town = under recovery of <b>£3,378</b>
@ £35.00 customer charge	Pilot area = under recovery of <b>£4,808</b> Whole town = under recovery of <b>£34,342</b>	Pilot area = under recovery of <b>£1,234</b> Whole town = under recovery of <b>£8,878</b>	Pilot area = surplus of <b>£3,832</b> Whole town = surplus of <b>£27,371</b>

20% Customer take up	Option one	Option two	Option three*
@ £25.00 customer charge	Pilot area = under recovery of <b>£10,853</b> Whole town = under recovery of <b>£77,521</b>	Pilot area = under recovery of <b>£6,695</b> Whole town = under recovery of <b>£47,821</b>	Pilot area = under recovery of <b>£3,311</b> Whole town = under recovery of <b>£23,650</b>
@ £30.00 customer charge	Pilot area = under recovery of <b>£6,178</b> Whole town = under recovery of <b>£44,128</b>	Pilot area = under recovery of <b>£2,020</b> Whole town = under recovery of <b>£14,428</b>	Pilot area = surplus of <b>£1,364</b>  Whole town = surplus of <b>£9,742</b>
@ £35.00 customer charge	Pilot area = under recovery of <b>£1,503</b> Whole town = under recovery of <b>£10,735</b>	Pilot area = surplus <b>£2,655</b> Whole town = surplus of <b>£18,964</b>	Pilot area = surplus of <b>£6,039</b> Whole town = surplus of <b>£43,135</b>

## 15.0 Set up costs

- 15.1 Set up costs include the cost of purchasing 240lt brown wheeled bins. Each wheeled bin currently costs £20.00. For example, the cost of purchasing bins so that up to 10% of residents in the pilot area can take part is £9,400.
- 15.2 There will be some publicity required and it is estimated that we would need a budget of £5,000 to provide publicity materials to the pilot area. This would be prioritised from within existing budgets.
- 15.3 Administration systems will need to be set up and it is anticipated that this could be done within existing resources using existing software systems.
- 15.4 There are currently funds available within the waste management service which may be able to reallocated to fund set up costs of the service.
- 15.5 The Council would need to decide if the set up costs should be passed onto the customer as a one off fee as has been done in Worcester City.



## 16.0 Conclusions

- The provision of an 'opt in' chargeable garden waste collection service supports the JMWMS commitment to achieve higher recycling/composting performance and the Strategic Environmental Assessment indicates that this is a good option.
- Existing waste collection policies would need to be reviewed if a collection were to be introduced.
- Some waste which is currently disposed of would be diverted to composting
- There would be an impact on climate change indicator NI 185.
- The introduction of a pilot service during 2010/11 will allow us to mitigate risks associated with the introduction of the new service.
- The pilot area should be in a compact area of the town which is likely to attract the highest % of customer take up.
- The number of customers taking up the service is critical in determining the right charge per customer to ensure cost recovery.
- Option 1 is the most expensive as staffing costs are based on premium rates.
- Option 2 is the mid range price and does not incur additional transport miles (vehicles moving from BDC to RBC).
- Option 3 is the most cost effective but incurs additional transport miles.

