

**BOROUGH OF BARROW-IN-FURNESS**  
**OVERVIEW AND SCRUTINY COMMITTEE**

Meeting:- Wednesday 6th December, 2017  
at 2.00 p.m. (Committee Room No. 4)

**A G E N D A**

**PART ONE**

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.

3. Admission of Public and Press

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. Declarations of Interest

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. Apologies for Absence/Attendance of Substitute Members.
6. Confirmation of Minutes of the meeting held on 26th October, 2017 (copy attached).
- (D) 7. Budget Timetable and Assumptions.
- (D) 8. Waste Working Group.

**NOTE (D) – Delegated  
(R) – Referred**

## **Membership of Committee**

Councillors Heath (Chairman)  
Cassidy (Vice-Chairman)  
Gill  
Husband  
McLeavy  
Preston  
Proffitt  
C. Thomson  
M. A. Thomson  
Wall  
Williams.

### **For queries regarding this agenda, please contact:**

Paula Westwood  
Democratic Services Officer (Member Support)  
Tel: 01229 876322  
Email: [pwestwood@barrowbc.gov.uk](mailto:pwestwood@barrowbc.gov.uk)

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# **BOROUGH OF BARROW IN FURNESS**

## **OVERVIEW AND SCRUTINY COMMITTEE**

Meeting, Thursday, 26th October, 2017  
at 2.00 p.m.

PRESENT:- Councillors Cassidy (Vice-Chairman), Husband (Minute Nos. 20 and 21 only), McLeavy, Proffitt, C. Thomson and Williams.

Officers Present:- John Penfold (Corporate Support Manager), Brooke Parsons (Corporate Support Officer), Paula Westwood (Democratic Services Officer - Member Support) and Katie Pepper (Democratic and Electoral Services Apprentice).

### **16 – Declarations of Interest**

Councillors McLeavy declared an interest in Agenda Item No. 8 - Waste Working Group (Minute No. 20) as he was appointed to the FCC Partnership Board.

### **17 – Apologies for Absence/Attendance of Substitute Members**

Apologies for absence were received from Councillors Preston, M. A. Thomson and Wall.

### **18 – Minutes**

The Minutes of the meeting held on 13th September, 2017 were taken as read and confirmed.

### **19 – Minutes of the Barrow Market Liaison Committee**

The Minutes of the Barrow Market Liaison Committee meetings held on 20th April and 17th August, 2017 had been submitted for information and duly noted.

### **20 – Waste Working Group**

The Corporate Support Manager advised the Committee that since that last meeting the Waste Working Group had met on two occasions and members of that group had been provided with contractual information relating to FCC Environment's contractual commitment. Having reviewed the documentation, members of the group had been satisfied that the contract formed a good basis for delivering a satisfactory waste collection and street cleansing service.

Members of the group had also been provided with a comprehensive list of reported service failures for the two months which followed the "settling in" period at the start of the contract. Having reviewed the list, members of the group agreed that there appeared to be gaps between the contracted service and the service that had been delivered. They had agreed that communication between the Contractor and the Council needed to be strengthened to allow Council Officers to

resolve issues and deal with incidents of non-compliance. The group had agreed that improving communication and data sharing should be a key focus of the scrutiny review.

Members had also reviewed a list of reported service failures in September and agreed that although there had been a significant improvement in complaints relating to missed bins and container delivery, there had still been unacceptable issues relating to the timely collection of fly-tips as well as the service provided to residents on the assisted list.

In respect of recycling collection, the recycling tonnage for July and August had been reviewed and concerns had been raised regarding the continuing amount of material that had been rejected due to contamination. FCC Environment had since made adjustments to the processing methodology and the initial outputs indicated that more of the contamination was being removed during the picking process. Whilst that was encouraging, members of the group believed that the Council needed to improve the monitoring of material prior to collection in order to improve the quality and quantity of recycled waste. The group had also agreed that more robust procedures and supervision of the collection operation would strengthen that and considered that it would be beneficial to have a process map of the collection and picking operations to fully understand how they worked. A copy of the process map had been tabled today's meeting for Members' information.

The Corporate Support Manager advised the Committee that the FCC Area Manager had been pleased that the Council were undertaking a scrutiny review and would be happy to attend future meetings of the Waste Working Group.

The Waste Working Group had requested this Committee to:-

1. Note that the key objectives of the Working Group were to:-
  - Assist with governance of the Contract and to ensure that FCC, the Council and the Public were fulfilling their responsibilities to deliver the service that was defined in the Contract;
  - Identify what was working well, where adjustments could be made to improve service and if areas of service were not working, how FCC and the Council could mutually agree contract variations to remediate them.
  - Deliver the above mentioned work in a positive and constructive manner utilising the expertise held by both Council and Contractor Officers.
2. Note the work that the Working Group had completed to date;
3. Note that the key areas of focus for the Work Group currently were:-
  - Communications;
  - Data collection;
  - Data analysis;
  - Maximising recycling service quality and revenue; and
  - Review of contract and identification of any required variation.

