



East Herts Council

**REFUSE, RECYCLING AND STREET CLEANSING CONTRACT
DESIGN**

Draft Scope of the Task and Finish Group

Parent Scrutiny Committee	Environment Scrutiny Committee
Enquiry name	REFUSE, RECYCLING AND STREET CLEANSING CONTRACT DESIGN
Start date	Jan 2010
Proposed completion date	2 March 2010
Report date to parent committee and to Executive	16 March 2010
Terms of reference	To obtain Members views on the scope, relative priorities and options for the contracted refuse, recycling and street cleansing contracts to assist officers with the design and preparation for contract re-tender.
Summary of enquiry	The aim of the review is to inform the design of the contract specification. The main services currently included in these contracts are: <ul style="list-style-type: none"> • Domestic refuse collection • Domestic kerbside recycling collection • Commercial waste collection • Clinical waste collection

	<ul style="list-style-type: none"> • Market waste collection • Highway litter picking and cleansing • Highway sweeping • Leaf clearance • Small/medium fly tip removal • Cleaning of recycling bank sites • Litter bin emptying on highways • Graffiti removal • Pavement washing • Public convenience cleaning • Car park and market cleaning <p>The review will consider whether these and other functions not currently in the contracts should be included as core or optional items in the new tender invitation.</p>
<p>Background/context and reason for the enquiry</p>	<p>The Council's Refuse / Recycling and Street Cleansing contracts come to an end on 30 April 2011. Following extensive reviews in 2006 and 2007 the Council determined to combine these contracts and let them as a single contract from this date.</p>
<p>Corporate and/or community strategies linked to this enquiry</p>	<p>Council's Recycling Strategy as detailed in reports to the Executive in January 2008 and January 2009.</p> <p>Environmental Quality Action Plan</p> <p>Climate Change Strategy and Action Plan</p> <p>Hertfordshire Municipal Waste Management Strategy</p> <p>Hertfordshire Waste Partnership Interim Intermediate Authority Agreement.</p>

What will not be included	<p>Consideration of services that are currently provided or planned through existing Partnership term contracts.</p> <p>Review of long term infrastructure outside the scope of the contracted services of East Herts Council.</p> <p>Review of the Council's and Herts CC or Waste Partnerships agreed waste and recycling policy objectives. (The review will, however, consider the potential options available within the contract to deliver agreed services).</p> <p>Council policies with respect to the provision, marketing or charging strategies for commercial waste services.</p> <p>Service provision matters that can be determined outside of the contract e.g. those functions that would not normally be performed by the contractor; publicity and media; contract monitoring; provision of statutory information; customer service standards.</p>
Potential outcome/s	<p>To ensure that Environment Scrutiny Committee and the Executive are satisfied that the key priorities and policy objectives for these services and needs of residents are clear and have been considered in the design of the contract, within the context of available resources and infrastructure.</p> <p>The contract is designed with the flexibility to meet medium term financial plan objectives and can be varied over</p>

	<p>time to meet changing circumstances.</p> <p>The contract is designed to meets the statutory requirements of the Environmental Protection Act 1990 and related legislation as well Council and Hertfordshire Waste Partnership policy objectives, commitments and targets.</p>
Key deliverables and milestones	<p>The stages of the review are as follows:</p> <ol style="list-style-type: none"> 1. Review services and standards under current contract 2. Consider whether these standards meet statutory and Council policy requirements 3. Consider relative priorities for service provision in the context for available budgets and financial pressures and determine which service elements should be in the core contract and which tendered as options. 4 Make recommendations to the Executive via Environment Scrutiny Committee.
Portfolio holder	Councillor Terence Milner – Executive Member for the Environment
Members conducting the scrutiny enquiry	TBA
Officer involvement	<p>Head of Environmental Services Waste Services Manager Environmental Inspection Team Manager. Scrutiny Officer</p>

Key stakeholders	Hertfordshire County Council (the waste disposal authority) and other Hertfordshire Waste Partnership members have an interest in East Herts Council achieving its agreed targets and commitments under the partnership. Services need to be designed to complement existing County wide disposal and re-processing contracts and make use of the infrastructure procured on behalf of the Partnership
Potential witnesses	To be determined by the Group
Plans for partner & community consultation and participation	The Task and Finish Group will consider whether any third party consultation is required as part of the review.
Research data & documents required	<p>Details of the current standards and level of provision.</p> <p>Statutory requirements of the Council with respect to waste and cleansing services.</p> <p>Public satisfaction with current service provision.</p> <p>Options for alternative collection systems; their viability in East Herts.</p> <p>Key financial and operational constraints placed upon incoming contractors.</p> <p>Key risks in designing contracts.</p>

Resource requirements	Staff time.
Equality implications	Members may wish to consider how the design of collection services impacts upon residents with special needs. In particular, those with a disability.
Barriers, dangers and risk	<p>Failure to meet EU procurement rules and timescales could result in legal challenge and potentially a requirement to re-tender services at significant additional cost to the Council.</p> <p>Given the monetary value of these contracts, it is essential that they are design to be attractive to potential bidders with the aim of maximising competition and achieving best value.</p> <p>These services are key to the good reputation of the Council and customer needs and expectations must be considered carefully in their design, procurement and operation.</p>
Communications (internal and external)	N/A