

Scoping Document

Name of Review/Project:

Cleansing and litter collection

Terms of reference:

To review the operation of the cleansing and litter collection systems and procedures. To include:

- the preventative and enforcement actions of neighbourhood wardens
- the operational collection by the waste and cleansing team (including at bring to sites) and
- the collection by grounds operatives immediately preceding grass cutting.

Please provide details of relevant Corporate Plan Themes and Priorities:

Service links to safe and secure theme

Service needs to be value for money

Key Issues and Aim(s) of the Review

To ensure that the operations deliver a quality service representing value for money

Why should the review take place now?

Financial pressure on all Council services

Potential outcome/s

Amendments to service operation

What will not be included:

Risks:

None

Members undertaking the Review (if a sub-group is to be used):
Sponsored by Cllr Roy Bell

Possible co-options:

Which policy committee(s) does it relate to?
Environment and Developmental Services

Key stakeholders/ consultees:
Cllr Peter Watson, Chairman of Environment and Developmental Services Committee
Bob Ledger, Director of Housing and Environmental Services
Adrian Lowery, Direct Services Manager
Matt Holford, Environmental Health Manager

Potential contributors and research required:
Gareth Evans, Senior Neighbourhood Warden
Ray Bateman, Waste and Cleansing Foreman
Steve Sheppard, Grounds Maintenance Manager

Potential visits:
On site with cleansing team and neighbourhood wardens

Are there any Budgetary Implications?
None at this stage

Officer support required:
Arranging on-site visits and writing up findings.

Period for Review: Summer 2013

Start date: 26th June 2013

Approximate meeting dates: TBC

Proposed completion date: 11th September 2013

Report date(s) to committees: Overview and Scrutiny Committee: 26th June to agree scope and 11th September to consider findings.

Publicity (e.g. of recommendations)

Date Scoping Document Completed: 4th June 2013

Prioritising Topics For Scrutiny

Corporate Plan themes and priorities

The Peer Review included a recommendation to assess potential scrutiny review areas against the corporate priorities. Further information on these priorities is available in the Corporate Plan, which can be accessed via the following link:

http://harvey/corporate/organisationaldevelopment/policy/corporate_plan/corporate_plan0914

The Corporate Plan themes and priorities are:

- Sustainable Growth and Opportunity - Theme 1
- Safe and Secure - Theme 2
- Lifestyle Choices - Theme 3
- Value for Money - Theme 4

Other issues to be considered when selecting reviews:

1. General questions at the outset:

- Does the review meet any of the Council's priorities?
- does this issue have a potential impact for one or more section(s) of the population?
- is the issue strategic and significant?
- is there a clear objective for scrutinising this topic?
- is there evidence to support the need for scrutiny?
- what do we hope to achieve?
- what are the likely benefits to the council and its customers?
- are you likely to achieve a desired outcome?
- what are the potential risks?
- are there adequate resources available to do the activity well?
- is the Scrutiny activity timely?

2. Public interest

- issue identified by Members through surgeries and other contact with constituents
- user dissatisfaction with service (e.g. complaints)
- market surveys/citizens panels
- issue covered in local media

3. Internal council priority

- council corporate priority area
- high level of budgetary commitment to the service/policy area (as percentage of total expenditure)
- pattern of budgetary overspends
- poor performing service (evidence from performance indicators/benchmarking)

4. External Factors

- central government priority area
- new government guidance or legislation
- issues raised by External Audit Management Letters/External audit reports
- key reports or new evidence provided by external organisations on key issue

5. Criteria to reject items

- review area does not meet any of the Council's priorities
- being examined elsewhere - e.g. by a policy committee, working group, officer group, other body
- issue dealt with less than 2 years ago
- new legislation or guidance expected within the next year
- no scope for scrutiny to add value/ make a difference, or
- the objective cannot be achieved in the specified timescale.