



MEETING : ENVIRONMENT SCRUTINY COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 25 FEBRUARY, 2014
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillor Daniel Abbott (Chairman)

Councillors W Ashley, P Ballam, E Buckmaster, P Gray, M Pope,
C Rowley, K Warnell, B Wrangles and J Wyllie (Vice-Chairman)

Conservative Group Substitutes: Councillors R Beeching and
A Dearman

Liberal Democrat Group Substitutes:

Independent Group Substitute: Councillor M Newman

*(Note: Substitution arrangements must be notified by the absent Member
to Democratic Services 24 hours before the meeting)*

CONTACT OFFICER: Lorraine Blackburn
01279 502172
E-Mail: lorraine.blackburn@eastherts.gov.uk

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.

2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.

3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 5 - 12)

To receive the Minutes of the meeting held on 12 November 2013.

3. Chairman's Announcements

4. Declarations of Interest

To receive any Member's Declarations of Interest and Party Whip arrangements.

5. Commingled Recycling Collection Services (SPARC) Update and Building on its Success (Pages 13 - 22)

Members will also receive a Presentation supporting the report.

6. Environment Scrutiny Healthcheck: October 2013 to December 2013
(Pages 23 - 56)

7. Environment Work Programme 2014/15 (Pages 57 - 64)

8. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
ENVIRONMENT SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
12 NOVEMBER 2013, AT 7.00 PM

PRESENT: Councillor D Abbott (Chairman)
Councillors W Ashley, R Beeching,
E Buckmaster, M Pope, K Warnell,
B Wrangles and J Wyllie

ALSO PRESENT:

Councillors L Haysey, P Moore, M Newman,
J Ranger, P Ruffles, S Rutland-Barsby and
N Symonds

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Karl Chui	- Performance Monitoring Officer
Simon Drinkwater	- Director of Neighbourhood Services
Marian Langley	- Scrutiny Officer
Ceri Pettit	- Corporate Planning and Performance Manager
Kevin Steptoe	- Head of Planning and Building Control Services

349 APOLOGIES

Apologies for absence was submitted from Councillor P Ballam and C Rowley. It was noted that Councillor R

Beeching was substituting for Councillor Ballam.

350 MINUTES

RESOLVED – that the Minutes of the meeting held on 17 September 2013 be confirmed as a correct record and signed by the Chairman.

351 CHAIRMAN'S ANNOUNCEMENTS

The Chairman was pleased to see so many attending and welcomed other Members of the Council to the meeting.

352 CIL (COMMUNITY INFRASTRUCTURE LEVY): THE POSITION IN EAST HERTS

The Head of Planning and Building Control gave a presentation updating Members on the Community Infrastructure Levy (CIL).

Members were advised that the Council had yet to make a decision on whether to adopt a CIL and that the first step in the process, was to ensure that the Council had in place, a recognised District Plan. The Head of Planning and Building Control explained what a CIL was, what it tried to achieve and how this affected other funding streams such as Section 106 Agreements and the New Homes Bonus.

The Head of Planning and Building Control explained that developing a strategy for a CIL, should the Council wish to progress it, was a highly complicated process and that, once the District Plan was in place, then it was about identifying an infrastructure the Council wanted to deliver in relation to that District Plan. The complications of finding the right financial balance to encourage private developers to come forward were recognised, together with the restrictions on which funding streams could be used to secure development.

The Head of Planning and Building Control explained the steps in the process in terms of producing a preliminary draft charging schedule, what this was and how this worked. This would then be sent out for consultation and independent

examination. He reiterated that once the District Plan had been submitted for consultation, the feedback would be analysed and used to cost out a CIL. It was noted that the Council was not obliged to proceed with a CIL.

Councillor L Haysey sought clarification on the percentage calculation of the CIL awarded to Councils bearing in mind the requirement that Towns and Parishes should receive 25%. The Head of Planning and Building Control acknowledged there was a need to find out what Towns and Parishes were trying to achieve in their areas but that that this issue needed further clarification from the Government.

Councillor E Buckmaster suggested that the Council should seek within its CIL specification, whatever was necessary to fulfil the needs of any large scale future development. The Head of Planning and Building Control explained that the Council could not seek to fund the same infrastructure from both a CIL and Section 106 agreement, i.e. not for the same purposes. He further explained the difficulties associated with producing a District Plan up to the year 2031 including the difficulties faced with costing infrastructure needs so far into the future.

In response to a query from Councillor R Beeching regarding funding schemes via Section 106 Agreements and the New Homes Bonus, the Head of Planning and Building Control explained how the process worked in terms of large scale infrastructure developments and how localised infrastructure could be funded. He also told Members that from April 2015 it would not be possible to 'pool' more than five separate Section 106 funds together for a single infrastructure purpose.

Councillor M Newman expressed concern at the possibility of losing control over local infrastructure if persuaded to do so by the County Council to progress a more strategic scheme via a CIL.

In response to a query from Councillor M Pope regarding the menu of charging, the Head of Planning and Building Control explained that the schedule of charges could be reviewed and would need to be from time to time given the timescales

involved.

Councillor J Ranger sought clarification on the percentages awarded to rural areas if the Council decided not to progress a CIL. The Head of Planning and Building Control referred to the uses of Section 106 Agreements and the development of Neighbourhood Plans to fund development.

The Chairman, on behalf of Members thanked the Head of Planning and Building Control for his presentation.

The Committee received the presentation.

RESOLVED – that the presentation be received.

353 WORK PROGRAMME

The Chairman submitted a report setting out the future work programme for Environment Scrutiny Committee for 2013/14 to 2014/15, the detail of which had been set out in Essential Reference Paper “B”.

Councillor J Wyllie suggested that in the light of the performance indicator review recently undertaken, Members might wish to include temporary road closures and their impact on service users as a subject for scrutiny. This was supported.

The Committee approved the work programme, as amended and as now detailed.

RESOLVED – that the work programme, as amended and now detailed, be approved.

354 ENVIRONMENT SCRUTINY HEALTHCHECK AUGUST TO SEPTEMBER 2013

The Chief Executive and Director of Customer and Community Services submitted a report on the performance of key indicators for Environment Scrutiny Committee for the period August to September 2013, the detail of which was set out in the report now submitted and within the attached

Essential Reference Papers.

The Corporate Planning and Performance Manager explained that two targets showed a declining trend:

- EHPI 2.1d (Planning Enforcement: Initial Site Inspections; and
- EHPI 2.2 (45) Number of collections missed per 100,000 collections' of household waste.

Councillor R Beeching expressed concern at the concave design of the blue-topped bins especially in the wet.

The Corporate Planning and Performance Manager referred to Essential Reference Paper "D" set out in the report now submitted and sought Members' views on whether they would want information to be set out in the format indicated in future reports to Committee. The Corporate Planning and Performance Manager explained the features of the "Dashboard" Analysis.

Councillor E Buckmaster supported the "dashboard" format but suggested that the word "value" be amended to "achieved".

Councillor J Wyllie suggested that the display of so much information might confuse the public. Concerns were expressed concerning the display of the "best and worst performing indicators" in terms of how the data might be misinterpreted.

The Corporate Planning and Performance Manager explained that if there were red and amber indicators shown, then this might help to show the information more clearly.

In summary, Members felt that there was too much information which might cause confusion, with all the features as shown and there was general support for some of the features to be utilised.

The Committee received the report.

RESOLVED – that (A) the reported performance for the period August to September 2013 be received; and

(B) Members' comments regarding the Dashboard Module as set out in Essential Reference "D" of the report now submitted be noted.

355 PERFORMANCE INDICATOR REVIEW

The Chief Executive and Director of Customer and Community Services submitted a report, following a request by the Executive on 4 June 2013, to review the relevance of the Council's performance indicators and to establish whether any new measures needed to be introduced to support the delivery of the Council's priorities.

Members noted the recommendations of the Review Team, the detail of which was set out in Essential Reference Paper "B" (paragraph 1.5) of the report now submitted and agreed that these be incorporated into the 2013/14 Performance Indicator Estimate and Future Targets report for consideration by the Executive in March 2014 in preparation for 2014/15.

RESOLVED – that the recommendations of the Review Team, as set out in the report now submitted be incorporated into the 2013/14 Performance Indicator Estimate and Future Targets report for consideration by the Executive in March 2014 in preparation for 2014/15.

356 SERVICE PLANS MONITORING APRIL 2013 - SEPTEMBER 2013

The Chief Executive and Director of Customer and Community Services submitted a report summarising the Council's achievements against its priorities for 2013/14.

The Corporate Planning and Performance Manager provided a summary of the 29 actions within 2013/14 Services Plans including those which were either off target, had their completion dates revised, been suspended or deleted.

Councillor J Wyllie referred to Essential Reference Paper Ci (“Dashboard Analysis”) stating that with less information, this was more clearly understood.

The Chairman, on behalf of Members thanked the Corporate Planning and Performance Manager and her team for all their efforts.

The Committee received the progress report.

RESOLVED – that the report be received.

The meeting closed at 8.20 pm

Chairman
Date

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EAST HERTS COUNCIL

ENVIRONMENTAL SCRUTINY COMMITTEE – 25 FEBRUARY 2014

EXECUTIVE – 4 MARCH 2014

REPORT BY THE EXECUTIVE MEMBER FOR COMMUNITY SAFETY AND ENVIRONMENT

UPDATE ON THE COMINGLED RECYCLING SCHEME (SPARC) & BUILDING ON ITS SUCCESS

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To update the Committee of the initial outcomes of the introduction of the Comingled Recycling Service (SPARC)
- To propose measures that will enhance the recycling service and its performance further

RECOMMENDATIONS FOR ENVIRONMENTAL SCRUTINY:

That:

(A)	Members receive and comment upon the update on the successful implementation and performance of the Comingled recycling service (SPARC);
(B)	Members recommend to the Executive that the service be extended to as many communal properties as is practically possible;
(C)	Members recommend to the Executive that a communication programme to remove soft plastics from the Comingled mix is commenced, with a view to removing the soft plastics by May 2014; and
(D)	Members recommend to the Executive that a communication programme to promote the use of caddy liners to improve the capture of food waste be undertaken, in tandem with Recommendation B.

RECOMMENDATIONS FOR THE EXECUTIVE:

That:

(A)	The service is extended to as many communal properties as is practically possible.
(B)	A communication programme to remove soft plastics from the Comingled mix is commenced, with a view to removing the soft plastics by May 2014
(C)	A communication programme to promote the use of caddy liners to improve the capture of food waste be undertaken, in tandem with Recommendation A.

1.0 Background

- 1.1 On 6 March 2013 Council approved a scheme to change the current kerbside sorting of dry recyclables using boxes to a dual stream Comingled system, with paper being kept separate in a box and all other dry recyclables placed in wheeled bins.
- 1.2 The primary motive behind this change was to enable cardboard to be moved from the organic waste stream into the dry recycling, as it was proving difficult to compost the card and with changing standards for compost quality it would be impossible for processors to meet the new standards with the level of coated card being collected.
- 1.3 The new collection scheme was entitled 'SPARC' (Separate Paper and Recycling Collections).
- 1.4 The service became active on 11 November 2013 following an implementation programme over some months.

