

Forest Heath District Council St Edmundsbury Borough Council

MINUTES of the **WEST SUFFOLK WASTE AND STREET SCENE SERVICES JOINT COMMITTEE** held at the District Offices, College Heath Road, Mildenhall on Friday 20 March 2009 at 10.00 am.

PRESENT:

Councillors:

N A Roman (Chairman)	P S Farmer
P A Stevens (Vice Chairman)	T Simmons

APOLOGIES

There were no apologies for absence.

SUBSTITUTES

There were no substitutes at the meeting.

022. **PUBLIC PARTICIPATION**

There were no questions/statements from members of the public.

023. **CONFIRMATION OF MINUTES**

The minutes of the meeting held on 16 January 2009 were unanimously accepted by the Committee as an accurate record and signed by the Chairman.

024. **UPDATE ON THE 'NO EXCUSES' JOINT LITTER CAMPAIGN (REPORT NO JWC09/020)**

The Strategy and Policy Manager of St Edmundsbury Borough Council presented this report which updated Members on the progress of the 'No Excuses' joint litter campaign. The joint campaign had been launched at the beginning of March 2009 to promote awareness of local environmental quality issues and change the behaviour of residents to reduce the impact on operational cleansing activities and negative public perception.

There had been a good response to activities across the two Councils from community groups, Parish Councils and schools. Promotional posters, banners and advertising tools had been circulated, about food and drink related litter, which was the first of the six types of litter to be promoted throughout the campaign. The monitoring of the reduction in litter would occur through the NI 195 performance indicator and many businesses in Newmarket had signed up to the voluntary Code of Practice. The Officer thanked Members for their involvement in the launch.

Members thanked the Officers for their positive involvement with the young people from Risby Primary School and Radio Suffolk in the recording of a jingle which had coincided with the re-launch of Radio Suffolk's litter awareness campaign.

The Strategic Director (Services) of Forest Heath District Council had received a letter in support of the campaign from The Jockey Club, who were concerned with street litter on the Heath at Newmarket. The Jockey Club were keen to promote the 'No Excuses' campaign using their own resources, to prevent litter getting on to the racecourse and it was acknowledged that discarded race tickets could also pose a litter problem.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The progress of the 'No Excuses' campaign, be noted.
2. Officers progress the campaign as outlined in the campaign project plan.

025. **JOINT COMMUNICATIONS PLAN (REPORT NO JWC09/021)**

The Strategy and Policy Manager of St Edmundsbury Borough Council presented this report which updated Members on the progress with the Joint Communications Plan, as detailed in Appendix A. Scheduled campaigns to aid waste minimisation, reuse, recycle and street scene initiatives were identified and timescales proposed. Campaigns with no schedule indicated aspirational initiatives which could potentially be run when officer time and funding became available.

The Officer confirmed that community improvements would require flexibility as resources needed to be available to allow a response to any immediate concerns and the Joint Communications Plan would allow for this. Joint campaigns for which funding had been established were detailed, with the scheduled dates and the preferred joint initiatives, including national campaigns, which would require external funding to be identified were also listed.

The events calendar, attached as Appendix 2 to Report No JWC09/021, detailed joint involvement opportunities for recycling or litter related events and the Officer requested that Members suggest any other known events for joint involvement. To avoid confusion it was suggested that the 'Who's involved' column be changed to the 'Who's leading' column and the Officer assured Members that although some events were assigned to each individual authority, information sharing did occur and all events were jointly promoted.

The Head of Environmental Services of Forest Heath District Council responded to Members' concerns that the USAF airbases in the District were not directly involved with any of the events listed in the events calendar and the Strategic Director (Services) of Forest Heath District Council reported that regular meetings do take place with the commanders at the bases for this information to be relayed. It was

confirmed that 20 October 2009 would commemorate the 75th anniversary of the Mildenhall to Melbourne Air Race. A range of celebratory events were being arranged by the Tourism Services Manager and these events would be updated on the event calendar accordingly.

A Member suggested that a procedure for a joint response on behalf of both Authorities should be initiated but the Corporate Director for Environment of St Edmundsbury Borough Council assured Members that a process was in place to utilise the Suffolk County Council Communications Team in the case of a Suffolk wide response being required.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The communications activities planned in 2009-2010, be approved.
2. The aspirational communication activities, to be scheduled subject to resource availability, be noted.

026. **SERVICE LEVEL AGREEMENTS (REPORT NO JWC09/022)**

The Head of Environmental Services of Forest Heath District Council presented this item which recommended the extension of the service level agreements relating to Vehicle Maintenance and A14/A11 Cleansing for a further year. The service level agreements, due to expire on the 9 June 2009, had been approved by the Committee on 6 June 2008 and Members had received updates on the service at the subsequent Joint Waste Committee meetings held on 17 October 2008 and 16 January 2009.

