

## Scrutiny Standing Panel Agenda



### **Safer, Cleaner, Greener Scrutiny Standing Panel Thursday, 7th July, 2011**

**Place:** Committee Room 2, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** Adrian Hendry, Office of the Chief Executive  
email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk) Tel:  
01992 564246

#### **Members:**

Councillors Mrs M Sartin (Chairman), Mrs C Pond (Vice-Chairman), K Avey, W Breare-Hall, Mrs T Cochrane, Ms Y Knight, A Mitchell MBE, G Mohindra, P Spencer and Mrs E Webster

#### **1. APOLOGIES FOR ABSENCE**

#### **2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

#### **3. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

#### **4. MINUTES OF THE LAST MEETING (Pages 5 - 8)**

To agree the notes of the last meeting held on 7<sup>th</sup> April 2011.

**5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 9 - 14)**

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

**6. SAFER CLEANER GREENER ACTION PLAN - FIRST QUARTER PROGRESS (Pages 15 - 16)**

The Safer Cleaner Greener Action Plan was published in 2010 following approval by this Panel. Progress during the first quarter is attached for the Panel's information.

**RECOMMENDATION:**

**To note the first quarter update of the Safer Cleaner Greener Action Plan.**

**7. CCTV ACTION PLAN - UPDATING REPORT (Pages 17 - 26)**

(Director Environment and Street Scene) To consider the attached report.

**8. GREEN AND CARBON REDUCTION MEASURES - UPDATING REPORT (Pages 27 - 30)**

(Director of Planning & Economic Development) To consider the attached report.

**9. MINUTES OF THE WASTE MANAGEMENT PARTNERSHIP BOARD AND THE CORPORATE WORKING PARTY (Pages 31 - 54)**

(Director of Planning and Economic Development) Attached are the minutes from the Waste Management Partnership Board (WMPB) and the Green Corporate Working Party (GCWP) for the Panel's information:

WMPB Minutes for 20 October 2010; 12 January 2011 and 6 April 2011 (in draft).

GCWP Minutes for 29 March 2011 and 26 April 2011.

**10. ESSEX WASTE INTER AUTHORITY AGREEMENT - DRAFT MINUTES (Pages 55 - 58)**

(Director Environment and Street Scene) Attached are the draft (unapproved) minutes of the latest meeting of the IAA working Group for information.

**11. SAFER CLEANER GREENER ENFORCEMENT ACTIVITIES (Pages 59 - 60)**

(Director Environment and Street Scene) To consider the attached report.

**12. FOOD STANDARDS AGENCY AUDIT**

Food Standards Agency Audit – Officers are expecting a written response to the follow up visit undertaken by the FSA. A verbal report will be given to the Panel at the meeting.

**13. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

| <b>Agenda Item No</b> | <b>Subject</b>                    | <b>Exempt Information Paragraph Number</b> |
|-----------------------|-----------------------------------|--|
| 11                    | Strategic Intelligence Assessment | 7  |

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the

advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

**14. STRATEGIC INTELLIGENCE ASSESSMENT - REFRESH (Pages 61 - 72)**

(Director Environment and Street Scene)To consider the attached report.

**15. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

**16. FUTURE MEETINGS**

To note the future meeting dates of this Panel. They are:

\*11 October 2011;  
10 January 2012;  
\*21 February 2012; and  
10 April 2012.

\*The two meetings dedicated to Crime and Disorder issues are the October and February dates.

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF SAFER, CLEANER, GREENER SCRUTINY STANDING  
PANEL  
HELD ON THURSDAY, 7 APRIL 2011  
IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.30 - 8.35 PM**

**Members Present:** Ms C Edwards (Chairman), W Breare-Hall, A Boyce, Mrs T Cochrane, D Jacobs, Mrs S Jones, Mrs C Pond and P Spencer

**Other members present:** Mrs P Smith

**Apologies for Absence:** Ms J Hedges and G Mohindra

**Officers Present** J Preston (Director of Planning and Economic Development), J Nolan (Assistant Director (Environment & Neighbourhoods)), C Wiggins (Safer Communities Manager), P Gardener (EFDC Safer Communities Officer) and A Hendry (Democratic Services Officer)

**50. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

The Panel noted there were no substitute members.

**51. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**52. MINUTES OF THE LAST MEETING**

The notes from the 8 March 2011 meeting were agreed as a correct record.

The Portfolio Holder, Safer and Greener, Councillor Mrs Smith, asked the meeting how they wished to conduct future Crime and Disorder meetings. Did they wish to receive written reports or presentations from officers. The Panel agreed that they continue with a combination of written reports and oral presentations so that members could receive information in the most appropriate format.

**53. TERMS OF REFERENCE AND WORK PROGRAMME**

The Panel noted their Terms of Reference and Work programme.

**54. POLICE AND CRIME COMMISSIONERS**

Caroline Wiggins, the Safer Communities Manager, introduced the report on the proposed Police and Crime Commissioners. From 2012, regional Police and Crime Commissioners (PCC) are to be elected in all areas other than the Metropolitan and the City of London Police. They will have the power to appoint, suspend or dismiss Chief Constables. They will issue a Police and Crime Plan, setting out police and crime reduction objectives, set the forces budget, issue precepts and produce an annual report on progress against police and crime objectives.

The Panel noted that:

- The office of PCC will have its own legal personality distinct from the person holding the post;
- In that capacity it will own property, employ staff and make contracts;
- Each PCC will be supported by a team of at least 2 paid (publically funded) staff;
- Election will be held in 2012 and then every 4 years;
- The PCC will appoint a Police and Crime Panel and each local authority in the Police area will be represented on that Panel (usually the Safer Greener (or equivalent) Portfolio Holder);
- In a force area with more than one local authority, there will be a joint committee, consisting of at least 10 members appointed from the local authorities and 2 co-opted members appointed by the panel itself;
- The Panel would scrutinise decisions made by the PCC and could veto appointments, suspension or dismissal of a Chief Constable and police budget;
- They would also ensure the PCC's annual report, policing plan and any Her Majesty's Inspectorate of Constabulary reports are shared with local authorities;
- The PCC will not be an alternative to the current Community Safety Partnerships (CSP); and
- PCCs are not to be statutory partner of the CSPs.

Councillor Spencer asked if any doubts had been expressed about this new system? Mrs Wiggins replied that as far as the Home Officer were concerned this was going to happen. However, concerns were raised by officers over the wide area that each PCC would cover. The local one would cover all of Essex and they would get all the budgets; leaving local areas without any local funding for local schemes.

Councillor Jacobs stated he had more faith in current officers, such as the CSP, than in the new proposed PCC. Would the CSP still be in existence? Mrs Wiggins said that they would still be there, reporting back to this Scrutiny Panel.

Councillor Pond asked what was the difference between a Police and Crime Panel and a Joint Crime Committee. Mrs Wiggins replied that in a joint committee, consisting of a number of local authorities, would have to agree any proposals they made to the PCC.

Councillor Pond then asked if Police Authorities were being disbanded. She was told that they were, in May 2012 and their Budget would be handed over the new PCC.

The Panel noted that there was a consultation on the proposed PCC last year and it seemed that the various concerns raised were largely ignored by the Home Office.

Councillor Spencer wanted it confirmed that the Safer Communities Partnership would still be a statutory body, but without a budget. This was confirmed.

The meeting was worried that next year being the Olympic year, a lot of Police resources would be taken from our area to be used in East London. They wanted to be sure that the new regime would deploy resources fairly and that our area would not be left undermanned.

The Panel wanted an item added to their work plan for next year to be kept updated on the new PCC and so that the Chairman of the Safer Communities Partnership would have a clear reporting line. They would also like to receive the minutes from

any of the relevant meetings to help them keep in touch with developments and to enable them to help in any way they could.

**RESOLVED:**

- 1) That the report on the Police and Crime Commissioners be noted; and
- 2) The report be recommended to the Overview and Scrutiny Committee with the recommendations that two additional items be added to this Panel's work programme for the new year:
  - (a) That they be kept updated on the progress on the work for the new Police and Crime Commissioner; and
  - (b) That they be tasked with monitoring the use of police resources during the Olympic period.

**55. HOME OFFICE CONSULTATION - "MORE EFFECTIVE RESPONSE TO ANTI-SOCIAL BEHAVIOUR"**

Paul Gardener, the Safer Communities Officer introduced the report on the Home Office consultation on more effective responses to anti-social behaviour. They were looking to open up current legislation and bring it under one umbrella act. The Panel noted that the consultation period ran up to 3 May 2011 and that this Panel's response would be reported to the Overview and Scrutiny Committee on 11 April.

The consultation document was divided up into six parts:

- (1) **The Criminal Behaviour Order** – this will be a civil order available on conviction for any criminal offence, similar to an ASBO. Maximum penalty for breach proposed is 5 years imprisonment;
- (2) **The Crime Prevention Injunction** – this is a civil order of proof (balance of probabilities) making it easier to obtain. These two new powers are intended to replace the existing Anti-Social Behaviour Orders;
- (3) **The Community Protection Order (CPO)** – available to police and local authorities to restrict the use of a place or close a premises linked with persistent ASB;
- (4) **Police Direction Power** – this allows police to direct any individual causing or likely to cause crime and disorder away from a particular place and confiscate relevant items. If this came in, officers would like PCSOs to have the power of arrest to enable them to have a credible alternative when asking people to move on;
- (5) **Informal tools and out of court disposals** – the Home Office were exploring more community engagement to enhance the restorative approach, for example by introducing Acceptable Behaviour Contracts Panels chaired by trained local volunteers; and
- (6) **The Community Trigger** – this will be a new power given to local residents to ensure ASB is being dealt with by the relevant authorities in their area.

These were summarised in the report and the officers draft responses were attached as an appendix.

Councillor Spencer asked if the new ASBO system would mean more court cases. He was told it would not as it would be directed to a persistent offender, which they would try and get to before it went to court.

Councillor Spencer then asked if the power of citizen's arrest did exist and was told that it did. Councillor Jacobs agreed with officers that PCSO needed the power of arrest.

Councillor Smith referring to the informal tools and out of court disposals proposals thought the public would be asked to play a greater role, but how would local authorities play a part in this. Mr Gardener said it was designed to look at community punishments (also known as restorative justice). It was looking to empower local people to impose local punishments and to help keep young people out of the criminal justice system.

Councillor Smith asked if the proposed panels would sit under the police side or the local authority side. She was told that it would be a partnership, possibly in conjunction with the Restorative Justice Team in Essex and the Youth Offending Team. It would all tie up with the government's 'Big Society' initiative.

Councillor Breare-Hall asked what the resource implications were. Mr Gardener said that community punishments would need people to run courses, supervise offenders and generally monitor attendees. If they breach an order there would have to be some sanctions, such as taking them back to court. This will have manpower implications and we need to know what we will be signing up to and what resources would be needed.

**RESOLVED:**

- (1) That the Home Office consultation paper on more effective responses to Anti-Social behaviour be noted; and
- (2) That the suggested replies to the consultation be endorsed by the Panel and referred to the Overview and Scrutiny Committee.

**56. MINUTES FROM THE GREEN CORPORATE WORKING PARTY AND THE GREEN INFRASTRUCTURE WORKING GROUP**

The Panel noted:

- the minutes of the Green Corporate Working Party for 17 August 2010, 1<sup>st</sup> October 2010, 21 December 2010 and 3<sup>rd</sup> February 2011; and
- the minutes of the Green Infrastructure Working Group for 30 July 2010 and 1<sup>st</sup> December 2010.

**RESOLVED:**

That the minutes for the Green Corporate Working Party and the Green Infrastructure Working Group be noted.

**57. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To report back to the Overview and Scrutiny Committee on the Police and Crime Commissioners report and the Home Office consultation document "more effective response to anti-social behaviour".



## TERMS OF REFERENCE - STANDING PANEL

**Title:** Safer, Cleaner, Greener

**Status:** Standing Panel

**Terms of Reference:**

1. To approve and keep under review the "Safer, Cleaner, Greener" initiative development programme.

*(Note: this development programme will encompass the three main issues and will therefore include matters such as:*

- (i) environmental enforcement activity*
- (ii) safer communities activities*
- (iii) waste management activities (in addition to WMPB information))*

2. To keep under review the activity and decisions of the Waste Partnership Member Board and the Inter Authority Member Working Group.
3. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract
4. To monitor and keep under review the Nottingham Declaration "action plan" and the Council's progress towards the preparation and adoption of a sustainability policy and to receive progress reports on the Council's Climate Change Strategy from the Green Working Group
5. (Subject to Cabinet approval of the Group) to receive and review the reports of the Bobbingworth Tip Management Group.
6. To act as the Council's Crime and Disorder Scrutiny Committee and to keep under review the activities of the Epping Forest Safer Communities Partnership as a whole or any of the individual partners which make up the partnership.  
(a) That at least two meetings a year be dedicated as Community Safety Committee meetings.

**Work from The Leisure Task and Finish Panel:**

7. Waltham Abbey Sports Centre/ Swimming Pool:
  - To assess the feasibility of providing a new sports hall at the Waltham Abbey Swimming Pool;
  - To conclude the assessment commenced in 2007/08 of evaluating the current and potential future management arrangements at Waltham Abbey Sports Centre.
8. The on-going monitoring of the Youth Initiatives Scheme and Play Strategy.

**Chairman:** Cllr. Mrs Sartin

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| <b>Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs M Sartin)</b>   |   |  |  |
|--|---|--|--|
| <b>Work Programme 2011-12</b>  |   |  |  |
| <b>Item</b>  | <b>Report Deadline / Priority</b>   | <b>Progress / Comments</b>   | <b>Programme of Future Meetings</b>  |
| <p>(1) Safer, Cleaner, Greener Strategy</p> <p>(a) Enforcement activity – half yearly report</p> <p>(b) Half yearly report on Strategy Action Plan</p> <p>(c) Agree action plan for 2012/13</p>  | <p>(a) To July 2011 and January 2012 meeting</p> <p>(b) To July 2011 and January 2012 meeting</p> <p>(c) To January 2012 meeting</p>  | <p>(a) To put data for the period October 2010 to March 2011 on agenda.</p> <p>(b) To put data for the period October 2010 to March 2011 on the agenda</p> <p>(c) Not required until January 2012 meeting.</p>   | <p>7 July 2011;<br/>11 October 2011;<br/>10 January 2012;<br/>21 February 2012;<br/>10 April 2012</p> <p>Crime &amp; Disorder Scrutiny meetings – The 2 meeting dates are October 2011 and February 2012</p> |
| <p>(2) Community Safety</p> <p>(a) CCTV action plan – half yearly report</p> <p>(b) Receive reports from Community Safety Scrutiny meetings</p> <p>(c) Progress against strategic assessment</p> <p>(d) Progress towards appointment of Police and Crime Commissioner.</p> <p>(e) Monitoring of Police resources relative to the Olympic Games</p> | <p>(a) To July 2011 and January 2012 meetings</p> <p>(b) To January 2012 and April 2012 meeting</p> <p>(c) To July 2011 and January 2012 meetings</p> <p>(d) To report when information available</p> <p>(e) To report when information available</p> | <p>(a) Data for the period October 2010 to March 2011 to July meeting</p> <p>(b) Report to be considered at January 12 meeting.</p> <p>(c) Data for the period October 2010 to march 2011 on agenda.</p> <p>(d) Awaiting outcome of House of Lords amendments and referral back to the Commons.</p> <p>(e) Data not yet available.</p> |  |

| <b>Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs M Sartin)</b>   |   |   |                                     |
|--|---|---|-------------------------------------|
| <b>Work Programme 2011-12</b>  |   |   |                                     |
| <b>Item</b>  | <b>Report Deadline / Priority</b>   | <b>Progress / Comments</b>  | <b>Programme of Future Meetings</b> |
| <p>(3) Essex Waste Partnership Inter Authority Agreement</p> <p>(a) Receive notes/minutes of Member Partnership Board</p> <p>(b) Receive notes/minutes of Inter Authority Member Group</p> | <p>(a) To receive notes/minutes when available.</p> <p>(b) To receive notes / minutes when available.</p> | <p>(a) No meetings yet held.</p> <p>(b) Notes of meetings held on 25 January and 1 March 2011 available. Awaiting notes for 5 April 2011.</p> |                                     |
| <p>(4) Waste Management Partnership Board</p> <p>(a) Receive minutes of Partnership Board</p>  | <p>(a) To receive notes / minutes when available</p>  | <p>(a) Notes of the meetings held on 20 October 2010 12<sup>th</sup> January &amp; 6<sup>th</sup> April 2011 to July meeting.</p>             |                                     |
| <p>(5) Green and Carbon Reduction Measures</p> <p>(a) Nottingham Declaration Progress against pledges – half yearly reports</p> <p>(b) Carbon Reduction Strategy update</p>                | <p>(a) July 2011</p> <p>(b) July 2011</p>   | <p>(a) Last went to the January 2011 meeting</p> <p>(a) Last went to the January 2011 meeting</p>   |                                     |

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs M Sartin)**  
**Work Programme 2011-12**

| Item  | Report Deadline / Priority                                    | Progress / Comments  | Programme of Future Meetings |
|---|---|--|------------------------------|
| <p>(6) Bobbingworth Tip</p> <p>(a) Receive reports on availability for public access</p> <p>(b) Receive notes/minutes of management/liaison group</p> | <p>(a) For future meeting</p> <p>(b) To July 2011 meeting</p> | <p>(a) Formal opening of the Nature Reserve scheduled for 15 July 2011.</p> <p>(b) Notes of meeting held on 23 March 2011 for July 11 meeting.</p> |                              |

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**Safer, Cleaner, Greener Action Plan 2011-12 – Progress as of 30<sup>th</sup> June 2011**

| <b>Action</b>   | <b>Target date</b> | <b>Progress</b>  |
|---|--------------------|--|
| To review the operation of the Penalty charge notice scheme   | June 2011          | See enforcement activity report  |
| All vulnerable victims of artifice burglary to be visited by the safer communities team and offered advice aimed at preventing a recurrence           | Annual             | All victims to date have been visited  |
| To organise and stage a crucial crew and a reality road show event each year.   | August 2011        | Crucial Crew has just finished with over 1200 year 6 children attending.         |
| To deal with all police requests for CCTV within 3 working days   | On going           | All requests to date dealt with within target.                                   |
| To ensure that all offensive and racist graffiti is removed within 48 hours of receipt of notification.   | On going           | 100% of all offensive and racist graffiti has been removed within target time.   |
| To work with our partners to reduce:<br>Domestic burglary by 2%.<br>Non-domestic burglary by 2%<br>Anti-social behaviour by 5%<br>Vehicle crime by 2% | March 2012         | On going annual target   |
| Support the sanctuary scheme and work to increase awareness of domestic violence in the district.   | March 2012         | Sanctuary schemes successfully implemented where needed. Nopne so far this year. |
| To implement and monitor the actions in the Council's draft Climate Change Strategy.  |                    | See separate sheet.  |
| To implement and monitor the actions in the Local Biodiversity Action Plan.   | Annually           | See separate sheet.  |

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## **Report to Safer, Cleaner, Greener Scrutiny Standing Panel**

**Date of meeting: 7 July 2011**

**Subject: CCTV Action Plan**

**Officer contact for further information: Mrs C Wiggins**

**Committee Secretary: Adrian Hendry**

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SCRUTINY

 Epping Forest District Council

### **Recommendation:**

**To note the progress against the adopted CCTV Action Plan**

### **Report**

1. The CCTV Strategy and its associated Action Plan were considered by this Panel at its meeting in February 2010. The Panel approved both documents and sent them forward to the Overview and Scrutiny Committee and then to Cabinet. Cabinet adopted the Strategy and Action Plan in September 2010 (Minute ref: 52 – 13 September 2010).

2. The Action Plan should be reviewed at six monthly intervals, and the attached update sets out progress for the period October 2010 to March 2011, although there are also some later progress comments included in the table. The present situation is highlighted in the attached Plan. It can be seen that excellent progress has been made against the tasks and target dates.

3. There is no intention at this time to amend the core strategy document which is therefore not attached to this agenda. If Members wish to review the core strategy it can be found on the Council's Committee system by viewing the Cabinet Agenda for the 13<sup>th</sup> of September 2010.

4. Whilst concerns do remain in respect of the increased use of CCTV and possible infringements of human rights etc, there is no doubt that its correct deployment and use is assisting the Police in their investigation and prosecution of crime. The core strategy we have in place ensures that CCTV is used appropriately and within the law, thereby protecting the law abiding citizen whilst helping to prevent criminal activities.

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| TASK  | HOW   | WHO   | RESOURCES       | WHEN                     | MONITORING MILESTONES & SUCCESSES   |
|---|---|---|-----------------|--------------------------|---|
| <p><b>System audit and database development</b></p> <p><b>Identify &amp; collate all EFDC owned and supported CCTV schemes across the district.</b></p>   | <p>Retrieve &amp; collate all existing CCTV documentation from the various service areas, existing champions &amp; incorporate this into a central database.</p> <p>Visit all CCTV locations &amp; identify system manufacturers, models, cameras types and quantities</p> <p>Systematically review &amp; record all current &amp; lapsed maintenance contracts, suppliers, systems plans &amp; drawing where available.</p> <p>Risk assess all systems</p>   | <p>Those currently responsible for individual CCTV systems</p>  | <p>EXISTING</p> | <p>12 months or less</p> | <p>Task Complete</p> <p>Database &amp; mapping system completed</p> <p>March 2009</p> <p>Service maintenance needs identified and progressed</p> <p>Procurement used to identify Maintenance Contractor</p> <p>Initial annual contract commenced in October 2009 with option to extend for one year.</p>  |
| <p><b>Consolidate all CCTV budgets</b></p> <p><b>The introduction of a centralised CCTV budget over seen by E&amp;SS</b></p>  | <p>Deliver initial &amp; ongoing communication to all EFDC Directorates who previously had responsibility for CCTV systems , outlining the new CCTV role, its vision &amp; expectations in a bid to consolidate CCTV funding allocated to existing services</p>   | <p>Budget holders</p> <p>Finance dept</p> <p>Partnership funds</p>  | <p>EXISTING</p> | <p>24 months or less</p> | <p>Task complete</p> <p>Target deadline actions</p> <p>Clearly defined objectives</p> <p>Funds transferred from all current CCTV budget holders within the time constraints set out</p> <p>Careline Maintenance costs to be added October 2010</p> <p>Review of CCTV Officer's time spent on Housing Directorate projects ongoing</p>   |
| <p><b>Clear process for compliancy &amp; best practice procedures for the use of CCTV.</b></p> <p><b>The implementation of a robust administrative system for the effective management of CCTV.</b></p> | <p>Carry out complete review of all existing procedures</p> <p>Introduction of new CCTV data requesting forms and procedures</p> <p>Deliver training package for all EFDC staff that have CCTV responsibilities.</p> <p>Staff development training</p> <p>Deliver guidelines to external partners such as Essex Police on procedures for requesting of EFDC CCTV video images &amp; stills</p> <p>Identify those personnel who require SIA licences to use EFDC CCTV</p> <p>Create &amp; introduce spend plan spreadsheets for CCTV</p> | <p>Security Industry Authority (SIA)</p> <p>Service directorates and managers</p> <p>Legal services</p> <p>ICT</p> <p>Partners &amp; stakeholders</p> | <p>EXISTING</p> | <p>24 months or less</p> | <p>Tasks completed</p> <p>Spot checks and audits ongoing</p> <p>Staff refresher training</p> <p>Use of Various Performance Indicators (PI's) to determine success rates</p> <p>Procedures for CCTV image requests are now in place</p> <p>Process flow chart established for CCTV requests and delivered</p> <p>Staff development and training is ongoing and in some areas completed</p> <p>Spend plan spreadsheets up &amp; running</p> <p>RAM tool developed</p> <p>Clear audit trail established for continuity of evidence chain</p> |

| TASK  | HOW   | WHO   | RESOURCES | WHEN              | MONITORING MILESTONES & SUCCESSES   |
|---|---|---|-----------|-------------------|---|
| <b>Revised CCTV Code of Practice (CoP)</b>  | In conjunction with Essex Police, the ICO and National CCTV Strategy<br><br>Research best practice, based on National CCTV Code of Practice (public document)   | Daniel Bond<br>Safer Communities<br>CCTV support<br>Adrian Petty<br>CCTV Operations Officer<br>Legal services<br>Essex Police | EXISTING  | Sept 2009         | Task complete<br>Code of Practice developed<br>independent auditing<br>To be reviewed on a regular basis<br>Code of practice completed September 2009<br>Safer Cleaner Greener Scrutiny Panel February 2010   |
| <b>A cost effective maintenance contract in place for all EFDC controlled CCTV sites.</b> | Review existing maintenance provision.<br>Introduce new maintenance contract<br>Tender process set up for CCTV contractors identifying EFDC/Partnership needs and specifications of product<br>5 stage process:<br>Working with Essex HUB<br>1. Prepare contract draft<br>2. Invite to tender<br>3. Tender received<br>4. Decision.<br>5. Contractors appointed | Essex Hub<br>Safer Communities Team<br>Finance Dept   | EXISTING  | October 09        | Short term contracts initially in order to evaluate performance and delivery of service<br><br>Currently working on a new maintenance contract template with various levels of service. Completed 2009/10<br>Contractor appointed<br>One year extension on current maintenance contract commencing October 2010.<br><br>Current CCTV contractors and suppliers to be enrolled into the HUB scheme – Completed<br><br>September 2011 to review existing maintenance contract and to use procurement to identify longer term contract 2012 onwards  |
| <b>Partnership working</b>  | Communications through various mediums such as;<br>The introduction of a CCTV quarterly operational status reports for the entire districts CCTV<br>CCTV Presentation workshops with partners, Councillors and other agencies where appropriate   | All partnerships where CCTV plays a factor<br><br>Training groups and Facilitators  | EXISTING  | 24 months or less | Focus group<br>Regular partnership working.<br>Staff Feedback<br>CCTV Monthly status report set up and running since November 2008. - DELIVERED<br><ul style="list-style-type: none"> <li>Essex CCTV user Group set up and running since March 2009</li> <li>CCTV Mobile Partnership Vehicle training July 2009</li> <li>National CCTV user group membership joined February 2009</li> <li>District Police to have EFDC CCTV presentations Providing capability and service information</li> </ul> Working with local town councils providing the expertise and knowledge to ensure they run compliant CCTV systems<br>Working with local businesses in the night time economy providing advice on running effective and compliant CCTV |

| TASK                            | HOW  | WHO   | RESOURCES                          | WHEN                       | MONITORING MILESTONES & SUCESSSESS   |
|---------------------------------|--|---|------------------------------------|----------------------------|--|
| <p><b>Staff development</b></p> | <p>Continued development of key staff within the Safer Communities team and as appropriate with EFDC</p> | <p>Service Managers<br/>Trainee/s<br/>HR Dept</p> | <p>Additional funding required</p> | <p>24 months - ongoing</p> | <p>Recognised Qualifications<br/>(e.g. BTEC level accreditation)</p> <p>PDP reviews</p> <p>Fully trained members of staff/qualifications</p> <p>Progress to date</p> <ol style="list-style-type: none"> <li>1. BTEC Foundations of CCTV</li> <li>2. BTEC Gathering Video Evidence</li> <li>3. Training on VuePrint system with Clear View Communications</li> <li>4. RIPA update course</li> <li>5. CCTV Legislation</li> <li>6. CCTV System Planning</li> <li>7. BTEC Covert CCTV</li> <li>8. CCTV Consultancy</li> </ol> |

**PHASE 2 – CCTV Enhancement, development and integration.**

| TASK   | HOW  | WHO  | RESOURCES       | WHEN             | MONITORING MILESTONES & SUCCESSES  |
|--|--|--|-----------------|------------------|--|
| <p><b>Continuous improvement to CCTV infrastructure through development.</b></p> | <p>Regular reviews of existing product capability</p> <p>Upgrade and integrate systems across the district as applicable</p> <p>Introduce new systems as part of growth and to meet new objectives</p> <p>Identify shortfalls and weakness and where necessary make appropriate decisions for change</p> | <p>CCTV Contractors.<br/>Product suppliers.<br/>Project managers</p> <p>ICT department to support and engage with Safer Communities for the effective integration of new CCTV products and capability.<br/>Partnership agencies and stakeholders</p> | <p>EXISTING</p> | <p>36 months</p> | <p>On time delivery of new projects.<br/>Minimal Impact and disruption to service.<br/>Seamless Integration</p> <ol style="list-style-type: none"> <li>1. Integration of Buckhurst Hill CCTV sites completed by Autumn 2009</li> <li>2. Enhancement of Upshire &amp; Roundhills sites completed May 2009.</li> <li>3. New CCTV schemes in Bobbingworth and Bakers Lane car park area completed January 2010</li> <li>4. Pyrls Lane upgrade completed by September 2010 and Norway House completed 2009</li> <li>5. Remote access capability to be introduced starting with key locations inc Buckhurst Hill, Loughton High Road, Bobbingworth &amp; Roundhills completed</li> <li>6. 10 Careline sites to be added by the end of 2010 ( roll out delayed to issues Housing &amp; IT) one site now running Hedges Close</li> <li>7.Roundhill Equipment moved to secure EFDC area allowing 24 hour access completed June 2011</li> <li>8. Wheelie Bin Compound North Weald Airfield New camera system complete June 2011</li> <li>9. Debden Regeneration project planning for new expanded system using wireless technology going out to Procurement Sept 2011</li> <li>10. Epping High Street - 2 new camera columns funded by Epping Forest CSP in the vicinity of the High Street - Contractor appointed awaiting third party electrical installation. September 2011</li> <li>11. ANPR Camera – North Weald Airfield completed Aug 2011</li> <li>12. Limes Farm community Hall New CCTV Camera system due Sept 2011</li> <li>13. Cottis Lane/Bakers Lane car parks upgrade cameras increased from 4 – 8 including number plate and identification camera at entrance completed March 2011</li> </ol> |

|  |  |  |                 |                  |   |
|--|--|--|-----------------|------------------|---|
| <p><b>The introduction of 'Digital Only' CCTV systems across the district.</b></p> | <p>Identify older generation tape systems in use (Part of Phase 1 process)</p> <p>Replace all tape recording systems with digital systems.</p> | <p>ICT services<br/>Budget constraints<br/>Staffing resources<br/>Partners<br/>Suppliers and manufacturers</p> | <p>EXISTING</p> | <p>36 months</p> | <p>Reduction in costs once in place.</p> <p>Improved Data Security<br/>Improved quality of images will increase success rates when using images for evidential purposes<br/>Allows for remote access monitoring provides greater flexibility in monitoring and reduces labour costs when image retrieval is required<br/>Meeting new digital parameters for CCTV such as frame resolution, frame rates, storage formats, audit trails, export efficiency and methods and download player software capability</p> <p>Replace SVHS system in SCP CCTV mobile unit. 2009 Completed<br/>Langston road depot digital switch - Completed<br/>Integrate Careline sites across the district end of 2010 digital switch over<br/>North Weald Airfield replacement DVR completed in September 2010<br/>Deben CCTV Regeneration project will include removal of final SVHS recording equipment Sep 2011.</p> |
|--|--|--|-----------------|------------------|---|

| TASK                      | HOW  | WHO  | RESOURCES  | WHEN      | MONITORING<br>MILESTONES & SUCCESSES   |
|---------------------------|--|--|--|-----------|--|
| Remote Access Capability. | <p>Carryout feasibility studies</p> <p>Investigate suitable products to meet need through expertise of supplier and ICT</p> <p>Implement trials &amp; demonstration periods where possible</p> | <p>ICT services</p> <p>Contractors/suppliers</p> <p>Safer Communities dept</p> <p>Essex Police</p> <p>Budget constraints</p> | <p>Initial Set up costs £2070</p> <p>Ongoing costs £800.0 per site</p> | 60 months | <p>Set up working action group with IT dept's appointed suppliers, and other key services and relevant partners</p> <p>Project and equipment performance studies in conjunction with suppliers and ICT</p> <p>Feasibility study completed – April 2009</p> <p>ICT support ongoing</p> <p>Working group established</p> <p>Remote access solutions identified – May 2009</p> <p>Stand Alone hardware and software purchased – by end of 2009</p> <p>Broadband and Bearer lines package identified May 2009</p> <p>Remote access capability to at least 3 sites not including existing Limes Farm estate by Dec 2009</p> <p>Pilot schemes set up in designated areas</p> <p>Current pilot running in Jessops Court August 2010 – pilot completed Jan 2011</p> <p>Record results through audit trails</p> <p>Identify best way forward</p> <p>Reduction of labour costs</p> <p>Equipment downtimes reduced</p> <p>Improved Security of system</p> |





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## SCRUTINY



### Report to Safer Cleaner Greener Standing Panel

**Date of meeting: 7 July 2011**

**Subject: Green and Carbon Reduction Measures - Updating Report**

**Officer contact for further information: Sarah Creitzman**

**Committee Secretary: Adrian Hendry**

#### Recommendations/Decisions Required:

**That the Panel note the work of the Environmental Co-ordinator on the matters set out in the report.**

#### Report:

##### Climate Change Strategy

1. Work is currently ongoing to calculate and publish the Council's carbon emissions data and achieved reductions, as per the Government's request for councils to measure and report their greenhouse gas emissions from their own estate and operations, in order to continue the work carried out under NI 185. Please see the attached letter from the Department of Energy and Climate Change for clarification.

2. In order to achieve this as accurately as possible, the Environmental Co-ordinator is manually collating data from the last 3 years' records from the following sources:

| Data   | Source  |
|--|---|
| Casual and Essential car mileage   | HR mileage claim records  |
| Lease car mileage  | HR mileage claim records  |
| Litres of fuel purchased from fuel cards for fleet vehicles and machinery. | Paper invoices for fuel-card payments showing litres and type of fuel purchased.  |
| Electricity and gas use in Council Operational Buildings                   | Facilities Management energy data spreadsheets. Data is from the 5 largest Council-owned buildings showing use in kilowatt hours (KWh). The spreadsheets are collated from bills, mainly estimated. |

3. Data are then fed into a calculator tool provided by the Department of Energy and Climate Change to obtain carbon emissions in Kg. Once the emissions for the Council's baseline year (2008-2009) have been calculated and compared with emissions from the following years, a much more accurate pattern of carbon emissions will be known than is currently available. The data will also provide a firm basis from which to make informed and realistic decisions about future CO<sub>2</sub> reduction targets from the Council's operations. These targets can then be written into the Carbon Management Strategy, which will replace the Climate Change Strategy.

4. By the 2012 reporting deadline for this exercise, it is hoped that data from electricity and gas use in the Council's Housing Stock will also be included. When further data are added, the baseline year will need to be recalculated, but for 2011 it is important to publish the information that is available at present.

5. During collection of data, it has also been noted that there remain many smaller satellite buildings for which energy data are not collected, because these buildings do not require Display Energy Certificates. A list of all buildings which the Council owns, but does not monitor energy use for is currently being compiled by Mike Hobbs, Facilities Manager. It is suggested that in future, as part of its commitment to the Nottingham Declaration, the Council should aim to extend its monitoring of energy use to smaller properties, through the Environmental Co-ordinator. This would help to build a clearer, more accurate picture of the Council's resource use.

### **Nottingham Declaration**

6. The ongoing work to calculate the Council's carbon emissions is significantly contributing to the following pledge the Council signed up to in the Nottingham Declaration:

"Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services."

7. Also in relation to this pledge the Environmental Co-ordinator, through research alongside The Environment Agency and negotiation through the Green Corporate Working Party, has instigated a review of the Council's commercial waste disposal arrangements to ensure that Civic Offices commercial waste is being recycled. Investigation into possible options for the future is taking place.

8. Further work contributing to the pledges in the Nottingham Declaration includes:

- Offering education and advice to the public, through an upcoming event organised by Country care
- Continuation of Smarter Driving Training for Council Staff
- Development of an iTrain course to promote staff environmental awareness
- An energy awareness page in the Council's annual Environmental Booklet, which is sent to all households within the District.

**Reason for decision:**

**Options considered and rejected:**

**Consultation undertaken:**

**Resource implications:**

Budget provision:

Personnel:

Land:

Community Plan/BVPP reference:

Relevant statutory powers:

Background papers:

Environmental/Human Rights Act/Crime and Disorder Act Implications:

Key Decision reference: (if required)

**Gregory Barker MP**

**Minister of State**

Department of Energy & Climate Change

3 Whitehall Place

London

SW1A 2AW

[www.decc.gov.uk](http://www.decc.gov.uk)

13 April 2011

Dear Chief Executives of Councils in England,

## **SHARING INFORMATION ON GREENHOUSE GAS EMISSIONS FROM LOCAL AUTHORITY OWN ESTATE AND OPERATIONS**

On 9 March 2011 Chris Huhne, Secretary of State for Energy and Climate Change, signed a Memorandum of Understanding (MOU) with the Local Government Group that recognised the pivotal role that local councils have in tackling climate change. The MOU, available at [http://www.decc.gov.uk/en/content/cms/what\\_we\\_do/lc\\_uk/local/local.aspx](http://www.decc.gov.uk/en/content/cms/what_we_do/lc_uk/local/local.aspx) outlines how my Department and the LG Group want to work together to help councils reduce greenhouse gas emissions

- on their own estate and operations;
- in their areas within local council control and influence; and
- through participating in national carbon reduction initiatives such as the Green Deal and renewable energy deployment.

To support the principles of the MOU, I would request that local councils measure and report their greenhouse gas emissions from their own estate and operations in accordance with the joint DECC-Defra guidance that was published in September 2009 and available at <http://www.defra.gov.uk/environment/economy/business-efficiency/reporting/> by the end of July each year.

My officials requested views from local councils in January on this new, less burdensome process, and there is broad support across the sector. I understand that many local councils asked for clarifications on the process and in response I will be publishing a Frequency Asked Questions document on the DECC website to help answer these. This is available at <http://www.decc.gov.uk/en/content/cms/statistics/indicators/ni185/ni185.aspx>

Data on area emissions and fuel poverty (formally covered by NI 186 and NI 187 respectively) will continue to be collated and modelled centrally by my department with no burden on councils.

A handwritten signature in black ink, appearing to read 'Gregory Barker', with a horizontal line underneath.

**GREGORY BARKER**

# Agenda Item 9

## WASTE MANAGEMENT PARTNERSHIP BOARD MINUTES

**Date of Meeting:** 20 October 2010  
**Location:** Cabinet Office, Civic Offices, Epping  
**Time:** 2.00 pm  
**Attending:** Cllr Mrs M Sartin – Env. Portfolio Holder & Board Chairman (MS)  
 Cllr Mrs D Collins – Leader of Council (DC)  
 John Gilbert - Director, Environment & Street Scene (JG)  
 Qasim Durrani, Assistant Director, Technical (QD)  
 David Marsh, Waste & Recycling Manager (DM)  
 Steve Holgate, SITA UK (SH)  
 Vlad Velikoselskis - SITA UK (V V)  
 Stella Forster (Minutes)

|  | Action |
|--|--------|
| <p>1. <b>Apologies for Absence</b> - Paul Madden, Sebastian Rawski.</p>  |        |
| <p>2. <b>Declarations of Interest</b> - None</p>   |        |
| <p>3. <b>Draft minutes of the meeting held on 4 August 2010</b> - Agreed</p>   |        |
| <p>4. <b>Matters arising</b><br/>           P1 - Customer satisfaction survey: SH provided a copy of the survey that was commissioned by Eastbourne BC. It was agreed that the format was not ideal as it was too long and should focus on key issues, making the questions specific rather than generic. However it could form the basis of a survey that DM and VV are working on for distribution after Christmas, possibly together with the new leaflet due to be delivered then. JG thought that Val Loftis (Market Research Officer) should be involved, and that the survey should be available on line.<br/><br/>           P3 - Man in a van: QD confirmed that County are now funding this service.<br/><br/>           P5 - Livery: New livery has now been applied to the vehicles; it was agreed that it was very effective.</p>   |        |
| <p>5. <b>Review of current contract performance (operational and financial)</b><br/>           SH presented the monitoring report in SR's absence.<br/>           Summary of waste flows: the graph shows a positive trend for recycling, peaking in June with 63% but still achieving over 60% coming into the winter period. It is expected to drop in Oct/Dec and then peak again in January. VV reported large volumes of food and garden waste collected in the last few weeks, due to final clearances after the summer.<br/><br/>           Profit margins 2010: SH was pleased to announce a slight profit this year and the outlook is positive. The reduction in Q3 is due to resources being set aside to cover the leaf fall later in the year.<br/><br/>           Cost summary: A total of £5.8m was spent on the contract in the last 12 months, £2.5m of which was on wages. Deductible insurance claims are still high but the trend is for personal injury claims to be on the decline. It is to be hoped that with new legislation and insurance companies being more robust in defending their position, this trend will continue. SH stated that vigorous training schemes are in place which has resulted in more cases being found in SITA's favour. He was pleased to report that the HSE had closed the case concerning the incident at</p> |        |

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|  | <p>Rochford, with no blame attributed to SITA.</p> <p>Cost split: No major variances between Q2 and Q3.</p> <p>Overtime/Agency hours &amp; missed bins: Numbers of missed bins are still higher than would be liked and SITA are focusing on bringing them down further. However, they have levelled out at around 50 and as this is out of 100,000 collections, is not unreasonable when put in perspective.</p> <p>SH asked if, now that the contract has stabilised, the Board would prefer to see monitoring reports in a different format in future, perhaps without the graphic images. It was agreed to consider a different method of reporting the statistics.</p> <p>DC was concerned that whilst recycling figures are encouraging, the amount of waste sent to landfill has not significantly decreased. JG agreed that although volumes were expected to fall following the introduction of the food and garden service the figure remains high. However, it is still under target. Now that the service is working well it should be possible to put more energy into driving the numbers down. This may include reviewing the size of bins. For comparison purposes, SH offered to find out what volumes of residual waste are sent to landfill by other authorities.</p> <p><b>6. Street cleansing (including possibility of recycling of arisings)</b><br/>DM reported that Essex Waste Disposal (EWD) had visited the depot with a view to setting up a recycling system for street cleansing, but had encountered difficulties with County and concluded that it would not be economically viable. They could only offer an arrangement based on sack collections. SH stated that the problems were caused by the oil content in the detritus. QD thought that EWD were currently providing a service to authorities in the east of the district and must have overcome the obstacle with County, and that there were other companies offering this service. It was agreed that both QD and SH would investigate further, and the matter would be brought up again at the next meeting.</p> <p>In response to a question from DC regarding the collection of tetra packs, SH stated that as they are still classed as contamination they would need to be separated from the waste stream and the cost of segregation would be prohibitive. However, there are banks available for their disposal. He also mentioned that SITA are in the early stages of investing in technology which converts low grade plastics into diesel.</p> <p><b>7. 2010/11 Quarter 2 Performance</b><br/>JG reported that both indicators 52a and 52b (containerised facilities in flats and communal buildings) both now stand at 100%.</p> <p>In response to a query from MS, DM reported that at flats where it is not possible to site recycling containers because of lack of available space, the use of sacks is now being promoted. Once all the managing agents have been contacted and a final report prepared, it will go to Members for a decision; the deadline is January. Developers are now required to create spaces for containers or their plans are not passed by Planning. All schools have now been provided with recycling facilities.</p> <p>A procurement exercise is currently taking place to acquire metal containers for flats, so that the use of plastic ones can be discontinued. Delivery is expected within the next 2-3 months. It is anticipated that metal bins will also be used for waste other than dry recycling in the near future.</p> <p>NI192 (recycling) is showing a return of 61.2%, an excellent result. The target is 58%, which is likely to be a more realistic figure by year end.</p> | <p>SH</p> <p>SH</p> <p>QD/SH</p> |
|--|---|----------------------------------|



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|  | <p>The figures for NI191 (residual waste) are currently running at well under the target of 500kg per household per year.</p> <p>NI196 (fly tipping, not related to SITA) is still operating at grade 3, with the target standing at grade 2. The collection and management of this data is being reorganised and it will be a year or so until year on year numbers can be compared.</p> <p><b>8. Contract negotiations</b></p> <p><u>Amendment to contract</u> SITA are currently working on Schedule 2 for a contract extension, and SH handed JG a copy of the draft. The profit/overheads split needs to be clarified. Once the calculations have been checked and agreed by DM they will be attached to a variation letter and discussions on the extension can then proceed.</p> <p><u>Future developments:</u> Although it was thought that changing the way collections are made would be considered, possibly by charging for parts of the service or separating food and garden waste, no alterations to the service are currently being planned.</p> <p><u>Wheelie bin swap/wash service:</u> It was agreed that this service, previously carried out by another contractor, can now be brought into the contract with SITA as long as it is within existing resources. Their rates, based on cost per bin, have now been received. It involves the collection, repair, replacement, swapping and washing of all types of bin/caddies and lids, from all types of property including flats and new developments and is estimated to cost around £60k per year. £30k has already been budgeted for residual bins, and it is thought that by using underspends from elsewhere the budget can be adjusted to cover the other costs. Around 5,000 actions per month are currently carried out and steps are being taken to reduce this figure.</p> <p>Large bins are particularly targeted by thieves. A three-year rolling programme has now been instigated and DM is contacting residents who applied for and received larger bins to reassess their circumstances. It will in future be more difficult to receive a larger bin, and where necessary a mixture of sizes will be given so that nothing over 240L can be used. Residents on the medical assisted list will continue to have 2 bins, collected fortnightly.</p> <p><b>9. Olympic Games/joining operations with Broxbourne Borough Council (BBC)</b></p> <p>JG has now received BBC's plans for street cleansing in the period leading up to and during the white water canoeing event in Broxbourne. He will send this out to everyone separately. This involves cleaning all roads affected at least once a day, and EFDC will liaise with BBC to carry this out. It will have a big impact upon SITA's cleansing schedules elsewhere. Bins and sacks will not be allowed on any of the streets in question and W/A will be a controlled parking zone.</p> <p>An EFDC/SITA working group is to be established to consider how best to manage the problems that will arise, and this group is to work collaboratively with Broxbourne. Residents will need to be informed of any decisions made.</p> <p>Priority will be given to cleansing the areas in the vicinity of the event, from 6am to 9pm every day. Although the park &amp; ride at NWA, if approved, and other on-site facilities will be managed and funded by the ODA, they will not provide any of the extra resources required for street cleansing. As JG is reluctant to ask Members for funds the only alternative is to reschedule cleansing frequencies in other areas, and leave some out altogether if necessary. Some of land adjoining the link road is not EFDC owned, and other landowners are being contacted to</p> | <p>DM</p> <p>JG</p> |
|--|--|---------------------|

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|                   | <p>request their co-operation.</p> <p>JG requested that he be kept advised of any developments or decisions that arise from the group meetings so that he is fully informed at the many Olympic meetings he attends. There is to be a large scale 'dummy run' of the white water event next July, which will give an opportunity to test out some of the ideas.</p> <p><b>10. Review of policies</b></p> <p>JG identified two policies that the Board might consider reviewing:</p> <p>(1) Whether to ask Members to change the policy on replacement bins, in line with most other authorities. At around £50 per bin, this costs the Council around £20-25k each year. He suggested that householders are asked to pay for the bin or container to be replaced, unless they can clearly demonstrate that they are not responsible for losing or destroying it. It would not be practicable to make it a reportable offence to the police, but residents could be encouraged to claim from their household insurance. It was accepted that this would not be well-received, and there would certainly be some genuine cases of financial hardship.</p> <p>SH confirmed that around 5-10% of the stock is lost to the Council, comparable to other authorities around the country. Such a change to the policy would receive a lot of bad publicity and he suggested that a less harsh way of dealing with it could be to allow householders one replacement bin only. Difficulties arise when a resident refuses to pay for a replacement, as by law they cannot be left without a bin to be collected. There would also be a risk of other bins being filled with inappropriate waste.</p> <p>It was agreed that more definitive figures are produced for the next meeting, when this will be discussed more fully.</p> <p>(2) Whether to consider charging for second food and garden bins. The suggestion was that first bins are free but if residents require a second one for garden waste only and are willing to pay for it, there would also be an annual charge. A pre-paid sticker would identify the second bin, and crews would also be supplied with a check list to be carried on the vehicle. Those who already have a second bin (currently standing at 94 properties) were informed of this likelihood when they took delivery of it, and would also be charged. DM reported that around 400 applications were made, with 4-5 assessments still outstanding, and there is a risk that if they were all prepared to pay the charge this could overload the system.</p> <p>MS asked for more information to be supplied so that this can be taken for Member approval.</p> <p>SH stated that two authorities are withdrawing their garden waste service altogether, and four others are now charging for it.</p> | <p>DM</p> |
| <p><b>11.</b></p> | <p><b>Health and safety</b></p> <p>JG: The HSE are currently concentrating on waste management, private companies in particular, and have requested details from EFDC. They are therefore likely to make an unannounced visit and it is important that Council and SITA staff ensure that that the depot is not being run in an unsafe manner. The major issue there is a that no-one has overall responsibility for it, and there is a risk that some H&amp;S procedures are being overlooked. QD had carried out a snap visit and made a list of his observations, and Wendy Gains will be reinstating regular fire drills at the depot.</p> <p>SH commented that a few years ago the waste industry topped the H&amp;S statistics and SITA have been liaising with the HSE to improve their procedures. The HSE have carried out several, very thorough, random investigations of their facilities. He offered to let JG have a copy of the presentation notes of the training sessions that SITA run for their staff on what to expect if the HSE arrive suddenly. He</p>   | <p>SH</p> |

|                   |   |           |
|-------------------|---|-----------|
|                   | <p>stated that the Council, as landlords, would be responsible for any contraventions that are discovered.</p>  |           |
| <p><b>12.</b></p> | <p><b>Temporary/permanent depot relocation</b><br/> QD: AK, who was given the task of heading up the Innovation Forum looking into the feasibility of relocating from Langston Road, has been working with VV and others to take the proposal forward. He will be giving an update of his findings at a meeting next week. He has worked hard and made good progress but it has become apparent that there is more to be done and will cost more than initially thought. He has been in contact with County and has established that it is a District planning matter, and overcoming planning issues on green belt land will be a problem. There are many other issues to be considered, e.g. lack of drainage, road surfacing and fencing, contaminated land (unexploded devices), also wildlife (badgers, newts etc) and ecological surveys will have to be done very soon. There is also still some potential to clash with the aviation study currently taking place at NWA. SH stated that SITA's property manager and construction expert would both be available for advice if required.</p> <p>JG stated that there is an alternative option to share Harlow's depot, but this would not be a simple solution. SH asked if any thought had been given to using pre-built depots, and offered the services of SITA's property search specialist to assist in identifying any that may be available locally. This was gratefully received, since Planning have directed that other sites must be tested even if they are further away than NWA.</p>  | <p>SH</p> |
| <p><b>13.</b></p> | <p><b>Visit to MRF</b><br/> SH apologised for having to cancel the planned visit last month but it was necessary for health and safety reasons. He confirmed that the equipment had been repaired and it was now safe to visit. It was agreed to leave this until the new year, when JG will provide SH with some suggested dates. SH cautioned that as it is an outside facility visitors should dress accordingly.</p>  | <p>JG</p> |
| <p><b>14.</b></p> | <p><b>Any other business</b><br/> <u>Emergency plans:</u> JG is to chair a working group looking at what emergency plans need to be in place during the Christmas and new year close down, in the event that the weather is as severe as last year. Members are expecting that the problems experienced last year will not be repeated, especially the failure to update the website and keep the public informed. JG is planning to ask for volunteers to operate the phones at Langston Road; the cost of keeping the Civic Offices open would be prohibitive. SH stated that it was difficult to predict how collections would be managed in bad weather, but a set of priorities would be in place. He also suggested establishing a link with local radio. The County's grit situation is not known at this time.</p> <p><u>New vehicles:</u> £1m has been set aside in the capital programme for the replacement of 7 vehicles. There are 3 options to acquire them, (i) to carry out a procurement exercise through the Hub so that they are the Council's property; (ii) to ask SITA if they can procure them on the Council's behalf at a cheaper price, or (iii) for SITA to purchase them and increase the contract accordingly. Specifications have now been received and once all the figures have been finalised it will be left to Cabinet to make the decision.</p> <p><u>New plants:</u> SH stated that SITA did not proceed with the purchase of land in the area for their commercial waste business, and are still searching for suitable premises. JG informed the Board that a planning application has been made to Herts CC for a bio plant just across the border in Ratty's Lane, Dobbs Weir. Harlow DC has also received an application for a large anaerobic waste facility at Riverway. Bywaters have approached the Chairman to visit their new facility at</p> |           |

Bow in London, which takes commingled waste. JG's response will be that Council officers have already visited the plant and are unable to take it further, but will suggest that they contact SITA who may be interested in joining them.

Collections from village halls etc: QD reported that we have agreed to supply 1100L bins to halls, parish offices, community centres, places of worship etc., with a charge being made for collection, and recycling being collected via sacks and blue boxes. At the last Local Council Liaison meeting, 95% of parishes said they would prefer to have 180L bins which could be collected fortnightly by SITA during their normal rounds. QD undertook to recommend this course of action to Members, as long as there is no cost impact to the Council. There are only around 15-20 premises in total; most people take the waste home with them for disposal. SH thought that bins would attract commercial waste, and it was generally agreed that the best option would be to supply 26 recycling sacks per calendar year, to be collected by SITA.

New livery: DM presented the artwork for the new livery due to be used in the new year. After discussion, one design was unanimously agreed upon. It can be adapted to any size, and it was thought that posters could be used in information centres etc. to promote recycling at the same time as fixed penalty notices are being introduced. SH pointed out that their name should be in capital letters.

Recycling information: To further push the message home, DM also produced for discussion a sample of a recycling wheel, intended to be delivered to all residents, which can be attached to fridges. Although 2½ times more expensive than leaflets, there is sufficient in the budget to cover the costs. The recycling system is explained by using visual images, which would be beneficial for people who have difficulty reading text. However, it would make changing the collection service very difficult. Calendars would still need to be produced, but could be reduced in size. Before making a decision whether to proceed, DM will provide the Board with costings and other information when received.

DM

Aluminium & aerosol cans: SH confirmed that no problems had been encountered with the new collection. There is currently a spate of people collecting aluminium cans for money, and crews have been warned to look out for them; collecting from the roadside is acceptable but removing them from householders' bins or sacks is against the law.

Bring sites: DM is working on the future of bring sites, and whether some should be removed as a cost saving exercise. Although the Council was criticised when containers were removed previously, most complaints were received from people living in flats who had no access to a recycling collection and this is no longer relevant. There may be merit in removing anything that is collected from the kerb, following the example of many other authorities, and this would prevent commercial premises using the containers as a free collection service.

Batteries: DC would like to see leaflets in future giving the information that batteries can be disposed of wherever they can be bought.

**Date of next meeting**

12 January 2010. Cabinet office.

**WASTE MANAGEMENT PARTNERSHIP BOARD  
MINUTES**

**Date of Meeting:** 12 January 2011  
**Location:** Cabinet Office, Civic Offices, Epping  
**Time:** 2.00 pm  
**Attending:** Cllr Mrs M Sartin – Env. Portfolio Holder & Board Chairman (MS)  
 Cllr Mrs D Collins – Leader of Council (DC)  
 John Gilbert - Director, Environment & Street Scene (JG)  
 Qasim Durrani, Assistant Director, Technical (QD)  
 Arshad Khan, Waste Management Officer (AK)  
 David Marsh, Waste & Recycling Manager (DM)  
 Paul Madden, SITA UK (SH)  
 Vlad Velikoselskis - SITA UK (V V)  
 Sebastian Rawski - SITA UK (SR)

|            |  | <b>Action</b> |
|------------|--|---------------|
| <b>1.</b>  | <b>Apologies for Absence</b> - Steve Holgate   |               |
| <b>2.</b>  | <b>Declarations of Interest</b> - None   |               |
| <b>3.</b>  | <b>Draft minutes of the meeting held on 20 October 2010</b> - Agreed   |               |
| <b>4.</b>  | <p><b>Matters arising</b><br/>           P1: customer satisfaction survey. It was agreed to include a survey with the new calendars due to be sent out in March. DM to discuss possible questions with Val Loftis and VV, and to send a draft questionnaire to the Board within the next few weeks. Home composters will again be offered in a prize draw.</p>   | <b>DM</b>     |
| <b>13.</b> | <p><b>Depot relocation (brought forward in the agenda)</b><br/>           As an introduction, JG explained that with plans for the new retail park at Langston Road gaining momentum there is some pressure to relocate users from the Depot as quickly as possible. Grounds maintenance will very likely be moved to Oakwood Hill, and AK was leading the Innovation Forum to investigate the feasibility of relocating the waste management service to a temporary site at Merlin Way, North Weald. There is now also a potential alternative site within the confines of the airfield but this has not as yet been evaluated.</p> <p>AK then presented his findings thus far in his research. He had held meetings with various organisations including ECC Planning, Highways &amp; Enforcement, EFDC Planning &amp; Facilities Management, Essex Wildlife Trust, management at the airfield and SITA. Based on these discussions and some external consultations he had estimated the cost at £2.5m. JG had presented the report and cost estimates to Pre-Cabinet on 16 November where it had been rejected as being too expensive and AK had been tasked with bringing the final figure down to between £1 and £1.5m. AK circulated a document giving details of his investigations, and went through the salient points:</p> <p>Location - the temporary waste depot is proposed to be sited on a piece of land, total area 8.71 hectares or approx. 22 acres, outside the airfield on Merlin Way which is undeveloped green belt land owned by the Council (former golf driving range).</p> <p>Facilities - the planned facilities are based upon discussions held with SITA and will potentially include office (portacabin) accommodation, a paved parking area, equipment storage areas, fuel pumps and a vehicle wash section. The total area</p> |               |

required is 1-1.5 acres, approx. 6.7% of the total land available. Planning requirements - due to the fact that it is green belt land and special surveys and studies must be conducted, it will be necessary for the full planning process to be undertaken.

Timescale - details of the various steps required to be taken before completion were provided in AK's handout. The timescale is estimated to be 12 to 18 months.

Cost estimate - this is difficult to predict as there are many cost variables, including the possibility of having to put decontamination measures in place. However, the current revised estimate is £1.5m.

Concerns/issues - There is some pressure to conclude the relocation process as quickly as possible as any delay will impact upon the development of the retail park. The planning process is likely to be very complex and lengthy as the area is contaminated green belt land. Also the Essex Wildlife Trust have identified it as a possible protected species habitat, and special surveys will need to be carried out. These may take 4-5 months and if there are greater crested newts present, studies can only take place between March and June as this is their active period. If this time slot is missed it could delay the development process for another year and a decision must be reached very quickly. A further concern is that SITA operatives will have further to travel, with no local public transport facilities.

This concluded AK's presentation. JG showed the Board the location of the piece of land being considered as a potential alternative site. This is smaller, but just large enough for the depot, and is currently being used for archery and football, with some storage and grounds maintenance areas. It may prove to be less costly than the Merlin Way site as it is within the boundary of the airfield and would therefore have the advantage of security measures already being in place. It is also closer to sewers and main drainage, is unlikely to be contaminated land and there is less risk of protected species being present. However, it would make little difference to SITA staff's travelling distance as it is not far from the Merlin Way site. It may be necessary to provide financial support to operatives for the first six 6 months.

There is some concern that the new depot is termed 'temporary' as the SITA extension terminates in Nov 2014 when the contract will be put out for competitive tender and it will present difficulties if there is no facility as part of the package. However, there are political obstacles to having a waste management depot, some of which may be overcome by referring to it as temporary. It had been established that sharing Harlow's depot would not be possible in the short term as it is already let out to others.

JG stated that the work carried out by AK and his Forum colleagues would not be wasted as many of his findings would relate to either site. Both areas would have to be licensed by the Environment Agency and their exacting standards are expensive to maintain. It was agreed that investigations into both sites would continue concurrently until a clear frontrunner was identified. It should be possible for the newt survey to be carried out before the end of June.

In response to PM's query about finding a site to accommodate cleansing vehicles in the south of the district, JG said that this would need to be considered. There would be no space available at Langston Road once the retail park development went ahead, but it may be possible to use the new Oakwood Hill facility.

DC thanked AK for his presentation and for the work he has done so far but said

that time is of the essence as the Council badly needs the income from the retail park. Although the many problems are recognised there is no alternative but to move the process on more quickly, and the Board will support all efforts to proceed with identifying the most appropriate site without delay. AK thanked the Board for their time and left the meeting.

**5. Review of current contract performance (operational & financial)**

SR went through his report for Jan 2011: Because the new service started in September, the figures reflect the 1st half of 2010 compared with the 2nd. P3 - The best month in terms of recycling was June with a figure of 63% (1800 tonnes), but it dropped to 57% (1690 tonnes) in Dec, mainly due to falling green waste. The Dec figures also reflect the difficult weather conditions, but there will be a spike in Jan when backlog collections (inc. Xmas trees) are included.

Residual waste also went down from 1704 tonnes in Nov to 1395 tonnes in Dec. However, dry recyclables remained roughly at the same level, always above 1000 tonnes. VV offered to run a survey at the MRF, and DM asked for the recycling mix figures to be broken down more accurately.

Glass tonnages change little each month, at around 240 tonnes, surprisingly not changing even at Xmas but DM thought there was often a rise around Easter time. It was suggested that a comprehensive list of religious holidays would be helpful to anticipate when glass recycling may increase.

P4 Profit Margins - Revenue generated in the last 12 months was £6.3m, with operating profit at £503k, or 8%. When the overheads are removed the net profit reduces to £172k, making a 3% net profit margin, not a huge return but at least last year was profitable. The full contract shows a loss of £800k, or 5%, which is an improvement over the previous 7-8% and the plan is to break even eventually. Performance in the 2nd half of the year was slightly worse than the 1st, possibly due to the introduction of green and food collections, vehicle leasing, more holidays taken by the crews, or greater wear and tear on the vehicles.

P5 Cost Summary - Total contract costs were £5.8m, 44% of which were wages. Deductible damage and insurance claims for the year were £39k, but this figure fluctuates month by month. The main costs occurred in June (£17k) and Nov (£12k), where the cases were won by SITA. The figure for short term vehicle lease in Nov 2010 was almost double that of Nov the previous year.

Fuel costs for the 2nd half of the year were slightly lower than the 1st. Although fuel prices rose, there was a dip prior to the increase and the effects will not be seen until January. Drivers are also now being taught to drive in a more fuel efficient way, and a new initiative is to be introduced in March which will improve this further.

P6 Cost Split - Total costs for the 1st half were £2.9m, slightly lower than the 2nd at £2.95m. 'Other' costs in the 1st half were higher than the 2nd due to a £22.5k personal injury claim in Jan. There was a later £7.5k public liability claim in Sept. There was a serious accident in Dec (the operative broke his ankle and has still not returned to work), and two road traffic accidents. MS said that this is useful information to give to those residents who will not accept it is dangerous to send vehicles out in bad weather.

Wages in the 2nd half are slightly higher than the 1st, mainly due to agency labour and overtime.

P7 Missed Bins - The figures have greatly improved, with only 12 bins per 100,000 collections missed in Dec. Only bins that were missed due to confirmed

SITA error are recorded. A new code was used in Dec, 'missed due to weather', but even these numbers were not too great.

P8 Cost Split Monthly - The main point to note is that there was a £23k refund for deductible damage and insurance claims in Oct.

SR concluded by asking how the report could be improved. It was suggested that figures for injuries, accidents and RTAs would be helpful.

**6. Christmas & New Year weather related issues/performance**

JG thanked SITA, their crews and EFDC staff for their sterling efforts to manage the waste service in very difficult circumstances. He will be writing to SITA to this effect on behalf of the Board. It was apparent that the decision not to attempt to catch up with missed collections was the correct one. Residents had been given a clear indication not to leave their waste out but to present it on their next scheduled day and although this was unpopular it undoubtedly reduced the number of calls received when compared to last year. However it was still a difficult time for the call centre staff. JG felt that more thought should be given if similar conditions occur in future to the collection of waste and recycling in communal blocks in areas such as Ninefields and Limes Farm. DM confirmed that problems had been averted in W/A where refuse had been cleared within the first week. VV reported that extra vehicles had been on hire because of the amount of recycling over Christmas and extra crews had dealt with the estates. However, these additional resources would not be available if severe weather conditions occurred again later in the year. DM said that street cleansing and other vehicles had been diverted to help with clearing backlogs in the past, but he would need to be convinced before supplying extra resources in future and residents would have to expect to wait until their next collection day.

If the waste management service operates from North Weald in the future it would be more difficult in icy conditions for the crews to travel to work and for vehicles to access the site. Arrangements would have to be made to put the approach road on the ECC gritting round.

**7. Bank Holidays in April/May 2011**

With the Royal Wedding on 29 April there will now be five bank holidays in April and May and it will take many weeks to catch up with collections. Working on one or more of them is not viable when the disposal sites are closed or restricted on bank holidays. The costs of tipping away in other districts would be prohibitive. It was agreed to include a statement in the March calendars, giving householders their revised collection dates and informing them of the difficulties in collecting waste when the disposal sites are closed. This information has never been given before.

**8. 2010/11 Quarter 3 Performance**

Q3 recycling figures have not yet been received from AK. They are likely to be around 60% but may be a little different to SR's.

**9. Contract negotiations/extensions etc.**

Schedule 2 is still awaited from John Bell in Finance. A breakdown of profits and overheads is required, and this is the subject of an exchange between SITA and Finance. PM stated that Steve Ostler was not sure what was called for but once DM had clarified this the matter could be finalised.

QD reported that the bin washing service previously undertaken by a third party had now been incorporated into the SITA contract.



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| <p><b>10.</b></p> <p><b>11.</b></p> <p><b>12.</b></p> <p><b>14.</b></p> <p><b>15.</b></p> | <p><b>Olympics</b></p> <p>The number of meetings JG attends is increasing, and he circulated the latest planned road network to and from the venue. The route from the park &amp; ride at NWA and the remainder of the Olympic route will require special treatment. DM and VV will be in touch with their counterparts at Broxbourne to discuss ways of managing refuse collections, street cleansing etc. during the event.</p> <p>No bins or sacks are to be present in the area for the duration of the White Water event, for security as well as aesthetic reasons. All fly tipping and abandoned vehicles must be removed. Litter bins may have to be sealed off or coned over, and the area will be litter picked and verges cut before the games begin, including the link road, which is private land. Rounds may have to fundamentally change, either postponed or brought forward. The event takes place between 11am - 4pm, with the public arriving from 9am onwards, and rounds and street cleansing could possibly take place early morning or late evening. Every effort must be made to keep the entire area clean all day.</p> <p>Significant parking controls will be in place within the immediate vicinity to prevent people parking and walking to the venue. The use of car parks will be restricted and all day parking will not be permitted. There is to be a limited test event in the summer of 2011 which will give some indication of what will be required. The venue opens to the public in the spring.</p> <p><b>Review of policies</b></p> <p>With a view to a possible future change in the policy governing charging for second bins, MS showed the group a plastic tag which she had brought back from NZ. The tag is attached to the bin and snipped off when the collection is made. JG said that the plan at present is to give the service a period of stability for at least 12 months but the tag is a simple idea and would be borne in mind if and when a new charging policy is anticipated.</p> <p>DM reported that requests for second bins had reduced to 1-2 per week, although this will no doubt increase in March/April time, but there are still many complaints from residents who had been refused a second bin.</p> <p><b>Health and safety</b></p> <p>As well as the operative within the district with the broken ankle, there had been a fatality in Dover; no details were available. The outcome of the previous fatality in the north was not known but details will be available at the next meeting. SITA expect a 10% reduction in reportable accidents and lost days across the board. The lost days target was met, but they failed with reportable accidents which increased due to weather conditions earlier in the year in, amongst others, Eastbourne and Kensington &amp; Chelsea (their largest contract).</p> <p><b>Visit to MRF</b></p> <p>This can now go ahead, with SITA requiring 10 days - 2 weeks notice. A note will be placed in the Members' bulletin, with a date planned for mid-February.</p> <p><b>Any other business</b></p> <p>JG (1) The Environment Agency require an official return giving details of the final destinations of waste and recycling materials. This is a legal duty and must be responded to. SITA have been requested to supply written confirmation that it is complying with EA requirements. It is not acceptable to withhold this information on the grounds of commercial confidentiality.</p> <p>(2) There have been two incidents where VV's staff were confronted by potentially violent members of the public, both drivers of black cabs. The first one was in W/A, where a person attempted to enter the cab and threw waste into the back of</p> |
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the vehicle, contaminating the load. The second was in the Chigwell area and DM distributed a letter from the operative concerned who was intimidated by an unpleasant character and is now afraid to return to the premises.

Incidents like these affect crew members' ability to work and must be dealt with. Strictly speaking it is SITA's responsibility and they have their own procedures in place but JG would like to know what support other Councils give to their operatives, and whether it is lawful to refuse to pick up their waste. This was assault and the Police should be informed, as should the Carriage Office as the registration numbers of the taxis are known. It was agreed to bring the matter up at DM's next meeting with SITA, and ask Wendy Gains and Caroline Wiggins for advice.

QD: A few residents have asked if it is possible to pass information to them by text or email. It was generally agreed that this would involve a lot of work, but PM is to look into whether this system is used elsewhere.

**PM**

**Date of next meeting**

6 April 2011. 2pm, Cabinet Office.

An Assistant Portfolio Holder, Sue Jones, will accompany MS to sit in at the meeting, although she will not take part.

**WASTE MANAGEMENT PARTNERSHIP BOARD  
MINUTES**

**Date of Meeting:** 06 April 2011  
**Location:** Cabinet Office, Civic Offices, Epping  
**Time:** 2.00 pm  
**Attending:** Cllr Mrs M Sartin – Env. Portfolio Holder & Board Chairman (MS)  
 Cllr Mrs D Collins – Leader of Council (DC)  
 Cllr Sue Jones - Assistant Portfolio Holder (SJ)  
 John Gilbert - Director, Environment & Street Scene (JG)  
 Qasim Durrani - Assistant Director, Technical (QD)  
 David Marsh - Waste & Recycling Manager (DM)  
 Paul Madden, - SITA UK (PM)  
 Vlad Velikoselskis - SITA UK (V V)  
 Sebastian Rawski - SITA UK (SR)

**Also present:** Stella Forster (Minutes)

|           |  | <b>Action</b> |
|-----------|--|---------------|
| <b>1.</b> | <b>Apologies for Absence</b> - Steve Holgate   |               |
| <b>2.</b> | <b>Declarations of Interest</b> - None<br><br>Councillor Sue Jones, Assistant Portfolio Holder, was formally welcomed to the meeting, and introductions were made.   |               |
| <b>3.</b> | <b>Draft minutes of the meeting held on 12 January 2011</b> - Agreed   |               |
| <b>4.</b> | <b>Matters arising</b><br>P4: DC and MS both spoke about the many complimentary comments received from the public and from Members on the way that collections had been managed during the severe weather conditions. It was concluded that the correct procedure had been adopted.<br><br>P6: PM had been unable to locate any local authority using text or email to pass information on to their residents. However, as technology improves this may become possible in the future.   |               |
| <b>5.</b> | <b>Review of current contract performance (operational &amp; financial)</b><br>SR: As the March accounts have only just been finalised the report only covers the period to end of Feb 2011.<br><br>P3: Recycling rates fell from 60.5% in Nov 2010 to only 53% in Feb 2011. These figures are mirrored by EFDC's. This is a seasonal drop and should improve when more green waste is collected as the year progresses. An encouraging 59% was recorded for March (not shown in the report). More recyclables and residual waste were collected in Jan than in Feb, due to it being a longer month and having 3 consecutive Saturday catch up days from Dec. Dry recyclables, usually very similar month by month, showed a slight drop from Jan to Feb.<br><br>P4: At the last meeting the full contract showed a loss of £800k, or -5%. It has since improved by 1% to -4% and based upon this rate of progress it should take between 12-13 months to break even. For the EFDC contract there was a net profit of 3% over the last 12 months. Feb showed a 10% profit after the overhead margin, compared to 5% for Jan, mainly due to the costs of catch-up work after Christmas. Indexation has been agreed at 2.55%, slightly better than expected. |               |

P5: Contract costs over the last 12 months amounted to £5.8m, 45% of which was wages. Deductibles & insurance costs totalled £26k, despite a refund in July. Insurance costs for Jan were £8k, with only £2k for Feb when there was less damage to vehicles. Expenditure on insurance is high and although the amount of accruals set aside is of concern to the operations team it is accepted as a necessity. There are some 13 accidents still active, dating from 2008, but generally if there is no activity on a claim for several months some of the accruals are released.

P6: Costs in Feb were £38k lower than in Jan, mainly because of weekend working. Wages were less in Jan but this was due to £2k of bonuses being paid in Feb, as well as £3.7k for street cleansing H&S 'Chapter 8' training. Also, overtime in Jan was paid in Feb. Employees are now paid a monthly salary. Lucy & Martin's costs were £8k higher in Jan due to the costs of calendar distribution.

Fuel charges were higher in Jan due to increased working hours. Fuel is the major variable cost for the company; it is currently £1.14 per litre compared to 87p this time last year. Drivers are now being trained to drive in a more fuel efficient manner, and technology has been put in place to track the newer vehicles' movements - some of them are too old to receive it. Once the new vehicles have been received the staff training will become compulsory. V V has budgeted to save fuel this year and has estimated a cost of £1 per litre, which will be difficult to achieve even with the staff training and new technology.

The 'Other' part of the graph covers various items such as leasing vehicles, etc. and £10k which was spent on installing hands-free kits. Disposal costs cover gate fees etc. and are driven by tonnage - SR to let the Board have a breakdown.

P7: The missed bin graph shows an encouraging trend downwards, although there was a slight jump in Jan of 26 bins per 100,000 collections. There were just 14 in Feb.

P8: Following the suggestion at the last meeting SR introduced a new graph covering accidents and injuries. On average there are 8-9 accidents per month reported, but often these are alleged incidents and not SITA's responsibility. There were no personal accidents in Feb, and the one in Jan did not result in lost days. JG suggested that a 'Nil' return should be entered when none have been notified, as this would suggest a positive result.

V V prepares a monthly statistical report, parts of which he and DM thought may be of interest to the Board. He circulated his figures for March 2011 and the year to date. It was agreed that the non-technical pages of the report would be useful to see how the contract is being run, and perhaps a 3-monthly version could be presented at future meetings.

## 6. **Contract negotiations/extensions**

JG apologised for not having information available for circulation. In view of the requirement to make savings wherever possible, there were some items he would like to raise for consideration and discussion with SITA:

(a) Access to MRFs and commingled collections of glass. The price for raw materials is high at present, which is of benefit to SITA. JG would like the way in which recyclable matter is dealt with in the future to be evaluated. In particular, it may be possible to collect glass in the same vehicle as other recyclables (retaining the blue box), which would take several specialist vehicles off the road. Difficulties may arise with disposal, and SITA would need to have access to a MRF that would take commingled recyclables which included mixed glass.

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SR

(b) Retention of street cleansing within the contract. During discussions with SH it was stated that SITA did not consider street cleansing to be one of their primary service areas, although they delivered it as part of overall waste management contracts. The option of taking this out of the contract post-2012 may be considered. The Council are under some pressure to reduce costs through shared services, which will not be possible for waste management as a whole. However, whilst SITA are doing a good job with street cleansing, if they are unopposed to relinquishing it, this may present an opportunity to share the service with another authority.

(c) Bulky waste collections. DM and others have prepared a report for Cabinet concerning furniture reuse. One option is to give complete responsibility to a charitable organisation. However, this may have an adverse effect on SITA's operational costs.

(d) Four-day week. Some authorities are now planning to make collections on a Tuesday-Friday basis and this could also be a subject for consideration. There are many issues to take into account, including access to disposal sites, but if County's future transfer service is used it will run for six days a week. However, this will not be available until at least 2013/14.

(d) Cost savings generally. The Council will be required to make a minimum of £1.3m savings in 2012/13, and as part of the process waste management will be under scrutiny to identify any savings that can be made before negotiations on the contract extension take place. There is some degree of urgency as if the extension is not deliverable a new, revised tender will need to be put together, starting almost immediately.

PM then gave his initial thoughts to JG's comments:

(a) Glass, which has remained static over the last few years, is the only recyclable that has decreased in price recently. The MRF that SITA currently uses is unable to accept glass, and although it may be possible in the future the final destination point would remain a problem in the short term. However, if savings must be made this would appear to be the easiest method.

(b) Although, as SH stated, street cleansing is not a SITA core service, it is one that they are delivering at a good standard and as costs are shared between the services it would be difficult to separate this from the rest of the contract. JG assured him that, if it can be concluded that SITA continuing with the service is the best way forward this can be resolved at an early stage.