2 Report

- 2.1 The report details the initial results from the introduction of the new service and makes recommendations regarding extending the scheme to flats, measures to remove soft plastics from the Comingled mix and the use of caddy liners to increase the composting of food waste.
- 2.2 The new service started well, was on time and within budget. Over 48,000 wheeled bins and nearly 28,000 inner paper boxes have been delivered. Around 800 properties are not able to use the blue lidded bin for their Comingled recycling, as, for operational reasons, these properties cannot accommodate wheeled bins. Comingled material is collected from these properties via their blue kerbside boxes. Very few residents did not wish to participate and accept the new bin and the Service was able to satisfactorily resolve the matter with most of those who initially declined the bin,

finding ways to enable them to accommodate the bin or share with neighbours.

- 2.3 Part of the communication programme included a series of 'road shows' at which not only were officers able to explain the service to the public. This also provided useful feed back, both about the acceptance level and enthusiasm for the new service, which was very high, but also about the barriers to food waste composting.
- 2.4 In the third quarter of 2013/14 the amount of non compostable material received at the composting facility, from East Herts collections, was under 3%. It is anticipated that the level of card in the organics stream will reduce still further this quarter. The composting facility owners have expressed their satisfaction with this reduction and also believe that it will reduce further. This has ensured that the compost continues to be compliant with statutory standards and regulations.
- 2.5 Up to the end of January, 12 weeks into the new service, the Comingled tonnage collected totalled 2,160 tonnes and the separate paper amounted to 888 tonnes. Both show an increase over the corresponding period in 2012/13. Although the increase in paper is marginal it is significant in that it has been achieved against a background of a steady 8 – 9% decline in paper collections as more people access their news through electronic media. It is hoped that the increase in paper recovery is due to the simplicity of the new service with only paper having to be separated from the rest of the recycling. With the card being moved from the organics bin to the new recycling bins a reduction in the amount of waste collected for composting may have been expected. However there was an increase. It should be noted that the level of organic waste collected is subject to the seasons and the weather. With this winter having been milder, although wetter, than last year gardening activity has continued at a higher level, which may well account for this increase. Whilst the foregoing results are encouraging a note of caution should be made as these levels may have been inflated by residents stockpiling material before the start of the service and possibly due to more material being generated over Christmas.
- 2.6 The collection services contractor had to revise all the rounds for the new service and took the opportunity to reorganise the refuse and composting rounds more efficiently as well. With some 90% of residents experiencing a day change, and in some cases a change of week, to their collection routine, and crews working in areas which they had no previous experience, the level of missed

collections rose sharply. These “teething” problems were to be expected. From April to October a very high performance of only 32 missed collections per 100,000 was experienced. In November this rose to 188 and in December was 116. Through January performance improved further with an overall performance level of 57 missed collections per 100,000. It is anticipated that this will improve further still and currently the year to date performance is 57 against a target of 47. These performance levels compare favourably with the figures when ARC was first introduced in 2009. Over the 12 weeks to the end of January that the new service has been operating there have been just over 800 missed collections from nearly 341,000 recycling service collections.

- 2.7 Call volumes were initially very high, with the Service handling almost double the usual level of calls, whilst retaining a very high level of performance in answering these calls. Most calls related to collection day changes and requests for containers, particularly for the inner paper boxes but the number of calls was some 25% lower than when waste collections moved to alternate weekly in 2009. In the first week in February calls had returned to the normal level.

3 Building on the Success of SPARC – Improving Performance Further

- 3.1 The foregoing statistics are strong indicators of a positive response by the public to the service changes and their willingness and desire to help their environment through recycling and composting. This is reflected in the Residents Survey, held in 2013, at a time when the new service was being promoted. The satisfaction levels for our waste services overall rose by 6 points, from an already satisfactorily high level of 77% to 83%.
- 3.2 Consideration should now be given to how this response and positive public attitude can be built upon to maximise the benefits of SPARC and move the Council to the next level of performance. There are some opportunities to capitalise on this situation, which can be taken in the relatively short term.

4 SPARC for Communal Properties

- 4.1 The SPARC project plan allowed for the conversion of 49,000 houses to the Comingled service first with the next step to be enabling the 10,000 communal style property residents to recycle, for the first time, card as well as cartons and foil, from their homes. This will be undertaken on a property by property basis with a number of possible configurations dependent on the characteristics of each development, taking into account any history with a

property regarding the level of use and misuse of the current recycling containers. Some developments may only require the labelling on bins to be changed. Others may require more bins where it is possible to accommodate them within the bin stores. In some instances changing the size and type of container will be the solution. All communal residents will be provided with information, advice and guidance on the improved service and officers will liaise with Housing Associations, property management groups and residents associations regarding these changes. It is expected that this staff intensive programme could be completed by the end of September 2014.

5. Removing Soft Plastics from the Comingled Recycling Stream

- 5.1 Although the publicity material for SPARC did not specifically mention which bin plastic bags should be placed in, some residents have been including them in the blue lidded bin. This has not been an issue from a collection perspective as the sorting facility is able to separate the bags from the other materials. However with the market for soft plastics in the UK drying up there is no outlet for the material so the company are forced to landfill this unwanted secondary material, at a significant additional cost. The company has also found that the specification for reusable soft plastics is quite high and the material needs to be clean, which is not often achievable.
- 5.2 The reprocessing or sorting contracts for dry recyclables are let through a County wide contract by the Hertfordshire Waste Partnership. A new contract was prepared in early 2013 in preparation for the current contract ending in November 2013, but the original tender had to be relet, when the successful tenderer failed to sign the contract, wishing to enter into post tender negotiation. As a consequence the value of the various material mixes was not known until the SPARC project was well advanced. The current material mix, under this contract, includes soft plastics such as carrier bags, film, and other plastic bags. On 1 February 2014 the new contract is enacted (at present there is a temporary extension to the previous arrangement, which otherwise would have expired on 1 November 2013).
- 5.3 Under the new contract, if the Council includes soft plastics it will receive £2.10 per tonne. If the soft plastics are excluded then it would be paid £15.89 per tonne. Based on the 2013/14 estimate of 6,800 tonnes this means the Council would lose income of £92,400 per annum. With the growth in recycling expected from SPARC this could be considerably higher.

- 5.4 Consideration of this action is not solely financial. A carrier bag tax of 5 pence per bag is to be introduced in England in the autumn of 2015. Such measures in other countries have seen the use of carrier bags dramatically reduced. If the soft plastics are not excluded from the mix this would result in the Council receiving a much lower income from the material sales for a mix that actually contains very few carrier bags. The imminent arrival of the bag tax should make this change more acceptable and understandable. Changing the system now allows time for people to acclimatise to the time when the use of a plastic bag would cost 5 pence. It is doubtful that many people would pay 5 pence for a bag and then wish to recycle it after one use.
- 5.5 There is currently a limited UK market for recovered household plastic film and most of it goes to landfill, energy from waste or may be exported for reprocessing. Material for reprocessing needs to comply with a British Standard but as a lot of this material is contaminated, usually with food waste; it has to be disposed of. By continuing to collect bags and film in the blue lidded bin rather than the black waste bin its eventual disposal could cost more than accepting it is a problematic material with very limited secondary market potential. A further factor impacting on the price differential between mixes including or excluding soft plastics is that with the bags included the materials are harder to sort and they often mask material of higher value, whilst on the sorting lines.
- 5.6 SPARC has been implemented very successfully and welcomed by the vast majority of residents. The level of Comingled material collected so far has exceeded expectations and the amount of paper collected, which has a high resale value, has also risen. The rise in paper goes against the local and national trend of an 8 – 9 % decline in paper recovered. These are positive indicators that East Herts residents want to help the environment and our services are enabling them to do so, conveniently, from their homes. Welwyn Hatfield with the same service profile as East Herts has already run a campaign to remove bags from the Comingled material. The sorting facility is happy with the improvement in their material and there has been little adverse public reaction.

6. Increasing Food Waste capture

- 6.1 It is estimated that some 30% of residual waste is food waste. This is borne out by the waste analysis undertaken in North Herts in 2010, where it was found that 33% of their residual waste was food. Our observations when conducting audits at the composting facility note low levels of food waste being included with the garden

waste. In short food waste capture is low. Research nationally has shown that ability for householders to use liners in a kitchen caddy, greatly increase the likelihood that food waste will be captured at the point of generation. This view has been supported by feed back from residents at the SPARC road shows that were held throughout the summer of 2013. As part of the road shows informing residents about the new Comingled service we were also promoting Love Food, Hate Waste, to reduce the amount of food that is wasted, some of it quite unnecessarily and also offering some free trial sample paper liners. Numerous people said that they did not collect their food waste for composting because it was messy. Officers received a clear message that people would be more inclined to capture their food waste if they could do so “hygienically”, easily, without mess and many asked why they could not use compostable caddy liners. Some accepted the samples of paper liners but a good number declined, concerned that they may disintegrate in the caddy, leaving them with a mess.

- 6.2 The composting facility that receives the collected organic material, Cumberlow Green Farm, Rushden, Nr Buntingford, already receives food waste in compostable caddy liners from North Herts Council and would welcome our promotion of their use as they believe this may reduce the amount of food waste people are putting in carrier bags, which do not break down in the composting process. The liners will need to comply with BS EN 13432 and bear the ‘seedling’ logo.
- 6.3 The public will be advised as to where they can obtain the liners and the Council will also provide links to suppliers on our website so people can order the correct type directly with suppliers and have them delivered to their home.
- 6.4 A number of other authorities have provided similar advice to residents. St. Albans Council for instance, which is part of the Herts Waste Partnership and delivers its organic waste to Agrivert, Ridge, nr Potters Bar., which also accepts starch caddy liners.
- 6.5 A number of the local supermarkets, including Tesco, Sainsbury, Morrison and Waitrose stock there own brand of caddy liners, all of which have the seedling logo on them.
- 6.6 Allowing the use of caddy liners, with the appropriate guidance about type and where they can be purchased will be seen as a positive move by residents and encourage them to capture, for composting, more food waste, improving recycling performance and reducing waste to landfill at no additional cost to the Council.

7. Implications / Consultations

7.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

Report to Council – Recycling Options (Removal of Card from the Organic Waste Stream) - 6th March 2013

Contact Officer: Cliff Cardoza, Head of Environmental Services
Contact Tel Number ext 1698
Cliff.cardoza@eastherts.gov.uk

Report Author: Trevor Watkins, Waste Services Manager
Contact Tel Number ext 1549
Trevor.watkins@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Place This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.
Consultation:	<i>There has been no specific consultation in relation to this report.</i> <i>However, there was extensive feedback from residents during roadshows and public events to launch the scheme which demonstrated that there will be strong public support for introducing starch caddy liners.</i> <i>The recent residents survey, carried out in Autumn 2013 showed a significant increase in public satisfaction with waste and recycling services at a time of major scheme changes. The Service believes that this is an endorsement of the new collection service and justifies its expansion to communal properties.</i>
Legal:	<i>There are none.</i>
Financial:	<i>There are none for this report. If approved the changes will be promoted through Link Magazine and usual communication methods within existing service budgets.</i>
Human Resource:	<i>There are none</i>
Risk Management:	<i>When surveyed, residents consistently place these services among their highest priorities and it is important that the Council continues to deliver high quality environmental operations services.</i>

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EAST HERTS COUNCIL

ENVIRONMENT SCRUTINY COMMITTEE – 25 FEBRUARY 2014

REPORT BY THE CHIEF EXECUTIVE AND DIRECTOR OF CUSTOMER AND COMMUNITY SERVICES

ENVIRONMENT SCRUTINY HEALTHCHECK – OCTOBER 2013 TO DECEMBER 2013

WARD (S) AFFECTED: All

Purpose/Summary of Report:

To set out a report on the performance of the key indicators that relate to Environment Scrutiny for the period October 2013 to December 2013.