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<b>Round 4 - Running List - Grey</b>			
<b>Day</b>	<b>Road / Close</b>	<b>Area</b>	<b>No. of Prop</b>
Wednesday	Littlewoods	Crabbs Cross	25
Wednesday	Forest View <b>Wheeled bins + Sacks</b>	Headless Cross	49
Wednesday	Glenfield Close	Crabbs Cross	14
Wednesday	St Peter's Close	Crabbs Cross	43
Wednesday	Ullapool Close	Crabbs Cross	4
Wednesday	Crabbs Cross Lane	Crabbs Cross	47
Wednesday	Fearnings Cottages <b>Wheeled bins &amp; Sacks</b>		21
Wednesday	Lea Croft Road <b>+ Sacks &amp; W/Bins from Flats</b>	Crabbs Cross	61
Wednesday	Enfield Road	Crabbs Cross	63
Wednesday	Walkwood Road	Crabbs Cross	107
Wednesday	Wychwood Drive	Crabbs Cross	24
Wednesday	Little Acre	Crabbs Cross	26
Wednesday	Windrush Close	Crabbs Cross	8
Wednesday	Avonbank Close	Crabbs Cross	47
Wednesday	Bilbury Close	Crabbs Cross	100
Wednesday	Light oak Close	Crabbs Cross	59
Wednesday	Drakes Close	Crabbs Cross	24
Wednesday	Walkwood Crescent	Crabbs Cross	20
Wednesday	Church Down Close	Crabbs Cross	41
Wednesday	Boultons Lane	Crabbs Cross	59
Wednesday	Austcliff Close	Crabbs Cross	39
Wednesday	Woodberrow Lane	Crabbs Cross	25
Wednesday	Campden Close	Crabbs Cross	50
Wednesday	Fordbridge Close - Malvern House <b>W/Bins</b>		33
Wednesday	Ashton Close <b>Sacks from OAP's</b>	Headless Cross	32
Wednesday	Belmont Close	Headless Cross	26
Wednesday	Cranham Close	Headless Cross	93
Wednesday	Duxford Close	Headless Cross	43
Wednesday	Epsom Close	Headless Cross	19
Wednesday	Fairbourne Gardens	Headless Cross	19
			<b>1221</b>

<b>Round 1 - Running Order - Grey</b>			
<b>Day</b>	<b>Road/Close</b>	<b>Area</b>	<b>No. of Prop</b>
Wednesday	Damson Close	Walkwood	29
Wednesday	Prudden Close	Walkwood	6
Wednesday	Newport Close	Walkwood	32
Wednesday	Moorcroft Close	Walkwood	35
Wednesday	Moorcroft Gardens	Walkwood	88
Wednesday	Longborough Close	Walkwood	5
Wednesday	Milford Close	Walkwood	61
Wednesday	Oswestry Close	Walkwood	43
Wednesday	Morton Lane	Walkwood	5
Wednesday	Callow Hill Lane	Callow Hill	10
Wednesday	Stanford Close	Callow Hill	10
Wednesday	Parmington Close	Callow Hill	23
Wednesday	Summerhouse Close / Windmill Gardens	Callow Hill	25
Wednesday	Foxholes Lane	Callow Hill	73
Wednesday	Wychbold Close	Callow Hill	10
Wednesday	Woodbury Close	Callow Hill	33
Wednesday	Valley Close	Callow Hill	13
Wednesday	Upleadon Close	Callow Hill	12
Wednesday	Tanwood Close	Callow Hill	27
Wednesday	Underwood Close	Callow Hill	89
Wednesday	Partridge Lane	Callow Hill	34
Wednesday	Woodgreen Close	Callow Hill	8
Wednesday	Thornccliffe Close	Callow Hill	6
Wednesday	Coleshill Close	Hunt End	46
Wednesday	Didcot Close	Hunt End	24
Wednesday	Hunt End Lane	Hunt End	33
Wednesday	Elmstone Close	Hunt End	16
Wednesday	Enfield Road	Hunt End	39
Wednesday	Weavers Hill	Hunt End	10
Wednesday	Weavers Close	Hunt End	5
Wednesday	Wadbury Hill	Hunt End	6
Wednesday	Dagtail Lane	Hunt End	31
Wednesday	Brookhampton Close	Hunt End	4
Wednesday	Alderminster Close	Hunt End	3
Wednesday	Stonepits Lane	Hunt End	38
Wednesday	Farmcote Close	Hunt End	10
Wednesday	Elmhurst Close	Hunt End	18
Wednesday	Ditchford Close	Hunt End	19
Wednesday	Claverdon Close	Hunt End	31
Wednesday	Chesterton Close	Hunt End	54
Wednesday	Brookfield Close	Hunt End	48
Wednesday	Ashmores Close	Hunt End	<b>40</b>
			<b>1152</b>

