

Notice of Meeting

Overview & Scrutiny Committee

Date: Wednesday, 26 July 2017

Time: 17:30

Venue: The Annexe, Crosfield Hall, Broadwater Road, Romsey, Hampshire,
SO51 8GL

For further information or enquiries please contact:

Caroline Lovelock - **01264 368014**
email clovelock@testvalley.gov.uk

Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

www.testvalley.gov.uk

The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of Overview & Scrutiny Committee

MEMBER

Councillor C Lynn

Councillor I Jeffrey

Councillor D Baverstock

Councillor P Boulton

Councillor J Cockaday

Councillor C Dowden

Councillor B Few Brown

Councillor A Finlay

Councillor K Hamilton

Councillor I Hibberd

Councillor P Hurst

Councillor J Lovell

Councillor J Neal

Councillor P Mutton

Councillor B Page

Councillor T Preston

Councillor I Richards

Councillor C Thom

Chairman

Vice-Chairman

WARD

Winton

Dun Valley

Cupernham

Broughton and Stockbridge

St Mary's

North Baddesley

Amport

Chilworth, Nursling and
Rownhams

Harroway

Romsey Extra

Tadburn

Winton

Millway

Penton Bellinger

Harroway

Alamein

Abbey

Valley Park

Overview & Scrutiny Committee

Wednesday, 26 July 2017

AGENDA

The order of these items may change as a result of members of the public wishing to speak

- 1 Apologies
- 2 Public Participation
- 3 Declarations of Interest
- 4 Urgent Items
- 5 Minutes of the meeting held on 26 June 2017
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 **Garden Waste Collection Service** 4 - 7
To provide Members with an overview of the Garden Waste Collection Service, the contribution it makes to the overall recycling rate and to provide assurance that the service is fit for purpose. (20 minutes)
- 9 **Programme of Work for the Overview and Scrutiny Committee** 8 - 18
To enable Members to keep the Committee's future work programme under review. (15 minutes)

ITEM 8 Garden Waste Collection Service

Report of the Head of Environmental Services (Portfolio: Environment)

Recommended:

That the contents of the report and the continued success of the Garden Waste Collection Service be noted.

SUMMARY:

- The following report provides details of the Garden Waste Collection Service, the contribution the collection of garden waste makes to the overall recycling rate and assurance that the service is fit for purpose.

1 Introduction

- 1.1 The purpose of this report is to provide members of the Overview and Scrutiny Committee with an overview of the Garden Waste Collection Service, the contribution it makes to the overall recycling rate and to provide assurance that the service is fit for purpose.

2 Background

- 2.1 The Garden Waste Collection Service began on 10 May 2004. At the time, the service was designed around the collection of garden waste using reusable sacks that were returned to the resident following collection.
- 2.2 At the same time, a borough wide ban was introduced for garden waste in black household waste bins.
- 2.3 By January 2005, 9564 households had joined the service and 12,761 sacks had been sold.
- 2.4 The service was initially supported by a DEFRA award of up to £565,000. The award covered the capital costs for the purchase of the two original collection vehicles and the initial revenue operating costs.
- 2.5 The DEFRA award also allowed for the opportunity to employ two recycling officers on fixed term 1 year contracts. Their role was to encourage participation in the service, solve queries and problems, to work with local groups and to give presentations and attend events.
- 2.6 The Controlled Waste Regulations 1992 and 2012, both list various types of household waste for which collection charges can be made. Both include garden waste and as such, the service has been chargeable since its introduction in 2004.

Charges are made based on the number of receptacles subscribers wish to have. The charging regime allows for discounts for second and additional sacks or wheeled bins.

- 2.7 The service has seen a few amendments to its charging structure since its introduction including moving from complicated quarterly prices to annual subscriptions and removing the Early Bird and Concessionary Rates. The current, simplified charging structure can be viewed below:

	Annual Charge
First Subscription	£31
Additional Subscriptions	£17.50

- 2.8 The cost of the Garden Waste Collection Service is regularly benchmarked against neighbouring authorities. This shows that the charges in Test Valley are amongst the lowest being made and represent good value to those that choose to subscribe. For example, the most expensive in Hampshire is Hart at £68.85 for a 240 litre wheeled bin and £45.90 for a sack. This is closely followed by East Hants (£68 for one bin) and Havant (£62 for one bin). Other examples are Eastleigh £36 (bin); New Forest £32 (sack); Rushmoor £39 (bin); and other neighbours - Wiltshire £44 (bin).