4. Agree that this Scrutiny Committee would act under Contractual Obligation Schedule 13 – 1.7 Monitoring the Contract (see 1.7.1 below). Waste management services was a standing item on this Committee. The new Contract required monitoring that was independent from the Partnership Board.

1.7.1 The success or otherwise and development of the partnership would need to be monitored on a regular basis. That should be carried out separately to the arrangements for monitoring of the contract and may involve different staff with independent facilitation. The monitoring would need to review both the quality of the outputs from the partnership and the behaviours being adopted by both parties.

It had been agreed at the Waste Working Group that it would be appropriate for this Scrutiny Committee to take on this role as it was best placed to independently scrutinise Officer and Committee decisions, utilising the data provided through Schedule 14 (a) 1.11 Information and Reporting of the Contract. The Work Group would look at identifying the key data sets and how they could best be collated, analysed and presented.

RESOLVED:- To agree the recommendations of the Waste Working Group outlined at points 1-4 above.

## 21 – Service Performance

The Corporate Support Manager provided Members with the Service Performance data for the period ended 30<sup>th</sup> June, 2017. The performance indicators had been set out in two separate tables; Table 1 detailed those monitored against annual targets and Table 2 included indicators which had been reported as outputs, which had been monitored but targets had not been appropriate.

**Table 1**

2016-2017	Indicator	Target	2017-2018
15.2 days 15.5 days 5.2 days 3.7 days	Average time to process: <ul style="list-style-type: none"> <li>New housing benefit claims</li> <li>New council tax support claims</li> <li>Changes to housing benefit claims</li> <li>Changes to council tax support claims</li> </ul>	14 days 14 days 6 days 6 days	10.5 days 10.6 days 3.5 days 4.2 days
90.5%	Percentage of local land charge searches completed in 5 working days	98%	96.3%
28.87%	Percentage collected: <ul style="list-style-type: none"> <li>New housing benefit claims</li> <li>New council tax support claims</li> </ul>	96.8% 98.6%	29.8% 31.9%
86.6% 80.0%	Percentage of planning applications processed: <ul style="list-style-type: none"> <li>Major applications in 13 weeks</li> <li>Other applications in 8 weeks</li> </ul>	60% 80%	60% 46.9%

The local land charge searches had been below the target figure as during April the service had experienced delays from Cumbria County Council in responding to

search requests for Highways questions. The target for the year had been set at 98% rather than 100% in previous years due to the impact this had on the service delivery; as far as possible the service minimised the impact from Highways delays to the customer.

The planning 'other' applications performance had been affected by the quantity of major applications that had been submitted.

**Table 2**

<b>2016-2017</b>	<b>Indicator</b>	<b>2017-2018</b>
66,927	Park Leisure Centre activity numbers	69,949
15,910	Dock Museum visitor numbers	16,826
14,443	The Forum ticket sales	13,337
£136,967	Income from pay and display ticket sales	£131,142
1.78 days	Average days sickness per employee	2.9 days
9	Right to buy sales	6
32.96%	Average household recycling	31.29%
11	Disabled facilities grants awarded	13

Management Board and the Human Resources Department had been reviewing the increase in the average days of sickness in order to determine any further mitigation that could be implemented.

The household recycling figure of 31.29% was the collection rate, the processed or non-contaminated recycling figure was 20.29%; 643 tonnes of material presented for recycling had been contaminated and waste disposal costs had subsequently been incurred. It was noted that performance had improved in later months, but there would be a budget impact on the General Fund which had currently been estimated.

RESOLVED:- To note the report.

The meeting closed at 2.37 p.m.

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>(D) Agenda Item 7</b>
<b>Date of Meeting: 6th December, 2017</b>	
<b>Reporting Officer: Director of Resources</b>	
<p><b>Title: Budget Timetable and Assumptions</b></p> <p><b>Summary and Conclusions:</b></p> <p>This report sets out the 2018-2019 budget timetable and assumptions.</p> <p><b>Recommendations:</b></p> <p>Members are asked to note the 2018-2019 budget timetable and assumptions.</p>	

### Report

The budget timetable and assumptions were presented to the Executive Committee on 29th November, 2017.