Round 2 - Running Order - Grey			
Day	Road / Close	Area	No. of Prop
Wednesday	Crumpfields Lane	Webheath	89
Wednesday	Lower Grinsty Lane	Webheath	16
Wednesday	Hill Top	Webheath	6
Wednesday	Church Road	Webheath	46
Wednesday	Pumphouse Lane	Webheath	10
Wednesday	Earls Close	Webheath	18
Wednesday	Grazing Lane	Webheath	17
Wednesday	Shirehampton Close	Webheath	60
Wednesday	Great Hockings Lane	Webheath	40
Wednesday	Defford Close	Webheath	47
Wednesday	Corner Lane	Webheath	25
Wednesday	Blockley Close	Webheath	17
Wednesday	Acre Lane	Webheath	7
Wednesday	Birchfield Road	Webheath	3
Wednesday	Foxlydiate Lane / Springhill Dr/Springhill Gardens	Webheath	10
Wednesday	Heathfield Road	Webheath	150
Wednesday	Tynsall Avenue	Webheath	21
Wednesday	Downsell Road + <b>Bulk Bins</b>	Webheath	51
Wednesday	Boxnott Close	Webheath	12
Wednesday	Reyde Close	Webheath	30
Wednesday	Lyndenwood	Webheath	13
Wednesday	Springvale Road	Webheath	49
Wednesday	Sheltwood Close	Webheath	10
Wednesday	Raglis Close	Webheath	11
Wednesday	Packwood Close	Webheath	80
Wednesday	Neighbrook Close	Webheath	34
Wednesday	Michaelwood Close	Webheath	49
Wednesday	Lordswood Close	Webheath	44
Wednesday	Knightsford Close	Webheath	8
Wednesday	Sydnall Close	Webheath	21
Wednesday	Sheepcroft Close	Webheath	57
Wednesday	Shaws Close	Webheath	15
Wednesday	Hennals Avenue	Webheath	22
Wednesday	Brotherton Avenue	Webheath	30
Wednesday	Sandygate Close	Webheath	40
			<b>1158</b>

<b>Round 3 - Running Order - Grey</b>			
<b>Day</b>	<b>Road/Close</b>	<b>Area</b>	<b>No. of Prop</b>
Wednesday	Rookery Close	Headless Cross	13
Wednesday	Birchfield Road + <b>Bulk Bins</b>	Headless Cross	<b>286</b>
Wednesday	Chapel Street	Headless Cross	24
Wednesday	Stonehouse Close - <b>Sacks</b>	Headless Cross	39
Wednesday	Goldthorne Close	Headless Cross	14
Wednesday	Southlands Court - Birchfield Road	Headless Cross	6
Wednesday	Woodend Close	Headless Cross	28
Wednesday	Noonan Close	Headless Cross	5
Wednesday	Birchfield Road - Wood Court - <b>Sacks</b>	Headless Cross	23
Wednesday	Birchfield Road -Woodend Close - <b>Bins &amp;Sacks</b>	Headless Cross	24
Wednesday	Minworth Close + <b>Bulk Bins</b>	Headless Cross	40
Wednesday	Woodside Avenue	Headless Cross	8
Wednesday	Malfield Avenue	Webheath	30
Wednesday	Reynard Close	Webheath	84
Wednesday	Spinney Mews/Spinney Walk	Headless Cross	17
Wednesday	Fordbridge Close	Headless Cross	18
Wednesday	Birchfield Road	Webheath	0
Wednesday	Fleetwood Close	Headless Cross	22
Wednesday	Rectory Road + St Lukes Cottages	Headless Cross	52
Wednesday	Plymouth Close	Headless Cross	65
Wednesday	Eadie Mews	Headless Cross	10
Wednesday	Great Barn Lane	Headless Cross	20
Wednesday	Alton Close	Headless Cross	11
Wednesday	Bascote Close	Headless Cross	40
Wednesday	Carlton Close	Headless Cross	16
Wednesday	Dorrige Close	Headless Cross	12
Wednesday	Yeadon Close	Webheath	24
Wednesday	Blackstitch Lane	Webheath	67
Wednesday	Weatheroak Close	Webheath	57
Wednesday	Coleford Close	Webheath	17
Wednesday	Dunstall Close	Webheath	12
Wednesday	Erwood Close	Headless Cross	30
Wednesday	Fenwick Close	Headless Cross	28
Wednesday	Guiting Close	Headless Cross	3
			<b>1145</b>



# Overview and Scrutiny

No Direct Ward Relevance

## Committee

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### 11. WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
<b>ALL MEETINGS</b>	<b>REGULAR ITEMS</b>	<b>(CHIEF EXECUTIVE)</b>
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	<b>REGULAR ITEMS</b> Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2010 / 13	Chief Executive Chief Executive Relevant Lead Heads of Service

# Overview and Scrutiny

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	<p><b>REGULAR ITEMS</b></p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> <li>1. the Dial-A-Ride Task and Finish Group;</li> <li>2. the Neighbourhood Groups Task and Finish Group; and</li> <li>3. the Local Strategic Partnership Task and Finish Group.</li> </ol>	<p>Relevant Lead Head of Service</p> <p>Relevant Lead Head of Service</p> <p>Relevant Lead Head of Service</p>
<b>OTHER ITEMS - DATE FIXED</b>		
<b>4th November 2009</b>	Garden Waste Strategy – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>4th November 2009</b>	Consideration of Bids – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>25th November 2009</b>	Quarterly Budget Report – second quarter 2009/10.	Relevant Lead Head of Service
<b>25th November 2009</b>	Quarterly Performance Report – second quarter 2009/10.	Relevant Lead Head of Service
<b>25th November 2009</b>	Options for use of the Former Covered Market area – Pre-Scrutiny	Relevant Lead Head(s) of Service
<b>25th November 2009</b>	Local Strategic Partnership Presentation	Relevant Lead Head(s) of Service



# Overview and Scrutiny

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<b>25th November 2009</b>	Neighbourhood Groups Task and Finish Group – Final Report	Relevant Lead Head of Service
<b>25th November 2009</b>	Fees and Charges – Pre-Scrutiny	Relevant Lead Head of Service
<b>13th January 2010</b>	Dial-A-Ride Task and Finish Group – Final Report	Relevant Lead Head of Service
<b>3rd February 2010</b>	Initial Estimates 2010/11	Relevant Lead Head of Service
<b>3rd February 2010</b>	Update on fly tipping and the progress of the 'Worth It' campaign.	Relevant Lead Head of Service
<b>3rd February 2010</b>	Questions for the Portfolio Holder for Leisure and Tourism Annual Report	Relevant Lead Head of Service
<b>24th February 2010</b>	Quarterly Budget Report – third quarter 2009/10.	Relevant Lead Head of Service
<b>24th February 2010</b>	Quarterly Performance Report – third quarter 2009/10.	Relevant Lead Head of Service
<b>24th February 2010</b>	Portfolio Holder for Leisure and Tourism – Annual Report	
<b>24th February 2010</b>	Questions for the Portfolio Holder for Community Safety Annual Report	Relevant Lead Head of Service

# Overview and Scrutiny

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<b>24th February 2009</b>	Member Role Descriptors – Adoption of Changes – Pre-Scrutiny	Relevant Lead Head of Service
<b>17th March 2010</b>	Review of Ditches - update report	Relevant Lead Head of Service
<b>17th March 2010</b>	Fees and Charges Task and Finish Group – update on implementation of the Charging Policy	Relevant Lead Head of Service
<b>17th March 2010</b>	Portfolio Holder for Community Safety – Annual Report	
<b>17th March 2010</b>	Questions for the Portfolio Holder for Community Leadership and Partnership Annual Report	
<b>7th April 2010</b>	Portfolio Holder for Community Leadership and Partnership – Annual Report	
<b>23rd June 2010</b>	Performance Outturn Report	Relevant Lead Head of Service
<b>17th November 2010</b>	National Angling Museum Task and Finish Group – update on actions	Relevant Lead Head of Service
<b>2nd March 2011</b>	Council Flat Communal Cleaning Task and Finish Group – update on implementation of recommendations.	Relevant Lead Head of Service
<b>June 2011</b>	Third Sector Task and Finish Group – Stage Two Update on responses to the Group's recommendations	Relevant Lead Head of Service

# Overview and Scrutiny

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<b>OTHER ITEMS – DATE NOT FIXED</b>		
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service
	Arrow Valley Countryside Centre – Pre-Scrutiny of Consultants’ Report.	Relevant Lead Head of Service
	Local Area Agreement Review – Consideration of scoping document.	Relevant Lead Head of Service
	Councillor Calls for Action – All Member Briefing	Relevant Lead Head of Service
	Crime and Disorder Scrutiny Training – for members appointed to the Crime and Disorder Scrutiny Panel.	Relevant Lead Head of Service