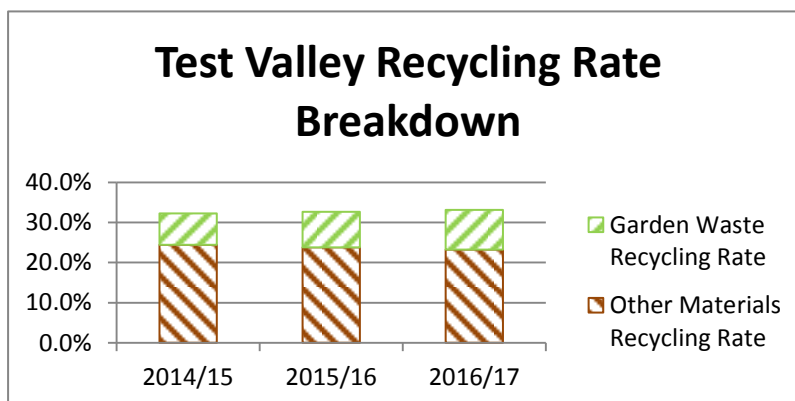
3 Current Service

- 3.1 The service continues to be provided to residents using two frontline collection rounds – one located in the north of the borough operating out of the Portway Depot and the other in the south operating out of the Bourne House Depot. Garden waste is collected every fortnight with the exception of two weeks over the festive period where collections are suspended.
- 3.2 All of the collected garden waste is direct delivered to a composting facility near Stockbridge where it is composted and turned into a product called ‘Pro-Grow’ - a high quality organic soil conditioner. Pro-Grow can be bought at any Household Waste Recycling Centre or online.
- 3.3 Currently 489 households receive an assisted collection for their garden waste.
- 3.4 The service has obvious seasonal influences. The service is quieter during the winter months, but during peak growing seasons or periods of leaf fall, the service becomes much busier. To ensure the collection rounds continue to perform to high standards, the routes are monitored for efficiency and staffing is increased, but the number of vehicles cannot be.
- 3.5 Since 2004, the service has remained largely unchanged with the exception of wheeled bins being introduced in September 2014. Wheeled bins were not introduced to replace reusable sacks, instead they were provided as an alternative. It is estimated that around 50-60% of subscribers now choose to present their garden waste using a wheeled bin. A charge is made for the purchase of wheeled bins.

- 3.6 The waste collection vehicles that are deployed onto garden waste collections are bespoke and have the ability to lift wheeled bins as well as an area to manually empty reusable sacks. Whilst these purpose built vehicles allow the flexibility to collect using the two different receptacles, the process for emptying bins is particularly slow especially compared to a traditional waste collection vehicle. By virtue of the close proximity to the lifting mechanism when emptying sacks, a safety requirement means that the bin lift is operated manually on the garden waste vehicles and not automatically as on other frontline waste collections rounds.
- 3.7 Demand for the service has always been very high with the number of households subscribing remaining fairly static at around 10,800 per year (approx. 21%). However, the service has seen an increase in demand since the spring of 2016 where subscriptions exceeded expectations reaching 12,000 (approx. 22.5%). The trend appears to have continued with the number of subscribers already reaching 12,000 for the current year. Whilst there is no certainty as to what has caused the increase in demand it is likely that the option of a wheeled bin is more appealing to some householders than a reusable sack. To a lesser extent, the growth in property numbers across the borough will also be having an impact.

4 Performance

- 4.1 Since its introduction, the Garden Waste Collection Service has made a significant impact on the overall recycling rate for the borough.
- 4.2 The following chart illustrates the overall recycling rate over the last three years, clearly showing the contribution that the inclusion of garden waste makes. Over these three years, the collection of garden waste has contributed, on average, 8.85% to the overall recycling rate. Each year the contribution is increasing, having a positive effect on the Council's overall recycling rate.



5 Digital Transformation

- 5.1 The Council's Digital Transformation Strategy 2016-19 sets out how the Council will approach redesigning systems and processes to be agile, innovative and to have the customer at their core.
- 5.2 The strategy seeks to make use of the technology and systems we already have to help keep costs down.

- 5.3 Through using the ‘My Test Valley’ app and other internal systems, providing the ability for householders to self-serve or ‘do it online’ has meant that we have achieved efficiencies and improvements within the service and throughout the wider council.
- 5.4 Of the 12,000 households currently subscribed, 62% receive information about the Garden Waste Collection Service by email and 23% have signed up to pay by direct debit. For those households that do not opt to pay by direct debit, a sample from April 2017 (5000 payments) has shown that 63% chose to pay online and 14% chose to pay using the automated telephone service. Only 23% chose to pay via the Council’s Customer Services team.

6 Pressures

- 6.1 The growth in subscribers is putting significant pressure on the level of resources being deployed on the collection of garden waste. This pressure is felt mainly during the growing season or autumn leaf fall. If the level of demand is sustained, careful consideration will be need to be given on how the service manages. The least desirable option would be the introduction of a third collection round because the overall service costs would significantly escalate. As more customers make the transition to wheeled bins, it may be necessary to consider a shift to a wheeled bin collection only service. By virtue of their design and the mechanism used for emptying wheeled bins means that collections are much more efficient and much less manually challenging than reusable sacks.