With the vote being unanimous, it was

RESOLVED:

That the extension of the Service Level Agreements relating to vehicle maintenance and A14/A11 cleansing for a further period of one year each, subject to the approval by Members of any additional costs presented to the Committee, be approved.

027. **FLEET MANAGEMENT SOFTWARE (VERBAL)**

The Operations Manager of St Edmundsbury Borough Council gave a verbal update to Members on the Fleet Management Software System and supporting documentation was circulated to Members. The Technopoly Accelerator system, currently used by Suffolk County Council, had been considered as the most suitable system for use, having the potential for any future joint working options. In response to a question posed by a Member on the financial implications with this system, the Officer confirmed that the system would be funded from existing budgets.

With the vote being unanimous, it was

RESOLVED:

That the verbal report on the fleet management software, be noted.

028. **DATE OF NEXT MEETING**

It was,

RESOLVED:

That the date of the next meeting of the West Suffolk Waste and Street Scene Services Joint Committee be 12 June 2009 at 10.00am in Room GFR13 at West Suffolk House, Bury St Edmunds, be noted.

029. **EXCLUSION OF THE PRESS AND PUBLIC**

With the vote being unanimous, it was

RESOLVED:

That, under Section 100(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item.

030. **JOINT SERVICE PLAN 2009/2010 (REPORT NO JWC09/023X) (PARA 3)**

The Strategy and Policy Manager of St Edmundsbury Borough Council presented this report which sought approval of the Joint Service Plan, as detailed in Appendix 1, for adoption into the strategies of both Forest Heath District Council and St Edmundsbury Borough Council. The development of a Joint Service Plan covering the period 2009/2010 had been approved at the meeting of the Joint Waste Committee on 17 October 2008 and the format of the Joint Service Plan had been agreed at the Joint Waste Committee on 16 January 2009.

Appendix 1 to Report No JWC09/023X detailed the fully funded and resourced projects and initiatives which would jointly be progressed by both Authorities within the next year. It was requested that, as had been discussed at the meeting held on 16 January 2009, that any reference to the 'role as a regulator' to read 'the role as a regulator and an educator' be added to the plan to promote the focus on education. Risk Management arrangements had been included to ensure correct prioritisation, performance measurement details had been added and the assessment of equality and diversity monitoring had been updated. Part C, Additional Information - Section 2, covered activities to target communication, consultation and community engagement with timescales added.

The Strategic Director (Services) of Forest Heath District Council requested that the current score to Risk No 1 to Further Develop Partnership Working, be reduced

from 20 to a lower score on agreement of the preferred way forward and future direction of the Partnership to be considered in Report No JWC09/025X.

With the vote being unanimous, it was

RESOLVED:

That the joint service plan 2009/10, be approved.

031. **OPERATIONAL REVIEW (REPORT NO JWC09/024X) (PARA 1)**

The Head of Waste and Street Scene Services of St Edmundsbury Borough Council presented this report which informed Members of the progress in reviewing the operations in terms of more effective ways of working and revised staff employment contracts. Also outlined in the report was the staff feedback received at recent consultations at both St Edmundsbury Borough Council and Forest Heath District Council.

The Head of Environmental Services of Forest Heath District Council reported the details of the feedback to the proposed changes to the operating environment which on the whole had been positive. The Head of Human Resources and Corporate Support Services at Forest Heath District Council reiterated that the positive work actioned so far with the operational review should continue in order to bring together both Authorities in partnership working.

Members congratulated Officers from both Authorities on the work undertaken so far, towards the review of frontline operations and Officers reported that the identification of some of the issues reported during the review had afforded the opportunity for resolution by both staff and management. The protection of service continuity and the support of Unison were considered important to keep services in house, maintain efficiency and to provide as robust a service as possible.

With the vote being unanimous, it was

RESOLVED:

That:-

1. The operational review report, be noted.
2. Further joint working to identify opportunities to improve operational efficiencies and change, be supported.

032. **PARTNERING AGREEMENT – FUTURE PROGRESS (REPORT NO JWC09/025X) (PARA 3)**

The Head of Environmental Services of Forest Heath District Council presented this report which advised Members of progress during the first year of the waste and street scene partnering agreement and sought Members' approval of an accelerated progress to meet the long term objectives of the partnership by 1 April 2010.

The Strategic Director (Services) of Forest Heath District Council suggested that a Draft Project Plan with timescales be submitted to the next meeting of the Joint Waste Committee, having been previously discussed by the Members of both Authorities, with the key objective being to deliver quality services to residents through a joint operation.

With the vote being unanimous, it was

RESOLVED:

That an accelerated process to achieve a single entity waste and street scene service by the earliest possible date be supported and that this be recommended to the respective Committees and Council of each Authority for approval.

The meeting closed at 11.00 am.

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