RECOMMENDATION FOR ENVIRONMENT SCRUTINY:	
That:	
(A)	The reported performance for the period October 2013 to December 2013 be received.
(B)	The Executive be advised of any further recommendations.

1.0 Background

1.1 This is a performance report relevant to Environment Scrutiny Committee's terms of reference covering the period October 2013 to December 2013.




1.2 The report contains a breakdown of the following information by each Corporate Priority:



- An overview of performance, in particular where there have been issues and remedial actions taken during the period. Should members want more detailed information on a specific month, they should refer to that month's Executive Corporate Healthcheck report available on the council website.
- The indicators where data is collected monthly, with performance

for December 2013 presented in detail (the most up to date available) with previous months summarised in a trend chart.

- 1.4 All councillors have access to Covalent (the Council’s performance management system), should they wish to interrogate the full range of performance indicators. The Performance Team are able to provide support and training on using the Covalent system if required.
- 1.5 **Essential Reference Paper ‘B’** Shows the full set of performance indicators that are reported on a monthly basis to this committee. Essential Reference Paper B has been sorted by status e.g. all performance indicators that are ‘red’ are listed first etc.
Essential Reference Paper ‘C’ Provides guidance notes and definitions for the performance indicators relating to Environment Scrutiny Committee.

The codes used in relation to performance indicator monitoring are as follows:

Status	
	This PI is 6% or more off target.
	This PI is 1-5% off target.
	This PI is on target.

Short Term Trends	
	The value of this PI has changed in the short term.
	The value of this PI has not changed in the short term.

2.0 Report – Indicators grouped by Corporate Priority

Place

Performance analysis

- 2.1 **EHPI 157b – Processing of planning applications: ‘Minor’ applications.** Performance was ‘Red’ for December 2013 and shows a declining trend when compared to the previous period. 17 of a total of 25 decisions were made within the target time period. The eight applications for which decisions were made outside the timescale raised a number of issues which required considerable investigation and further information to be gathered before a decision could be made. However, this further work enabled an approval to be given in seven of these eight cases. It is estimated that the end of year

performance will exceed the end of year target.

- 2.2 **EHPI 2.2(45) – Number of collections missed per 100,000 collections of household waste.** Performance was 'Red' for December 2013 but shows an improving trend when compared to the previous period. Missed collections reduced in December as crews became more familiar with their new routes. Waste Services continue to work with Veolia to reduce the level further. Missed collections have been unusually high from the November period due to the implementation of SPARC which has meant changes to most residents' collection days in order to maximise service efficiency and cost. It is estimated that the end of year performance will meet the end of year target.
- 2.3 **EHPI 218b – Abandoned Vehicles – % removed within 24 hours of required time.** Performance was 'Red' for December 2013 and shows a declining trend when compared to the previous period. One of the three vehicles removed this month was from a private car park and it was necessary to cut the handbrake cable to move the vehicle. The landowners request was required before this was done which delayed removal by a day. It has been proposed that this indicator will cease being monitored after 31 March 2014.
- 2.4 **EHPI 191 – Residual household waste per household.** Waste sent for disposal per household in April to December 2013 was 5kg lower than the same period in April to December 2012 (346kg in December 2012 and 341kg in December 2013) Overall for the first three quarters waste is 209 tonne or 1% lower than last year. It is estimated that the end of year performance will not meet the end of year expectancy.
- 2.5 **EHPI 192 - Percentage of household waste sent for reuse, recycling and composting.** Dry recycling tonnage in December was up on December 2012 as was composting. Year to date performance is 0.69% points better than at this stage last year. It is estimated that the end of year performance will not meet the end of year expectancy.
- 2.6 **EHPI 2.1e - Planning Enforcement: Service of formal Notices.** No notices were served in December 2013, so there is no status to report for this indicator for this month. It is estimated that the end of year performance will exceed the end of year target.
- 2.7 The following indicators were 'Green', meaning that the targets were either met or exceeded for December 2013. They were:
- EHPI 2.1d – Planning Enforcement: Initial Site Inspections.

- EHPI 2.23 – Planning decisions delegated to officers
- EHPI 2.4 – Fly-tips: Removal
- EHPI 218a – Abandoned Vehicles – % investigated within 24 hours.
- EHPI 157a - Processing of planning applications: ‘Major’ applications.
- EHPI 157c – Processing of planning applications: Other applications.

2.8 Although meeting the targets for December 2013 the following indicators showed a declining trend when performance was compared to the previous month:

- EHPI 2.1d – Planning Enforcement: Initial Site Inspections.
- EHPI 2.4 – Fly-tips: Removal
- EHPI 191 – Residual household waste per household.
- EHPI 192 – Percentage of household waste sent for reuse, recycling and composting.

Please refer to **Essential Reference Paper ‘B’** for full details.

Prosperity

Performance analysis

2.9 The following indicators were ‘Green’, meaning that the targets were either met or exceeded for December 2013. They were:

- EHPI 6.8 – Turnaround of pre NTO PCN challenges
- EHPI 6.9 – Turnaround of NTO Representations

2.10 However despite meeting the target for December 2013 the following indicators showed a declining trend when performance was compared to the previous month:

- EHPI 6.8 – Turnaround of pre NTO PCN challenges
- EHPI 6.9 – Turnaround of NTO Representations

Please refer to **Essential Reference Paper ‘B’** for full details.

CONCLUSION

2.11 In conclusion Members are asked to:

- Note the performance indicator analysis for the period October 2013 to December 2013 in **Essential Reference Paper 'B'**
- Agree the recommendations at the start of this report.

3.0 Implications/Consultation

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'** (Page xxx).

Background Papers:

- 2012/13 Estimates and Future Targets Report – Executive 5 March 2013.
- 2012/13 Performance Outturns – Executive 4 June 2013.

Contact member:

Councillor Malcolm Alexander – Executive Member for Community Safety and Environment.

Councillor Paul Phillips – Executive Member for Economic Development.

Contact Officer:

Ceri Pettit – Corporate Planning and Performance Manager
Contact Tel Ext No 2240
ceri.pettit@eastherts.gov.uk

Report Author:

Karl Chui – Performance Monitoring Officer
Contact Tel Ext No 2243
karl.chui@eastherts.gov.uk

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Place <i>This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</i></p> <p>Prosperity <i>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</i></p>
Consultation:	Performance monitoring discussions have taken place between Directors and Heads of Service.
Legal:	There are no legal implications.
Financial:	There are no financial implications.
Human Resource:	There are no Human Resource implications.
Risk Management:	There are no Risk implications.

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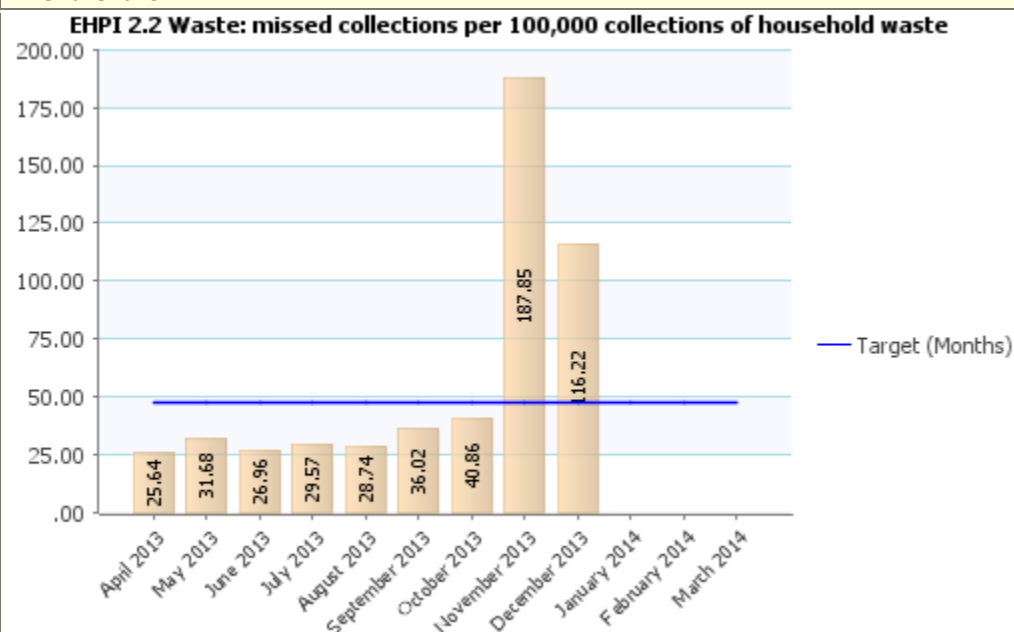
Environment Scrutiny Corporate Healthcheck October to December 2013/14

Traffic Light Red
Description Place

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 2.2	Waste: missed collections per 100,000 collections of household waste		116.22	47.00		Missed collections reduced in December as crews became more familiar with their new routes. Waste Services continue to work with Veolia to reduce the level further.	None



Trend Chart



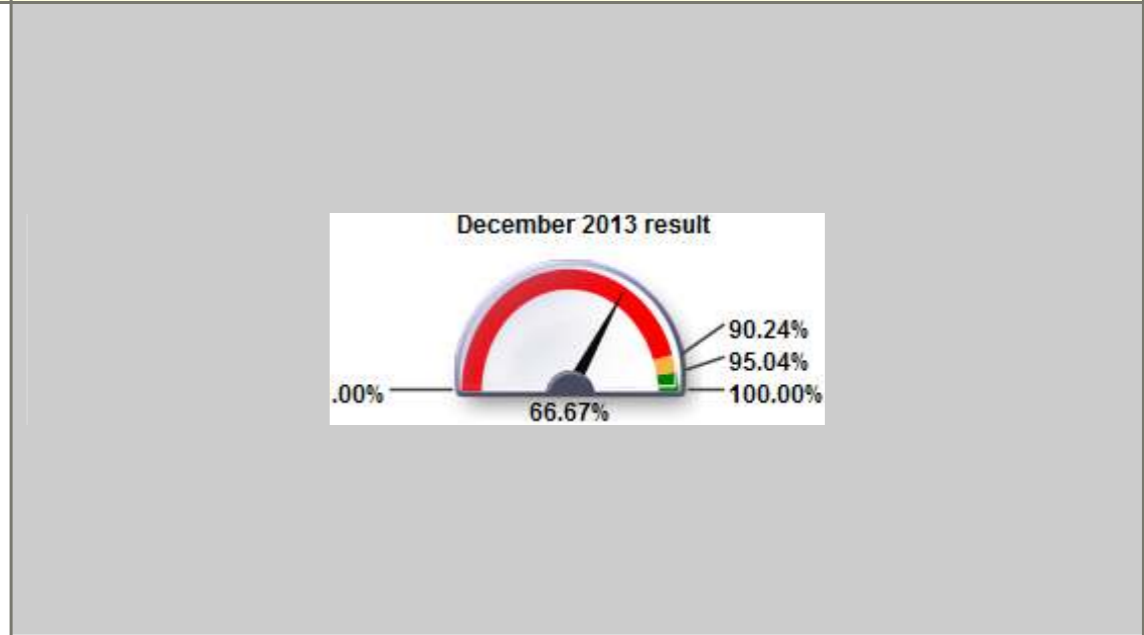
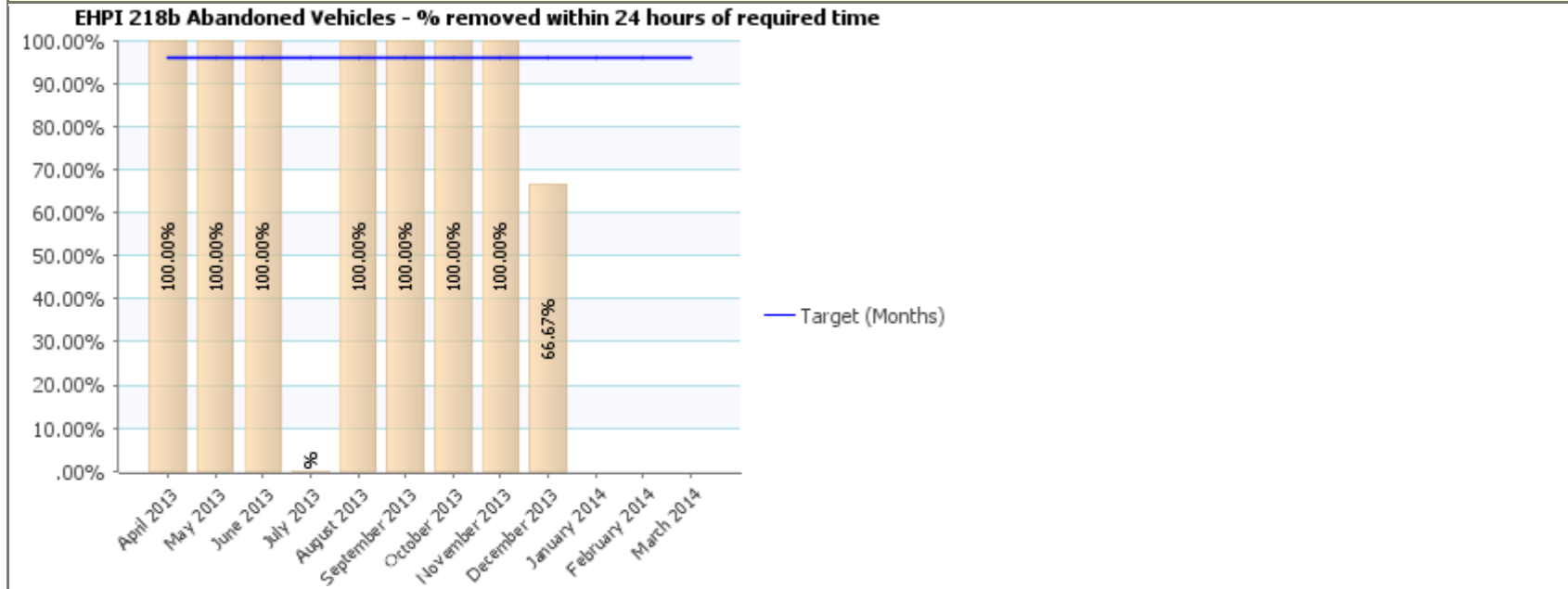
Performance Gauge





Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 218b	Abandoned Vehicles - % removed within 24 hours of required time		66.67%	96.00%		One of the three vehicles removed this month was from a private car park and it was necessary to cut the handbrake cable to move the vehicle. The landowners request was sought before this was done. This delayed removal by a day.	None

Trend Chart **Performance Gauge**



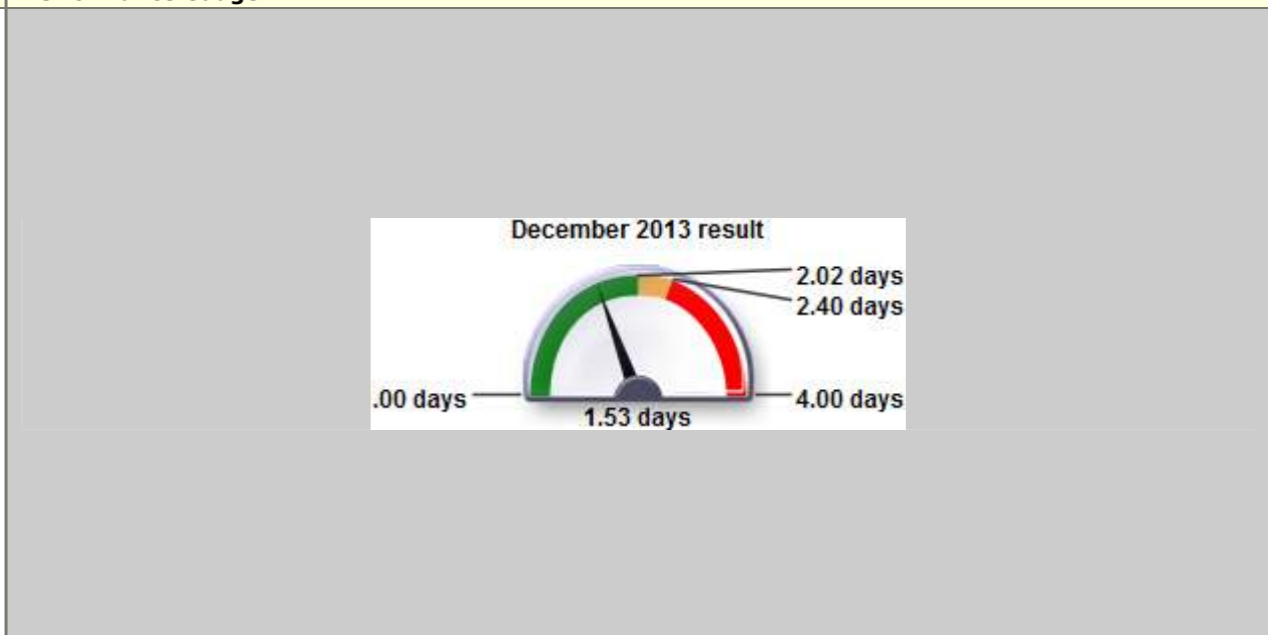
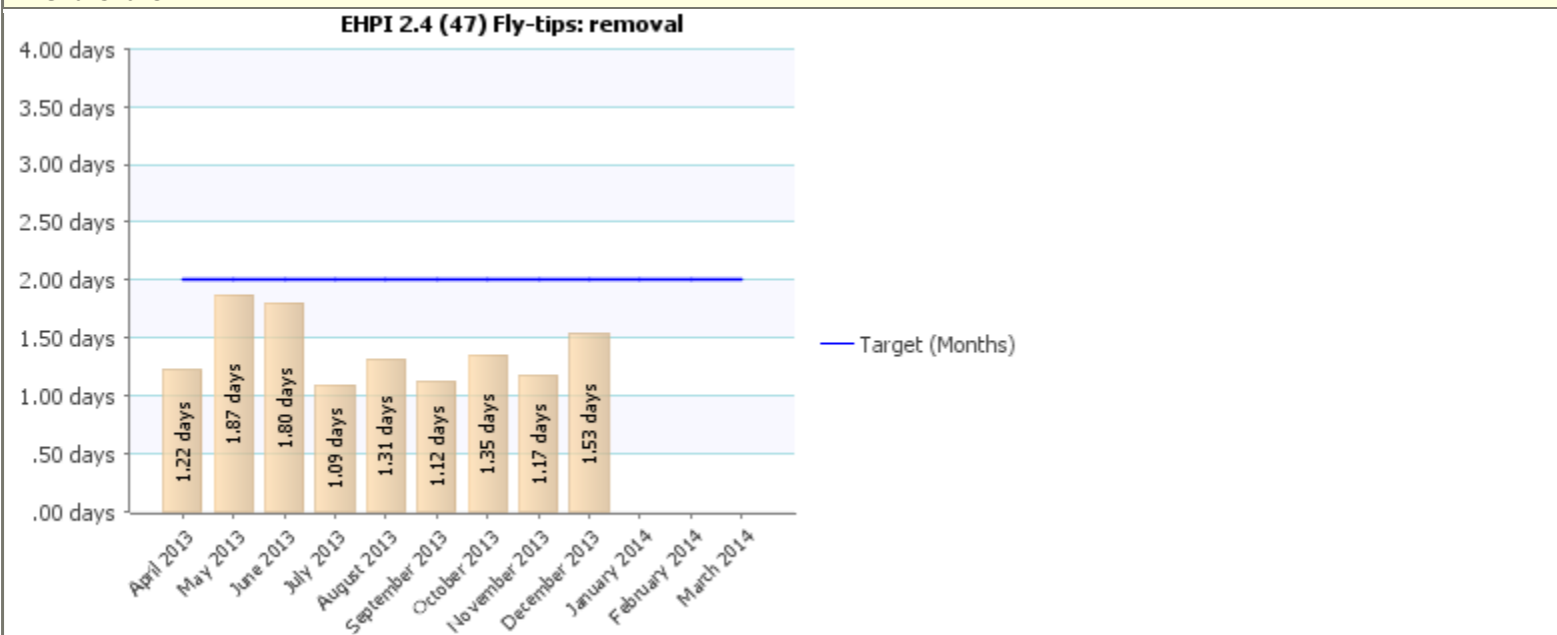
Planning and Building Control																																					
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.																														
EHP1 157b	Processing of planning applications: Minor applications		68.00%	80.00%		Target not achieved. 17 of a total of 25 decisions were made within the target time period. The eight applications for which decisions were made outside the timescale raised a number of issues which required considerable investigation and further information to be gathered before a decision could be made. However, this further work enabled an approval to be given in seven of these eight cases.	None																														
Trend Chart						Performance Gauge																															
<p>EHP1 157b Processing of planning applications: Minor applications</p> <table border="1"> <caption>Monthly Performance Data</caption> <thead> <tr> <th>Month</th> <th>Current Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>April 2013</td><td>85.00%</td><td>80.00%</td></tr> <tr><td>May 2013</td><td>69.00%</td><td>80.00%</td></tr> <tr><td>June 2013</td><td>86.00%</td><td>80.00%</td></tr> <tr><td>July 2013</td><td>86.00%</td><td>80.00%</td></tr> <tr><td>August 2013</td><td>74.00%</td><td>80.00%</td></tr> <tr><td>September 2013</td><td>89.00%</td><td>80.00%</td></tr> <tr><td>October 2013</td><td>82.00%</td><td>80.00%</td></tr> <tr><td>November 2013</td><td>84.00%</td><td>80.00%</td></tr> <tr><td>December 2013</td><td>68.00%</td><td>80.00%</td></tr> </tbody> </table>						Month	Current Value (%)	Target (%)	April 2013	85.00%	80.00%	May 2013	69.00%	80.00%	June 2013	86.00%	80.00%	July 2013	86.00%	80.00%	August 2013	74.00%	80.00%	September 2013	89.00%	80.00%	October 2013	82.00%	80.00%	November 2013	84.00%	80.00%	December 2013	68.00%	80.00%	<p>December 2013 result</p>	
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December 2013	68.00%	80.00%																																			