7 Conclusion

- 7.1 The Garden Waste Collection Service is thriving. With 12,000 customers regularly subscribing; more than half choosing to use wheeled bins; and a contribution of almost 10% (2016/17) to the Council’s overall recycling rate, the service is almost becoming a victim of its own success and is an essential part of the Council’s approach to waste management within the borough.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref:	
(Portfolio: Environment) Councillor Stallard			
Officer:	Paul Wykes	Ext:	8351
Report to:	OSCOM	Date:	26 July 2017

ITEM 9

**Programme of Work for the
Overview & Scrutiny Committee**

Report of Head of Legal and Democratic Services

Recommended:

The Committee is requested to:

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

SUMMARY:

- The purpose of this report is to enable members to keep the Committee’s future work programme and recommendations update under review.

1. Background

- 1.1 The OSCOM Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Task and Finish Panels update is presented at Annex 2 for the Committee’s review and comments.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:

2

Author:

Caroline Lovelock

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny
Committee

Date:

26 July 2017

OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2017				
26 JULY (ROMSEY)				
Round table discussion Web Strategy (TO BE MOVED TO SEPTEMBER SUBJECT TO AGREEMENT)	2	Committee	Look at the TVBC Web site and look at the strategy that is being applied to the site, decide if the web site is up to date and if it is fit for purpose and consider any other ideas that could be incorporated within the Web site (Head of Communications)	Check the Web Site is fit for purpose, is offering the public a meaningful method of accessing the information required and look at the various other ideas that could come forward to help enhance the web site.
Garden Waste Collection Service	2	Committee	Look at the performance of the garden waste collection scheme. Make sure it is fit for purpose and numbers are not dropping. Look at Recycling rate for garden waste etc (Head of Environmental Health) (20 mins)	Make sure garden waste system is working to desired criteria. Ensure numbers are kept up and profitable.
20 SEPTEMBER (ANDOVER)				
Annual Review of Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators (Policy Manager) (20 mins)	Look at what is being proposed, how this is going to work and costings. What more do we expect to do during the next 12 months.
Complaints Handling	2	Committee	To look at the trends within the complaints to TVBC, ascertain whether complaints are increasing or decreasing if so why and to detail the areas of largest complaints and why (Complaints and Improvements Officer) (20 mins)	Make sure TVBC is working within the set boundaries for complaints and make sure that complaints are kept to a minimum.

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 26 July 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
CIL	2	Committee	To look at the new CIL arrangements and how its working (Planning Policy Manager) (20 mins)	Ensure the new CIL scheme is working properly and ascertain any problems that are there unforeseen or otherwise.
25 OCTOBER (ANDOVER)				
Round table discussion review on Waste and Recycling in Test Valley	3	Committee	A general update on waste and recycling in the Borough, (Head of Environment and Health)	To consider performance and initiatives and ask questions and make comments.
PR and News Release within Test Valley and Lessons Learnt from the Leisure Contract Panel	3	Committee	To consider lessons learnt from the Leisure Centre Contract process. To look at the way the contract was allocated with a view to localism and finances etc. (Head of Community and Leisure) (20 mins)	Make sure the contract was allocated professionally with the best outcome for Test Valley and staff of the Leisure Centres.
Annual Audit Report	2	Committee	To receive the report (Head of Finance/Auditor Manager) (20 mins)	To comment and make recommendations as appropriate
Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
22 NOVEMBER (ROMSEY)				
Budget Panel Report Draft Budget	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
20 DECEMBER (ROMSEY)				
Update on the Council Tax Support Scheme	3	Committee	To receive an update on the Council Tax Support Scheme (Acting Head of Revenues, Benefits and Customer Services) (20 mins)	To comment and make recommendations
2018				
22 JANUARY (ROMSEY)				
Budget Strategy Update	1	Committee	To check the results of the Budget Panel chaired by the Vice Chairman and make sure all is satisfactory (Vice-Chairman) (20 mins)	Make sure the budget is fit for purpose and no large increases unless justified

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Test Valley Borough Council – Overview and Scrutiny Committee – 26 July 2017

21 FEBRUARY (ANDOVER)				
Round table discussion Romsey Future update				
21 MARCH (ROMSEY)				
Presentation on Local Policing	5	Committee	Chief Inspector to attend to discuss progress with local policing in Test Valley.	Look at figures for crime and disorder within Test Valley and look for any change in percentages and if so why.
25 APRIL (ANDOVER)				
Chairman's Draft Annual Briefing	2	Committee	To consider the Chairman's draft Annual Briefing prior to being submitted to Council (Cllr Lynn) (15 mins)	Check the draft letter from the Chairman is detailing the actions of the Committee and the outcomes.
23 MAY (ANDOVER)				
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children (Head of Community and Leisure) (20 mins)	Check on the progress that the policy is having in the borough and look at any shortfalls etc.
Chairman's Final Annual Briefing	2	Committee	To consider the Chairman's final Annual Briefing prior to being submitted to Council. (Cllr Lynn) (15 mins)	Finalise and agree the Chairman's Annual Briefing.
Andover Vision	3	Committee	Look at the Andover Vision and how far it has developed. (Chief Executive) (20 mins)	What impact will the Vision have on Andover and it's economy and finances and how will it affect the public of the town.