### Budget Timetable

The timetable for the 2018-2019 budget setting process is as follows:

<b>Date</b>	<b>Meeting</b>	<b>Item</b>
29 November 2017	Executive Committee	Budget assumptions
6 December 2017	Overview and Scrutiny	Budget assumptions
18 January 2018	Housing Management Forum	Housing Revenue Account budget
7 February 2018	Executive Committee	Budget proposals
1 March 2018	Full Council	Budget and council tax setting

### Budget Assumptions

The assumptions used in setting budget estimates for 2018-2019 are shown below and are updated in the budget proposals report where there is any significant variance or change in assumption:

<b>Item</b>	<b>Assumption</b>
Services	No service reductions
	No demand-led increases assumed
	No alternative delivery models
Budget strategy	Savings built into the budget projections
Staff pay	Static establishment
	Employee natural progression and National Living Wage

<b>Item</b>	<b>Assumption</b>
	Superannuation rate 15.7%
	Continued 1% pay award assumed
Property costs	Utilities 5% average increase
	NNDR based on 2017 revaluation
Grants to external bodies	Funded until 2020-2021
Contracted services	Revenues, benefits and customer services 3.8%
	Grounds maintenance 3.2% indexation
	Waste and street cleansing 2.5%
	Building cleaning 4%
Income	Discretionary income as per service delegations
	No reduction in recycling tonnage
	3% increase in recycling reward rate
Treasury management	Temporary surplus cash reducing by £3m each year
	Investment income based on bank rate forecasts
	All PWLB fixed rate, maturity reflected in budget estimates
	No new borrowing drawn down
	Financing based on agreed Capital Programme
Pension deficit funding (not ongoing superannuation)	2.2% annual increase from triennial valuation
Revenue support grant	From the settlement
Retained business rates	Increased by SBRR multiplier each year
	No loss of rateable value
	No exceptional growth
	No exceptional increase in RV appeals
	No reduction in the collection rate
	Tariff from the settlement
	Section 31 grants continuing
	Levy continuing (into Pool)
	Pool membership continues
New homes bonus	No further awards due to threshold
Council tax	No reduction in the collection rate
	Base to be estimated on most recent information
	Band D £5 increase
Council tax support	Default scheme continued
Prior year collection fund result	Return of surplus from 2016-2017
All other items not specifically mentioned above	Efficiencies will maintain the cost envelope

Members are asked to note the 2018-2019 budget timetable and assumptions which are based on the Council's Medium Term Financial Plan.



(i) Legal Implications

It is a statutory requirement to set the Council's budgets and the council tax.

Members should be aware of the provisions of Section 106 of the Local Government Finance Act 1992, which applies to Members where they are present at a meeting of the Council or the Executive Committee and at the time of the meeting an amount of council tax is payable by them and has remained unpaid for at least two months, and any budget or council tax calculation, or recommendation or decision which might affect the making of any such calculation, is the subject of consideration at the meeting.

In these circumstances, any such Members shall at the meeting and as soon practicable after its commencement disclose the fact that Section 106 applies to them and shall not vote on any question concerning these matters. It should be noted that such Members are not debarred from speaking on these matters.

Failure to comply with these requirements constitutes a criminal offence, unless any such Members can prove they did not know that Section 106 applied to them at the time of the meeting or that the matter in question was the subject of consideration at the meeting.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The financial assumptions set out in the body of the report will be the basis for the 2018-2019 budget setting.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>(D) Agenda Item 8</b>
<b>Date of Meeting: 6th December, 2017</b>	
<b>Reporting Officer: Corporate Support Manager</b>	
<p><b>Title: Waste Working Group</b></p> <p><b>Summary and Conclusions:</b></p> <p>Provide Members with an update from the Waste Working Group.</p> <p><b>Recommendation:</b></p> <p>Members are invited to consider the information and agree how to progress this review.</p>	

## Report

### Work Group Meetings

The work group met on 28<sup>th</sup> November and I will provide you with a verbal update from this meeting. Members of the group have been provided with an update of the output from adjustments to the processing methodology. The initial outputs indicate that more of the contamination is being removed during the picking process which has resulted in a substantial reduction but the amount of contamination is still 39%. The weights for October are in Table 1 below.

Recently there has been an increase in the number of full loads being rejected which suggests that some improvement is needed in the monitoring of material prior to discharging the bins to collection wagon if we are going to improve the quality and quantity of recycled waste. The group agreed that more robust procedures and supervision of the collection operation would strengthen this and feel that it would be beneficial to have a process map of the collection and picking operations to fully understand how they work.

Table 1: October recycling

Dry Mixed Recycling collected in October	286.96
Dry Mixed Recycling residues from September	61.62
Paper/Card	161.6

Plastic Bottles	25.94
Steel cans	18.88
Ali cans	6
Contaminates	136.16
Total Dry Mixed Recycling	348.58
Glass	90.58

Background Papers

Nil.