Traffic Light Green
Description Place

Environmental Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 2.4 (47)	Fly-tips: removal		1.53 days	2.00 days		Performance was not as good this month due to two fly tips containing asbestos, which required specialist removal, but was still better than the target.	None

Trend Chart **Performance Gauge**

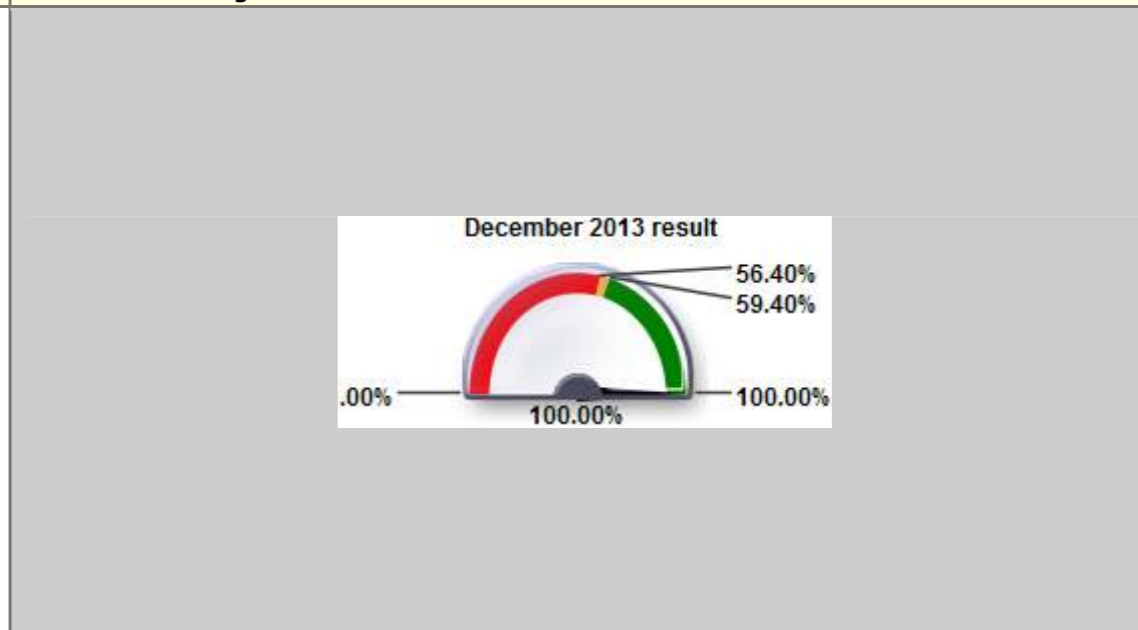
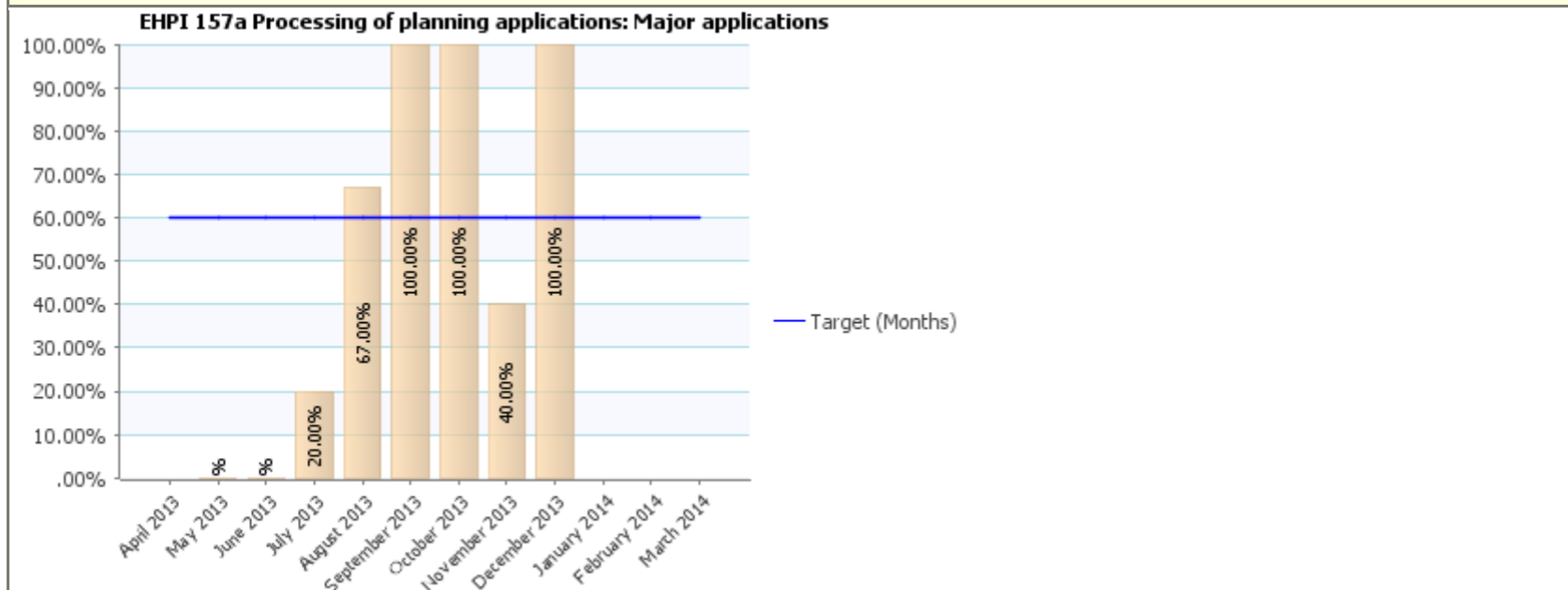


Environment Services																											
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.																				
EHPI 218a	Abandoned vehicles - % investigated within 24 hrs		100.00%	95.00%		16 vehicles were inspected in December. All within 24 hours of notification of a potentially abandoned vehicle.	None																				
Trend Chart					Performance Gauge																						
<p>EHPI 218a Abandoned vehicles - % investigated within 24 hrs</p> <table border="1"> <caption>EHPI 218a Abandoned vehicles - % investigated within 24 hrs (Monthly Data)</caption> <thead> <tr> <th>Month</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr><td>April 2013</td><td>100.00%</td></tr> <tr><td>May 2013</td><td>100.00%</td></tr> <tr><td>June 2013</td><td>100.00%</td></tr> <tr><td>July 2013</td><td>94.44%</td></tr> <tr><td>August 2013</td><td>90.00%</td></tr> <tr><td>September 2013</td><td>100.00%</td></tr> <tr><td>October 2013</td><td>96.15%</td></tr> <tr><td>November 2013</td><td>100.00%</td></tr> <tr><td>December 2013</td><td>100.00%</td></tr> </tbody> </table>					Month	Value (%)	April 2013	100.00%	May 2013	100.00%	June 2013	100.00%	July 2013	94.44%	August 2013	90.00%	September 2013	100.00%	October 2013	96.15%	November 2013	100.00%	December 2013	100.00%	<p>December 2013 result</p>		
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September 2013	100.00%																										
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November 2013	100.00%																										
December 2013	100.00%																										

Planning and Building Control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 157a	Processing of planning applications: Major applications		100.00%	60.00%		Target Achieved. Both applications were determined within the agreed time limits.	None

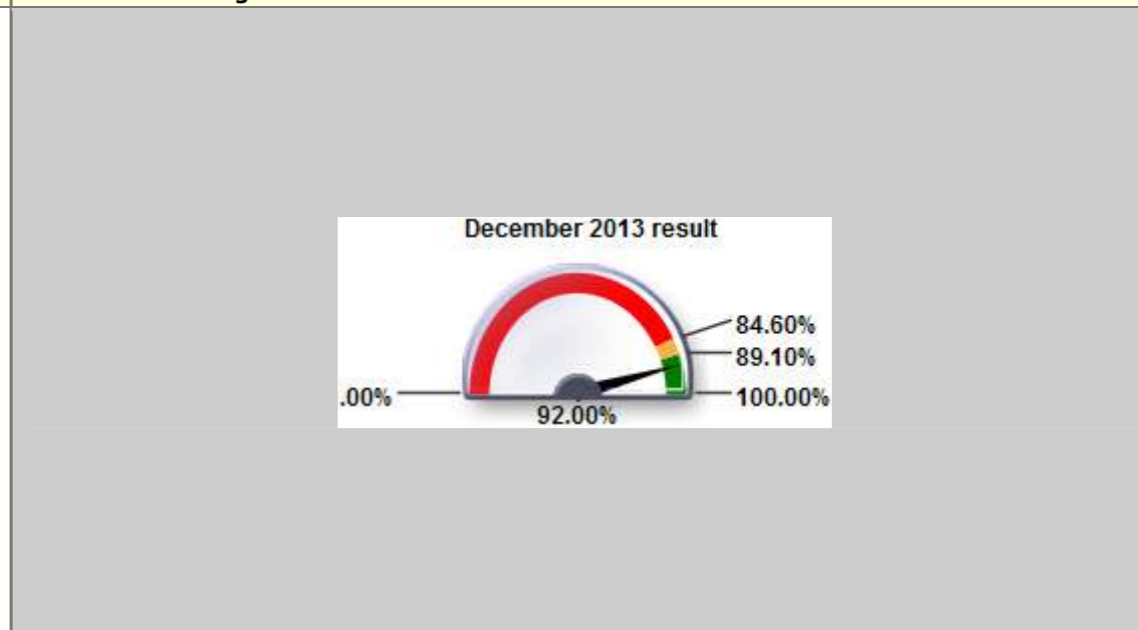
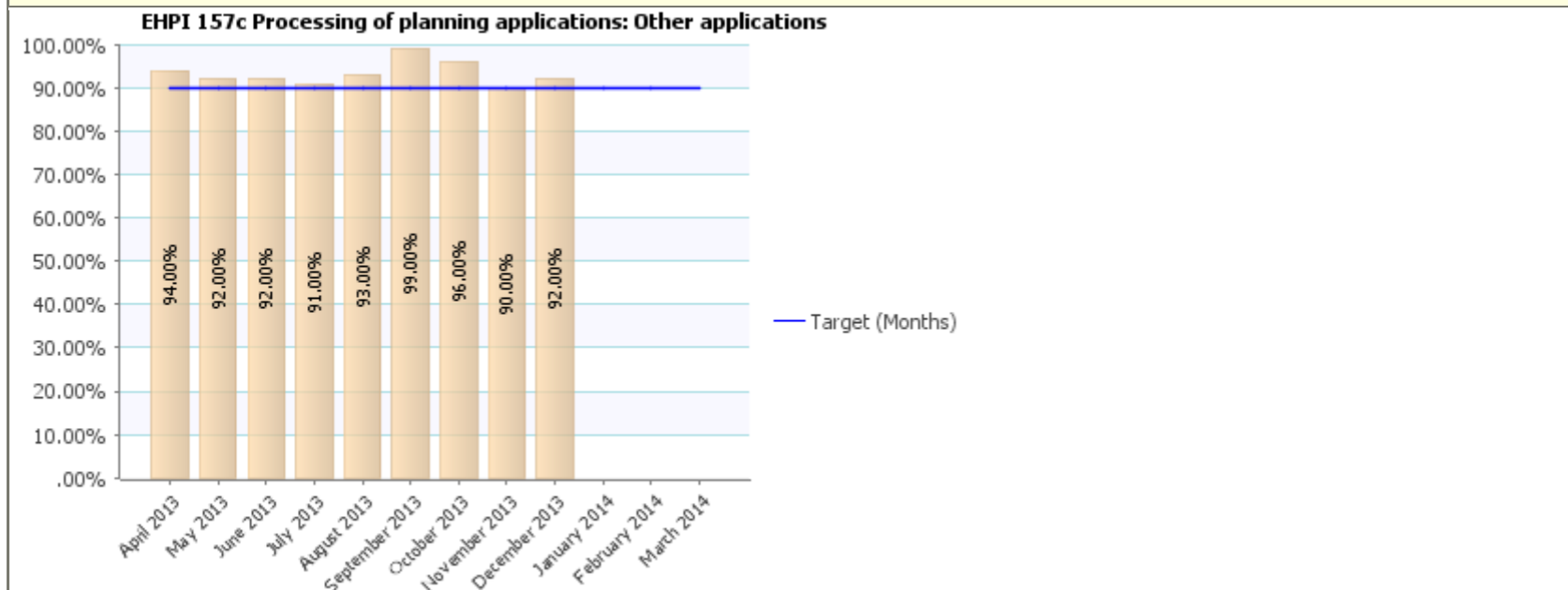
Trend Chart **Performance Gauge**