DATE TO BE AGREED				
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
Housing Strategy (including Homelessness Strategy and Homes Energy Conservation Act Action Plan (full report))	4	Committee	To present the position of these three Housing strategies (Head of Housing and Environmental Health) (20 mins)	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution (20 mins)	To comment and make recommendations

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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BRIEFING NOTES

2016		Date Circulated
12 October	Outcomes of the Hampshire Safeguarding Children Board Audit (Community Engagement Manager)	22 September 2016
8 November	Cemetery Rules and Regulations Review (Head of Community and Leisure) Andover Levy (Accountancy Manager)	24 October 2016 27 October 2016
2017		
	The use of the Rendezvous in Andover (Head of Estates)	6 April 2017
March	Car Park Management (Engineering and Transport Manager) Affordable Housing Update (Head of Housing)	18 May 2017 3 March 2017
April	Ways in which the vibrancy of the Town Centre can be measured (Economic Development Manager)	31 March 2017
June	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director) Art Strategy including Public Art Commissions (Head of Community and Leisure)	12 June 2017
July	Andover Magistrates Court (Corporate Director) Community Toilet Scheme (Corporate Director) The role of Licensing in Test Valley (Licensing Manager)	
August	Supporting families update (Community Manager) Crime and Disorder update (Community Engagement Manager – Community Safety)	12 June 2017 13 June 2017
October	Shared Services Update (Corporate Director) Community Engagement (Community Engagement Manager)	
2018		
January	Accommodation Review (Corporate Director) Recycling (Head of Environmental Services)	
March	Affordable Housing Update (Head of Housing and Environmental Health)	

* Scrutiny Indicator Key:

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Test Valley Borough Council – Overview and Scrutiny Committee – 26 July 2017

April	Glass Recycling (Head of Environmental Services)	
Date to be agreed		
	Hampshire County Waste Strategy	

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Panel	Lead Member	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock	Phase 1 complete Phase 2 final report in July	3 August 2016
Planning Panel	Councillor Hibberd	Meeting to review where the previous panel got to and discuss any other work that may be required and produce a scoping report.	Membership to be agreed on 24 May 2017
Public Involvement Panel	Councillor Baverstock	Meeting to be arranged	
Review of Call In Process	Councillor C Dowden	Recommendations to Cabinet on 19 April 2017	
What lessons can be learnt from the Leisure Centre contract	Councillor J Cockaday	<p>There are now five councillors on the panel for the leisure contract, Cllr P Hurst, Cllr T Preston, Cllr I Richards, Cllr P Mutton and myself.</p> <p>The review will consider.</p> <ol style="list-style-type: none"> 1 Pre-procurement communication. 2 What the legal constraints of the procurement process will allow in terms of communications. 3 Communication to Borough Councillors and specifically what communication/opportunities for involvement occurred. 	

Cabinet Work Programme

Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012. This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at admin@testvalley.gov.uk.
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. Whilst the majority of the Cabinet's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, this is formal notice under the above regulations that part of the Cabinet meetings listed in this Work Programme may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:
[Cabinet Members](#)

KEY DECISIONS

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or
2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

- | | | | |
|----|---|---|------------------|
| a. | Decisions on spending which are within the annual budgets approved by the Council | NO THRESHOLD | NOT KEY DECISION |
| b. | Decisions on cash flow, investments and borrowings. | NO THRESHOLD | NOT KEY DECISION |
| c. | Decisions for spending or savings outside the budget, or included in the annual budget with reservations. | SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION | |

Arrangements for making representations to the cabinet regarding decisions contained within the work programme

A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the last column of the Work Programme on any matter where a decision is to be made.

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
19 July 17 (R)	Bus Shelter Maintenance and Advertising	Yes	Cabinet	Yes	Report of the Planning Portfolio Holder	Head of Estates and Economic Development	3 July 2017
19 July 17 (R)	Business Rates Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	6 June 2017
18 Oct 17 (A)	Sustainability Appraisal Scoping Report	No	Cabinet	No	Report of the Planning Portfolio Holder	Head of Planning Policy	6 June 2017
18 Oct 17 (A)	HECA Update	No	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	

* Members of the public will be excluded from the discussion during the consideration of these reports in the event that they contain information which is not to be made public in accordance with the relevant legal provisions.

MOVED/DELETED ITEMS

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed