

West Suffolk Waste and Street Scene Services Joint Committee 14 June 2013

Service Level Agreements 2013/2014

1. Summary and reasons for recommendation

- 1.1 This report recommends extending the Service Level Agreements relating to Vehicle Maintenance, A14/A11 Cleansing and Rural Channel Sweeping for a further year.

2. Recommendation

- 2.1 The Joint Committee is requested to approve the extension of the Service Level Agreements relating to vehicle maintenance, A14/A11 litter clearance and rural channel sweeping for a further period of one year each, subject to the fees identified at 4.9, 4.10 and 4.11 of this report.

Contact details

Name

Title

Telephone

E-mail

Portfolio holders

Cllr Nigel Roman / Cllr Peter
Stevens

Portfolio Holders

(01638) 712679 / (01787) 280284

nigel.roman@forest-heath.gov.uk /
peter.stevens@stedsbc.gov.uk

Lead officer

Mark Walsh

Head of Service

(01284) 757300

mark.walsh@westsuffolk.gov.uk

3. Corporate priorities/Strategic Priorities

- 3.1 The recommendation meets the following, as contained within the Corporate Plan:

FHDC

An effective and efficient Council.

SEBC

Working together for prosperous and environmentally responsible communities
Working together for an efficient Council.

4. Key issues

Background

- 4.1 At the meeting of this Committee on 6 June 2008 Members considered reports JWC08/004 and JWC08/005 relating to proposed Service Level Agreements in respect of Vehicle Maintenance and A14/A11 Litter Clearance. At the meeting of this Committee on 31 March 2011 Members considered report JWC11/043 relating to a proposed Service Level Agreement in respect of Rural Channel Sweeping. At both of these meetings Members resolved to accept the recommendations and approved the agreements.
- 4.2 The Service Level Agreements which commenced on the 9 June 2008 and 1 April 2011 run for periods of one year (the Contract Period) and may be extended for further periods of one year each subject to written agreement of both Councils.
- 4.3 On 31 March 2011 Members considered report JWC11/042 and resolved to extend the Service Level Agreements in respect of Vehicle Maintenance and A14/A11 Litter Clearance for a further year.
- 4.4 Prior to agreeing to extend the Contract Period the provision of the vehicle maintenance, A14/A11 litter clearance and rural channel sweeping services shall be reviewed by this committee.
- 4.5 Upon review of the services provided under each of the Service Level Agreements the fees set out in each agreement shall also be reviewed by this Committee.

Review of Service Level Agreements

- 4.6 The Service Level Agreement relating to vehicle maintenance has now been in operation for almost 5 years following an initial 12 month contract that preceded the partnering agreement. During that period there has been an overall improvement in vehicle compliance and annual testing pass rates. An approved interim management structure has also supported a more integrated fleet management strategy.
- 4.7 The Service Level Agreement relating to A14/A11 litter clearance generally continues to work well but has to operate in circumstances that are not completely within the control of the Councils such as weather conditions and increased public expectation against a restricted budget.

- 4.8 The more recent Service Level Agreement relating to rural channel sweeping is operating well and came about as a result of the joint cleansing review. A new vehicle for this work is currently on order and is due to be delivered later in the year.

Review of Proposed Fees for 2013/2014

- 4.9 In respect of vehicle maintenance it is proposed that the fixed annual charge be increased by 0.7% from £40,902 to £41,186 with the hourly rate increasing by 0.25% from £48.46 to £48.58 (overtime rate increasing from £51.93 to £52.03). These hourly rates are fully burdened and inclusive of full workshop overheads.
- 4.10 In respect of A14/A11 litter clearance it is proposed that the charge to Forest Heath be increased from the existing level of £2,130.13 per month to £2,300 per month.
- 4.11 In respect of rural channel sweeping it is proposed that the charge to Forest Heath be increased from the existing level of £1,606.18 per month to £1,750 per month.

5. Other options considered

- 5.1 No other options have been considered at this juncture.

6. Community Impact

6.1 Crime and Disorder Impact *(including Section 17 of the Crime and Disorder Act 1998)*

- 6.1.1 There are no crime and disorder implications from the proposals.

6.2 Diversity and Equality Impact *(including the findings of the Equality Impact Assessment)*

- 6.2.1 There are no human rights and diversity implications from the proposed procurement.

6.3 Sustainability Impact *(including completing a Sustainability Impact Assessment)*

- 6.3.1 The maintenance arrangement for Forest Heath's fleet of vehicles, as described in the Service Level Agreement, is subject to audited environmental controls and procedures in line with ISO 14000.
- 6.3.2 The arrangements for cleansing major trunk roads in the West of Suffolk as described in the Service Level Agreement will address litter problems along the A14, A11 and lay-bys and enhance the environment. Litter will be recycled as far as is possible through arrangements at the Western Way depot in Bury St Edmunds.

6.4 Other Impact *(any other impacts affecting this report)*

- 6.4.1 These arrangements are subject to internal performance management review through budget monitoring, vehicle road safety compliance, environmental compliance and improved NI performance in respect of litter.

7. Consultation *(what consultation has been undertaken, and what were the outcomes?)*

7.1 Not applicable.

8. Financial and resource implications *(including asset management implications)*

8.1 There are no budget implications at this stage as the stated arrangements will fall within both Councils' approved operating budgets.

9. Risk/Opportunity Assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of Risk (before controls)	Controls	Residual Risk (after controls)
Capacity to deal with litter on the major A11 / A14 trunk roads is fully stretched leading to increased litter complaints	High	Seek to optimise working hours within H&S constraints and procure new plastic bodied vehicle	Medium
Fleet maintenance costs are higher than budget	Medium	Procurement of new more efficient vehicles should reduce maintenance burden	Low
Fuel costs run ahead of inflation / budget	Medium	Manage efficiency of routing	Low

10. Legal and policy implications

10.1 There are a range of powers relevant to the Service Level Agreement for vehicle maintenance:-

- (a) Both Councils are Waste Collection Authorities under the Environmental Protection Act 1990 (Section 45), and are required to make arrangements as such in accordance with the provisions of the Act and in particular pursuant to sections (collection) thereof;
- (b) Both Councils have a duty under Section 3 of the Local Government Act 1999 to make arrangements to secure best value in the manner in which their functions are exercised; and
- (c) Section 1 of the Local Government (Contracts) Act 1997 and Section 111 Local Government Act 1972 confer powers upon the Councils to enter into contracts for the purpose of or in connection with the discharge of their functions.

10.2 In addition with regard to the Service Level Agreement for A14/A11 Litter Clearance:-

- (a) Both Councils are empowered to promote or improve the economic, social and environmental well being of their areas under Section 2 of the Local Government Act 2000; and
- (b) Both Councils are principal litter authorities.

11. Ward(s) affected

11.1 All wards across both Councils.

12. Background papers

12.1 None

13. Documents attached

13.1 None.

T:\SEBC Democratic Services\Democratic WP Services\Committee\Reports\West Suffolk Waste and Street Scene Services Joint Committee\2013\13.06.14\E23 - Service Level Agreements 2013-2014.doc