Planning and Building Control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 157c	Processing of planning applications: Other applications		92.00%	90.00%		Target Achieved. 109 applications were determined on time.	None

Trend Chart **Performance Gauge**



Planning and Building Control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 2.23 (188)	Planning decisions delegated to officers		99%	90%		Target achieved. 143 decisions out of 145 were decided by officers.	None

Trend Chart	Performance Gauge																				
<p>EHPI 2.23 (188) Planning decisions delegated to officers</p> <table border="1"> <caption>EHPI 2.23 (188) Planning decisions delegated to officers - Monthly Data</caption> <thead> <tr> <th>Month</th> <th>Current Value (%)</th> </tr> </thead> <tbody> <tr><td>April 2013</td><td>99%</td></tr> <tr><td>May 2013</td><td>95%</td></tr> <tr><td>June 2013</td><td>97%</td></tr> <tr><td>July 2013</td><td>95%</td></tr> <tr><td>August 2013</td><td>96%</td></tr> <tr><td>September 2013</td><td>98%</td></tr> <tr><td>October 2013</td><td>98%</td></tr> <tr><td>November 2013</td><td>94%</td></tr> <tr><td>December 2013</td><td>99%</td></tr> </tbody> </table>	Month	Current Value (%)	April 2013	99%	May 2013	95%	June 2013	97%	July 2013	95%	August 2013	96%	September 2013	98%	October 2013	98%	November 2013	94%	December 2013	99%	<p>December 2013 result</p>
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July 2013	95%																				
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September 2013	98%																				
October 2013	98%																				
November 2013	94%																				
December 2013	99%																				

Planning and Building Control

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 2.1d	Planning Enforcement: Initial Site Inspections		92.00%	75.00%		Performance exceeding target.	None

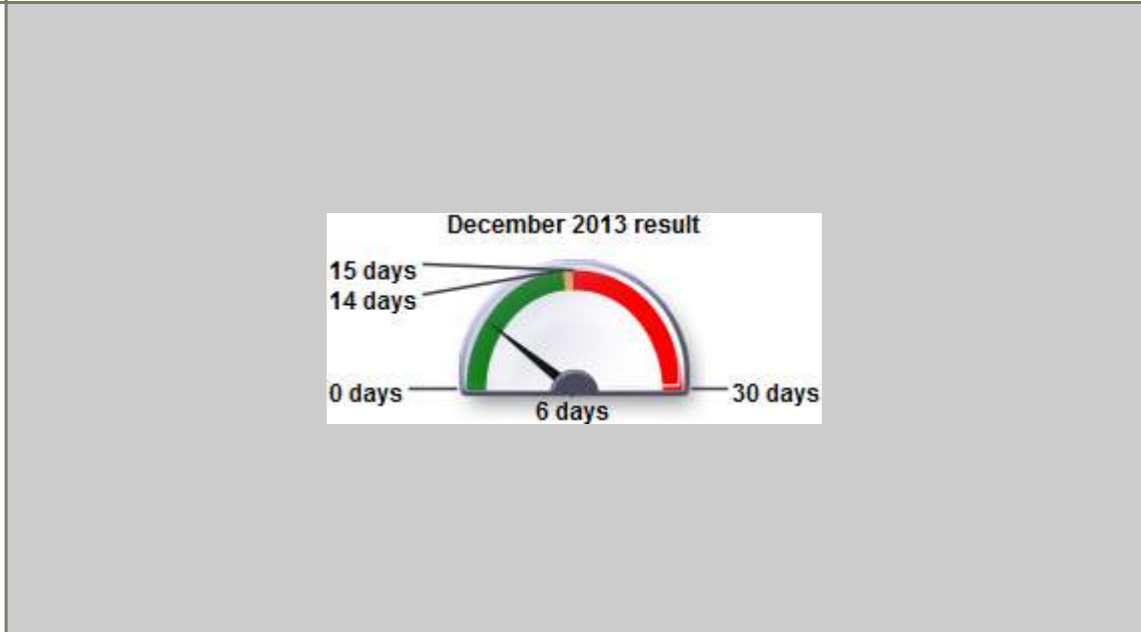
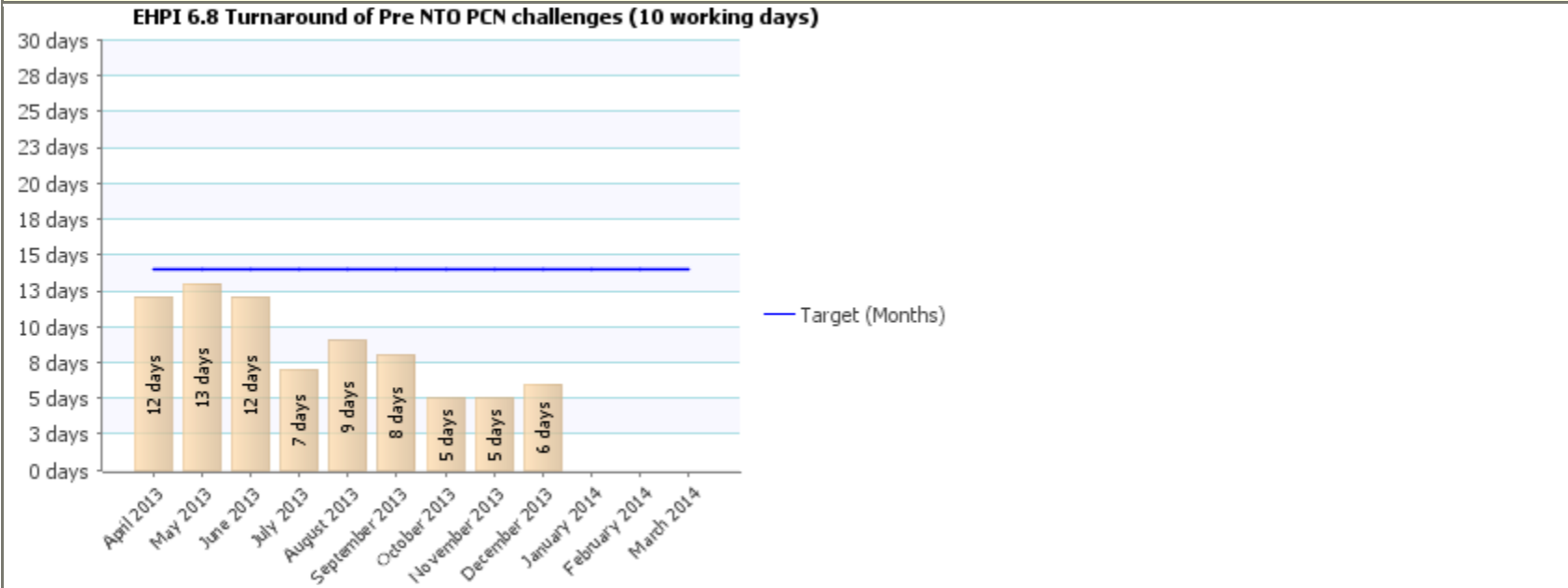
Trend Chart	Performance Gauge																				
<p>EHPI 2.1d Planning Enforcement: Initial Site Inspections</p> <table border="1"> <caption>EHPI 2.1d Planning Enforcement: Initial Site Inspections - Monthly Data</caption> <thead> <tr> <th>Month</th> <th>Current Value (%)</th> </tr> </thead> <tbody> <tr><td>April 2013</td><td>100.00%</td></tr> <tr><td>May 2013</td><td>88.00%</td></tr> <tr><td>June 2013</td><td>76.00%</td></tr> <tr><td>July 2013</td><td>82.00%</td></tr> <tr><td>August 2013</td><td>96.00%</td></tr> <tr><td>September 2013</td><td>88.00%</td></tr> <tr><td>October 2013</td><td>100.00%</td></tr> <tr><td>November 2013</td><td>100.00%</td></tr> <tr><td>December 2013</td><td>92.00%</td></tr> </tbody> </table>	Month	Current Value (%)	April 2013	100.00%	May 2013	88.00%	June 2013	76.00%	July 2013	82.00%	August 2013	96.00%	September 2013	88.00%	October 2013	100.00%	November 2013	100.00%	December 2013	92.00%	<p>December 2013 result</p>
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October 2013	100.00%																				
November 2013	100.00%																				
December 2013	92.00%																				

Traffic Light Green
Description Prosperity

Parking Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 6.8	Turnaround of Pre NTO PCN challenges (10 working days)		6 days	14 days		This indicator remains within target	None

Trend Chart **Performance Gauge**



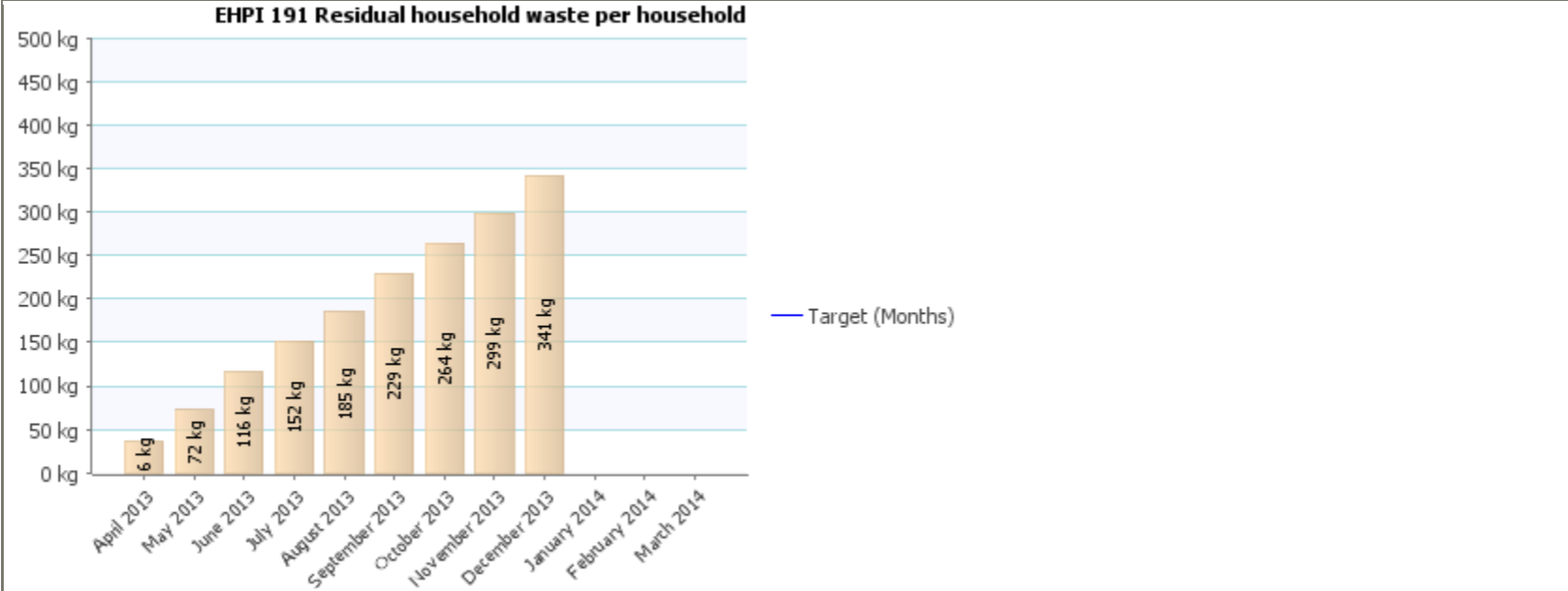
Parking Services																																							
PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.																																
EHPI 6.9	Turnaround of NTO Representations		6 days	21 days		This indicator remains within target	None																																
Trend Chart					Performance Gauge																																		
<p>EHPI 6.9 Turnaround of NTO Representations</p> <table border="1"> <caption>EHPI 6.9 Turnaround of NTO Representations (Monthly Data)</caption> <thead> <tr> <th>Month</th> <th>Turnaround (days)</th> </tr> </thead> <tbody> <tr><td>April 2013</td><td>12</td></tr> <tr><td>May 2013</td><td>13</td></tr> <tr><td>June 2013</td><td>12</td></tr> <tr><td>July 2013</td><td>7</td></tr> <tr><td>August 2013</td><td>9</td></tr> <tr><td>September 2013</td><td>8</td></tr> <tr><td>October 2013</td><td>5</td></tr> <tr><td>November 2013</td><td>5</td></tr> <tr><td>December 2013</td><td>6</td></tr> </tbody> </table>					Month	Turnaround (days)	April 2013	12	May 2013	13	June 2013	12	July 2013	7	August 2013	9	September 2013	8	October 2013	5	November 2013	5	December 2013	6	<p>December 2013 result</p> <table border="1"> <caption>Performance Gauge Data</caption> <thead> <tr> <th>Zone</th> <th>Start (days)</th> <th>End (days)</th> </tr> </thead> <tbody> <tr><td>Green</td><td>0</td><td>21</td></tr> <tr><td>Yellow</td><td>21</td><td>22</td></tr> <tr><td>Red</td><td>22</td><td>35</td></tr> </tbody> </table>			Zone	Start (days)	End (days)	Green	0	21	Yellow	21	22	Red	22	35
Month	Turnaround (days)																																						
April 2013	12																																						
May 2013	13																																						
June 2013	12																																						
July 2013	7																																						
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October 2013	5																																						
November 2013	5																																						
December 2013	6																																						
Zone	Start (days)	End (days)																																					
Green	0	21																																					
Yellow	21	22																																					
Red	22	35																																					

Traffic Light Unknown
Description Place

Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 191	Residual household waste per household	N/A	341 kg	N/A	↓	Waste sent for disposal in December 2013 was 5kg lower than the same period in December 2012 (346kg in December 2012 and 341kg in December 2013).	None

Trend Chart **Performance Gauge**



N/A

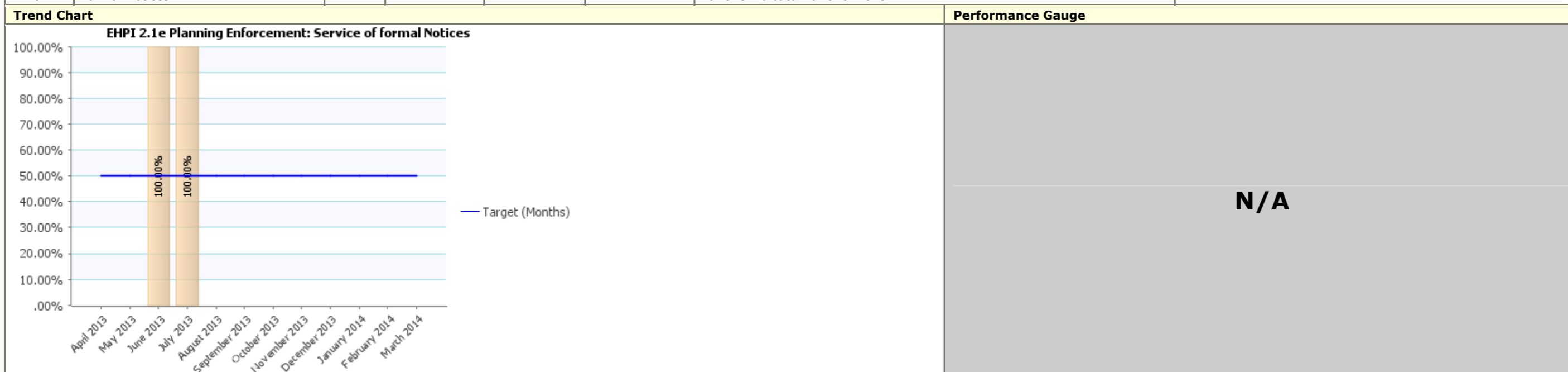
Environment Services












PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 192	Percentage of household waste sent for reuse, recycling and composting	N/A	50.08%	N/A	↓	Dry recycling tonnage in December was up on December 2012 as was composting. Year to date performance is 0.69% points better than at this stage last year.	None



Environment Services

PI code	Short Name	Status	Current Value	Current target	Short term trend	Notes	Recommendations made during last Scrutiny meeting on 12 th November 2013.
EHPI 2.1e	Planning Enforcement: Service of formal Notices	N/A	N/A	50.00%	N/A	No notices were served in December 2013, so there is no status to report for this indicator for this month.	None



PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				



For information only: Performance indicator guidance

Sorted by PI code

EHPI 157a - Processing of planning applications: Major applications
PI Definition
<p>Percentage of planning applications by type determined in a timely manner. A timely manner is defined as</p> <ul style="list-style-type: none"> • within 13 weeks for Major applications; • within 8 weeks for Minor and Other applications; and <p>Good performance Good performance is typified by reaching or exceeding the target.</p>
Data Source
Planning and Building Control

EHPI 157b - Processing of planning applications: Minor applications

PI Definition

Percentage of planning applications by type determined in a timely manner.

A timely manner is defined as

- within 13 weeks for Major applications;
- within 8 weeks for Minor and Other applications; and

Good performance

Good performance is typified by reaching or exceeding the target.

Data Source

Planning and Building Control

EHPI 157c - Processing of planning applications: Other applications

PI Definition

Percentage of planning applications by type determined in a timely manner.

A timely manner is defined as

- within 13 weeks for Major applications;
- within 8 weeks for Minor and Other applications; and

Good performance

Good performance is typified by reaching or exceeding the target.

Data Source

Planning and Building Control

EHPI 191 - Residual household waste per household

PI Definition

This indicator is the number of kilograms of residual household waste collected per household.

The **Numerator** (X) for this indicator is total kilograms of household waste less any household waste arisings sent for reuse, sent for recycling, sent for composting, or sent for anaerobic digestion.

The **denominator** (Y) is the number of households as given by the dwelling stock figures from the Council Taxbase. The number of dwellings in each band at the end of the financial year (March figures) to which the indicator pertains, as provided by the Valuation Office, will be used. These are available from [Local government finance statistics council tax and national nondomestic rates, dwelling numbers on valuation list \(external link\)](#).

Residual waste is any collected household waste that is not sent for reuse, recycling or composting.

Good performance

Good performance is typified by a lower figure per household

Data Source

Environment Services

EHPI 192 - Percentage of household waste sent for reuse, recycling and composting

PI Definition

The percentage of household waste arisings which have been sent by the authority for reuse, recycling, composting or anaerobic digestion.

The numerator is the total tonnage of household waste collected which is sent for reuse, recycling, composting or anaerobic digestion.

The denominator is the total tonnage of household waste collected.

Good performance

Good performance is typified by a higher percentage

Data Source

Environment Services

EHPI 2.1d - Planning Enforcement: Initial Site Inspections**PI Definition**

Sum of enforcement cases where working days elapsed between date of receipt of enforcement case to initial site inspection date is equal to/less than 15 divided by total number of initial site inspections undertaken

Other Guidance

Enforcement case: each individual potential breach of planning control brought to the attention of the service. **Initial Site Inspection:** the first visit to and inspection of the location of the enforcement case to establish relevant information.

EHPI 2.1e - Planning Enforcement: Service of formal Notices
PI Definition
Sum of Formal Notices where the Date of Service is within 30 working days of the date of the DC Committee by which its service is authorised
Other Guidance
Formal Notice: Planning Enforcement notices authorised to be served by the DC Committee (Does not include any other form of notice such as Listed Building of Advertisement) Date of Service: Date on which a Formal Notice is first served on any relevant party which has an interest in relation to it.

EHPI 2.2 (45) - Waste: missed collections per 100,000 collections of household waste
PI Definition
Number of properties served by refuse, recycling and composting collections multiplied by frequency of each collection type, divided by 100,000 then divided into nos. of missed collections.
Data Source
Environment Services

EHPI 2.23 (188) - Planning decisions delegated to officers
PI Definition
Number of applications decided by planning officers under a scheme of delegation and without referral to committee. APAS - Formula: $PS2 \text{ (Total Decisions)} - GAFquery \text{ (total Committee Decisions)} = No \times 100 / Total \text{ Decisions} = \%$
Data Source
Planning and Building Control

EHPI 2.4 (47) - Fly-tips: removal
PI Definition
This PI is measured by the total time taken to clear fly-tips divided by number of fly-tips recorded on Mayrise, plus those reported and cleared same day by MRS.
Data Source
Environmental Services

EHPI 218a - Abandoned vehicles - % investigated within 24 hrs

PI Definition

- To encourage quick investigation of reports of abandoned vehicles. Abandoned vehicles add to fear of crime as well as being a hazard in themselves.

'Investigation' means that the Local Authority authorised officer will make enquiries into the status of the vehicle to confirm whether in their opinion it is abandoned. The 24hr target is met at the point when the authority has determined whether, in their opinion, the vehicle is abandoned, and is in a position to remove it or put a notice on it.

The 24-hour period in the title of this PI excludes weekends and bank holidays, but does include other hours outside of the normal working day.

Formula/ Worked Eg.

$$N = (a / b) \times 100$$

Where:

a = number of reports of abandoned vehicles investigated within 24 hours

b = total number of abandoned vehicles reported

Data Source

Environment Services

EHPI 218b - Abandoned Vehicles - % removed within 24 hours of required time

PI Definition

To encourage quick removal of abandoned vehicles from the public realm. Abandoned vehicles add to fear of crime as well as being a hazard in themselves.

The returns from the PI will be used to establish a baseline figure to inform us how many abandoned vehicles are being removed within this time period.

Definition

As per the Refuse Disposal (Amenity) Act 1978 the term '**vehicle**' is any motor vehicle or trailer, or anything which forms part of a motor vehicle or trailer, including any item contained within it.

An '**abandoned vehicle**' is one which:

- appears to a local authority to have been abandoned without lawful authority, and
- the authorised officer at the local authority decides that it is abandoned.

'Legally entitled to remove the vehicle' is defined as the point at which the authority can remove the vehicle, which will vary according to the vehicle and where it is abandoned. Once the report of an abandoned vehicle has been investigated by the authorised office and a decision made to the status of the vehicle, under current legislation the notification period is;

Vehicle on public highway and only fit for destruction

Notice period: 24 hours , Section 10 of RDV Regulations 1986;

Period before removal from confirmation the vehicle is abandoned: 48 hrs

Vehicle on public highway and not only fit for destruction

Notice period: None, Section 3 of RDA Act 1978;

Period before removal from confirmation the vehicle is abandoned: 24 hrs

Vehicle not on public highway

Notice period: 15 days for removal, Section 8 of RDV Regulations 1986

Period before removal from point at which confirmation the vehicle is abandoned: 16 days

Whether the vehicle is fit for destruction is down to the discretion of the local authority officer involved.

The 24-hour period in the title of this PI excludes weekends and bank holidays, but should include other hours outside of the normal working day.

Formula/ Worked Eg.

$$N = (a / b) \times 100$$

where:

a = Number of vehicles which are in the opinion of the local authority officer to be abandoned which are removed within 24 hours

b = Total number of abandoned vehicles removed

Data Source

Environment Services

EHPI 6.8 - Turnaround of Pre Notice to Owner (NTO) Parking Charge Notice (PCN) challenges (10 working days)

PI Definition

Sum of days elapsed from receipt of challenges (scanning date used as proxy for challenge received date) to response / total number of challenges.

Data Source

Parking Services

Other Guidance

Data for this PI taken from ICPS which works in calendar days; therefore adjust target to 14 days when calculating figure to allow for weekends.

EHPI 6.9 - Turnaround of Notice to Owner (NTO) Representations
PI Definition
Sum of days elapsed from receipt of NtO representations (scanning date used as proxy for representation received date) to response / total number of NtO representations.
Data Source
Parking Services
Other Guidance
Calculated from ICPS but using calendar days not working days.

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EAST HERTS COUNCIL

ENVIRONMENT SCRUTINY COMMITTEE: 25 FEBRUARY 2014

REPORT BY CHAIRMAN OF ENVIRONMENT SCRUTINY

SCRUTINY WORK PROGRAMME

WARD(S) AFFECTED: *none*

Purpose/Summary of Report

- To review and determine Environment Scrutiny Committee's future work programme

<u>RECOMMENDATION FOR DECISION:</u>	
(A)	the work programme shown in this report be agreed

1.0 Background

1.1 Items previously required, identified or suggested for the Environment Scrutiny work programme are set out in **Essential Reference Paper B**.

2.0 Report

2.1 The draft agenda for the first meeting of 2014/15 for Environment Scrutiny Committee is shown in **Essential Reference Paper B**. Members are asked whether there is any additional topic they wish to put forward for inclusion on this, or any future agenda.

2.2 The item on Affordable Warmth had to be moved to the June 2014 meeting (from February 2014) to allow for the publication of critical information from central government. The report reviewing progress against our Climate Change action plan has been moved to the September 2014 meeting (from June 2014) as the CO₂ emissions data needed for the analysis will not be available until July.

2.3 Members will have an opportunity to undertake a full review of the 2013/14 scrutiny year and set out more detailed plans for 2014/15 at a workshop event on Tuesday 25 March 2014.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers: none

Contact Member: Cllr Daniel Abbott – Chairman Environment Scrutiny Committee
daniel.abbott@eastherts.gov.uk

Contact Officer: Jeff Hughes – Head of Democratic and Legal Support Services
Extn 2170
jeff.hughes@eastherts.gov.uk

Report Author: Marian Langley – Scrutiny Officer
marian.langley@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

<p>Contribution to the Council's Corporate Priorities/ Objectives</p> <p><i>(updated to 2013/14 wording)</i></p>	<p>People This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services</p> <p>Place This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p>Prosperity This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p> <p>Effective use of the scrutiny process contributes to the Council's ability to meet one or more of its corporate objectives:</p>
<p>Consultation:</p>	<p>Potential topics for scrutiny are always invited from members of the public, the Executive and all Members.</p>
<p>Legal:</p>	<p>According to the Council's constitution, the scrutiny committees are responsible for the setting of their own work programme in consultation with the Executive and in doing so they shall take into account wishes of members on that committee who are not members of the largest political group on the Council.</p>
<p>Financial:</p>	<p>Any additional meetings and every task and finish group has resource needs linked to officer support activity and time for officers from the services to make the required input.</p>
<p>Human Resource:</p>	<p>none</p>
<p>Risk Management:</p>	<p>Matters which may benefit from scrutiny may be overlooked. The selection of inappropriate topics for review would risk inefficient use of resources. Where this involved partners, it could risk damaging the reputation of the council and relations with partners.</p>

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Environment Scrutiny Committee outline work programme 2014/15

meeting	date	topic	Contact officer/lead	Next Exec
2014/15	CIVIC YEAR			
1 in 2014/15	10 June 2014	<ul style="list-style-type: none"> • Work Programme 2014/15 • Healthcheck through to March 2014 (which includes relevant 2013/14 Out turns and Targets) • Service Plan monitoring – Oct 2013 to March 2014 • Review of Affordable Warmth Strategy • Contract Performance for 2013/14 • Parks and Open Spaces – high level action plan 	<ul style="list-style-type: none"> • Scrutiny Officer • Lead Officer - Performance • Lead Officer – Corporate Planning • Lead Officer with Head of Service • Head of Service • Lead Officer with Head of Service 	1 July 2014 5 Aug 2014 2 Sept 2014
2 in 2014/15	09 Sept 2014 Report deadline 27 Aug	<ul style="list-style-type: none"> • Changes to recycling services – implementation and analysis of results • Work Programme • Climate Change – report on progress against action plan with data on savings from 2013/14 year • vacancy • Healthcheck through to June 2014 	<ul style="list-style-type: none"> • Head of Service • Scrutiny Officer • Lead Officer with Head of Service • X • Lead Officer - Performance 	7 Oct 2014 4 Nov 2014
3 in 2014/15	11 Nov 2014 Report deadline 29 Oct	<ul style="list-style-type: none"> • vacancy • vacancy • Work Programme • Service Plans monitoring Apr 2014 – Sept 2014 (Environment only) • Healthcheck through to Sept 2014 	<ul style="list-style-type: none"> • X • X • Scrutiny Officer • Lead Officer – Corporate Planning • Lead Officer - Performance 	2 Dec 2014 6 Jan 2015 3 Feb 2015 TBC
JOINT SCRUTINY	20 Jan 2015 TBC	<ul style="list-style-type: none"> • 2015/16 Budget items 		

**Scrutiny work programme
Essential Reference Paper B**

JOINT SCRUTINY	10 Feb 2015 TBC	<ul style="list-style-type: none"> • 2015/16 Service Plans • 2014/15 Estimates and 2015/16 Future targets 		
4 in 2014/15	17 Feb 2015 TBC	<ul style="list-style-type: none"> • vacancy • vacancy • Healthcheck through to Jan 2015 • Work Programme – planning for 2015/16 	<ul style="list-style-type: none"> • X • X • Lead Officer - Performance • Scrutiny Officer 	3 Mar 2015 2 June 2015 TBC

Note: HCC is considering a scrutiny on the topic of parking on grass verges and obstructive parking on pavements. This has yet to be confirmed. If it does go ahead, there should be an opportunity for joint working &/or contributing evidence.

The four principles of good public scrutiny:

- ***provides ‘critical friend’ challenge to executive policy-makers and decision-makers***
- ***enables the voice and concerns of the public and its communities***
- ***is carried out by ‘independent-minded governors’ who lead and own the scrutiny role***
- ***drives improvement in public services***

**Environment
Scrutiny**

1. To develop policy options and to review and scrutinise the policies of the Council relating to planning policy, local development framework, Building Control, Planning Enforcement, Development Control, transport policy (concessionary fares and subsidised bus routes), Highways Partnership, parking and economic development, energy conservation, waste management, parks and open spaces, historic buildings, conservation – green agenda, Local Strategic Partnership and street scene.
2. To make recommendations to the Executive on matters within the remit of the Committee.
3. To take evidence from interested groups and individuals and make recommendations to the Executive and Council for policy change on matters within the remit of the Committee.
4. To consider issues referred by the Executive, or members of the Committee and where the views of outsiders may contribute, take evidence and report to the Executive and Council on matters within the remit of the Committee.
5. To consider any item referred to the Committee by any Member of the Council who is not a member of this Committee and decide whether that item should be pursued on matters within the remit of the Committee.
6. To appoint annually Standing Panels as may be determined which shall be given a brief to consider a specified service area relating to matters within the remit of the Committee and report back to the Committee on a regular basis as determined by the Committee.
7. To consider, should it choose to do so, any item within the remit of the Committee to be considered by the Executive (except items of urgent business). The relevant report to the Executive will be made available to the Scrutiny Committee. The Executive shall consider any report and recommendations on the item submitted by the Scrutiny Committee.
8. To consider matters referred to the Committee by the Executive/ Portfolio Holder on matters within the remit of the Committee and refer the matter to the Executive following consideration of the matter.

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