(c) SITA are trialling a service to be introduced at Bracknell in August where they collect bulky waste but the British Heart Foundation take responsibility for its disposal. It is necessary to use closed-top vehicles, but there are cost-saving advantages and the furniture can be reused.

(d) The four day week has been working well in some areas, and may be worth consideration, especially in view of the proposed new transfer station.

JG: The transfer station will be located at Harlow and it may present some benefits to the future contract. County are in the process of procuring organic waste facilities for the north and south of Essex. The northern site will handle separated food waste only, whilst the southern one, which Epping would use, will accept commingled. Members are to be asked at Cabinet on 18 April what they intend the future of organic waste will be. Currently there is financial advantage to continuing as at present, but if haulage fees increase by more than 3% it will be of more benefit to use County's facility.

It was agreed that a separate meeting should be held between SITA and EFDC to discuss these issues in detail.

**7. Olympic Games update**

JG: Local plans for street scene improvements are still being developed, and meetings are increasing as the Games approach. Waste Service/SITA personnel have yet to meet their counterparts at Broxbourne, but once the high level plans have been finalised they will need to discuss the best way of co-ordinating the delivery of the service. A test event is to be held in July, running for 9 days. As there will only be 1,000 or so visitors, it will not impact upon any waste collections or street cleansing unless EFDC decides to join with Broxbourne in a trial run.

**8. Health & Safety issues**

MS reported that from personal experience it was evident that the bins where she lives in Roydon were not being tipped into the vehicles, but that bags were being taken from the bins and thrown manually into the back of the lorries. On one occasion the bag had missed and was left in the road, where she recognised it as one of hers. Also, several bins had not been replaced upright, but left on their sides. PM stated that this was unacceptable, and was against SITA's H&S policy. He gave his assurance that the issue will be reinforced to the crews on a more regular basis in future.

DC was concerned that a number of rural areas did not receive the new calendar when Lucy & Martin distributed them. DM stated that follow-up deliveries had been made by EFDC officers and it was understood that all households had now received the new schedules.

**9. Depot relocation**

JG's report will be going to Cabinet on 18 April. It will suggest that the most appropriate site for the new depot is at NWA, within the boundary fence. Some staff accommodation and car parking already exists and Waste officers and SITA are working together to ensure that as little as possible is taken to the site, but there are some service implications. As the area is Green Belt land there will be planning issues to overcome and if aviation is increased at the airfield this may also pose a problem. The report also makes it clear that some initial service costs will be required to transport SITA staff to the new site for the first 6 months. The Corporate Plan directs that the development is completed by the end of 2013, with a deadline of the end of this year to resolve any planning issues.

**10. Any other business**

QD: A Portfolio decision to purchase 7 new vehicles is set to be published this week, but will be open to call in within 14 days. A report in the new year will recommend that funds are made available from the capital programme for a further 7 vehicles next year. V V reported that one old vehicle requires a new gear box, but at a cost of £28k it was decided not to go ahead. There are currently sufficient spare vehicles to cover its loss.

MS asked if the vehicles could only operate on a certain grade of fuel, as it had been suggested that supermarket chains and other suppliers might offer a cheaper alternative. PM replied that low cost fuels were refined differently and were a lower grade than those at major distributors, which could cause engine problems in the long term. SITA have special arrangements with both Shell and Esso, and they have just carried out a tender exercise to identify the best deal. A recent development is that Esso's rigid tankers have now all been replaced with articulated vehicles, and for H&S and insurance cost reasons will no longer deliver where they have to reverse. The supplier now making deliveries at the premises affected charge an extra 5p per litre. The use of cooking oils etc has

been investigated but until technology improves this is unlikely to be an option.

SITA have gone into partnership with another company to derive diesel fuel from used/recycled plastics. Their first facility is situated in Ireland, but a second one in South London is being planned.

QD: Edwards Waste in Roydon have gone into liquidation and the administrators have asked for creditors and debtors to come forward. The Council no longer has dealings with the company, and PM will make enquiries if SITA are linked to them in any way.

V V requested clarity on financing the extra bank holiday for the Royal Wedding on 29 April. It was confirmed that the Council will only be expected to pay for additional overtime costs for the Saturday, at a rate of time and a half, as operational costs for the Friday would already have been covered.

**Date of next meeting**

16 June 2011 was suggested but not confirmed. An interim meeting to be arranged to discuss cost savings, as above.

PM

D R A F T

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## EFDC GREEN CORPORATE WORKING PARTY MINUTES

**DATE:** 29<sup>th</sup> March 2011  
**TIME:** 2.30pm  
**VENUE:** Committee Room 2, Civic Offices

Chair: Ian White (IW)

Attending: Mike Warr (MW), Mike Tipping (MT), Ian Almond (IA), Councillor Penny Smith (PS), Jim Nolan (JN), Robin Martin (RM), Gary Woodhall (GW), Sue Linsley (SL)

Apologies: Tom Carne (TC), Brian Bassington (BB), Janet Twinn (JT)

Minutes: Sarah Creitzman (SC)

### **Apologies**

#### **Matters arising from last meeting**

All covered in the agenda

**Action**

### **Agenda**

#### **Green Champions Update**

Some Green Champions have been working well, but there have been some issues highlighted by Sharon Lekha as MFDs were being switched off. Sharon complains that a) people don't know how to switch them back on, so are calling Sharon at her desk and causing her problems b) There is a specific procedure to go through to turn off the MFDs, that is not easy, c) the company that supplied the machines (Canon) has told Sharon never to switch them off. Also, Sharon has stated that Canon don't switch off their own equipment and they are green champions, so EFDC should follow suit.

SC has suggested putting signs on all MFDs explaining the procedure, so that staff are educated on the shut-down/start-up procedures.

MT said that we need to understand why these machines can't be switched off, before we take any action. MT to request a report from Sharon Lekha for the next meeting, listing the reasons why the equipment must not be switched off.

**MT**

#### **Staff Visit to Porters**

Ian Almond attended the meeting to give an expert opinion on the findings of staff that visited Porters – the company that manages EFDC's commercial waste.

IA - Originally, when the Council went with Porters it was clear that the owners at the time had invested in sorting machinery that was appropriate to the needs of the Council. On visiting the site, it has now become apparent that this sorting machinery has not been used for several years; perhaps since the company changed hands soon after the Council began using them. The figure of an 80% recycling rate that we have been quoted by Porters is unrealistic, considering what we saw at the site.

SC - Staff visiting the waste transfer station witnessed the manual recycling of large intact materials such as scrap metals and wood, but there was no evidence that

smaller items such as paper and cardboard, which are the main constituents of EFDC's waste, are being recycled.

RM – (attending on behalf of TC) said that following the visit, TC is not prepared to put news of office recycling or Porters in District Lines because from what he has seen, our paper and cardboard are not being recycled.

MT - confirmed that despite promises, he had received no further information from Porters on the end users of materials. He suggested that the only option we really have is to look for another recycling company. MT stated that he did not want to separate out materials on the premises of EFDC as he says there is not the space in the car park and in the past an insurance company has warned the Council that keeping recycling bins next to the Council buildings is a fire hazard. MT also highlighted the fact that it was only 6 years ago that £15,000 was invested in the compactor, so it must continue to be used as our method of waste storage. We can therefore only approach companies that are willing and able to process waste in the exact same way that Porters was meant to, but has failed to.

MT - also emphasised that any change in our waste management arrangements will result in an extra cost to the Council and pointed out that someone needs to be looking into ways to reduce the rubbish generated by the Offices.

SC – Was in agreement with the latter point, but reminded the group that each member is themselves a Green Champion and that the role encompasses ensuring that staff in one's own section are printing double sided, or 2 pages per side, and switching off all equipment when not in use.

JN –The majority of his waste comes from unwanted companies sending him magazines and advertisements. JN asked if there could be a letter template made for the purpose of requesting to be taken off such mailing lists. SC to write this and circulate.

SC

IW - suggested an agenda item for the next meeting, to discuss ideas for reducing paper waste.

PS – notified all that if the group considers the recycling of paper and card to be a significant problem for the Council, then it will require a very detailed report to be written to Cabinet.

IW - raised the question of what other local authorities are doing with their commercial waste.

IA said that he can contact his counterparts in other local authorities to find out how they manage their internal waste.

MT and IA to approach SITA as a first step to resolving this issue. Failing that, IA to research other local options. MT and IA offered to write a report to Cabinet, for members to make a decision.

MT  
IA

### **Environmental Training for Staff and Councillors**

SC asked GCWP members to give feedback on Cardinus online training software.

SC

PS – Wanted to know if there was any obligation to buy the software once the trial period is over.

SC – said no, the plan is to collect feedback, so that iTrain can hopefully be used to create our own version for free.

MW – Training took just over 40 mins and was good

IW – Training took longer than 40 mins and didn't feel that it was specific enough

RM – The cardinus training was better than any iTrain training he has undertaken. It may have been a bit boring, but has a clear corporate benefit. Facts and figures etc need to be EFDC specific.

Others had still to complete the training

**AOB**

IA – gave the group a DVD, showing how waste is sorted and recycled. SC has the DVD if any other group members wish to watch it.

**Date of next meeting**

Next meeting scheduled for Tuesday 26<sup>th</sup> April 2011 at 2.30pm in Committee Room 2.

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## EFDC GREEN CORPORATE WORKING PARTY MINUTES

**DATE:** 26 April 2011  
**TIME:** 2.30pm  
**VENUE:** Committee Room 2, Civic Offices

Chair: John Preston (JP)

Attending: Tom Carne (TC), Ann Kossick (AK), Jim Nolan (JN), Janet Twinn (JT), Mike Tipping (MT), and Ian White (IW)

### **Apologies**

Brian Bassington (BB), Sarah Creitzman (SC), Councillor Penny Smith (PS), Mike Warr (MW) and Gary Woodhall (GW)

### **Matters arising from last meeting**

Suitable procedures were now in place to reduce energy usage from the recently installed Multi Functional Devices; any individual can switch these on if they are switched off, but only selected staff who know how to safely/properly shut them down should do so at the end of the working day. Operational requirements need to be recognised, so, for example, GW would switch off in Member Services at the end of an evening.

**Action**

Waste from EFDC Main Offices. Following the visit to Porters to view the present arrangements, a recent meeting with SITA (The contractor who deals with domestic refuse throughout the EFDC area) has been held, so as to see if they could provide a service. They will provide costs and then MT will compile a report; if the costs are within the present budget that will be easier than if the costs are higher and a case has to be made to Councillors that better arrangements, with greater certainty of the recycling rate, and confirmation of where the material ends up, is worth paying a greater price.

**MT**

The draft letter/template requesting that individuals be taken off mailing lists to save paper, postage and other resources was outstanding.

**SC**

Cardinus Training. Those in the Party who had been able to complete this considered that, whilst interesting, it was rather general and was definitely too long for it to be rolled out more widely in its present form.

### **Agenda**

#### **Green Champions**

Members were happy to take on the responsibility of Green Champions, and had also persuaded a number of colleagues not at the Civic Offices to become Site Champions; so far these include Darren Goody (North Weald Airfield) David Marsh (Langston Road Waste) Phil Hawkins (Langston Road Grounds Maintenance) Paul Spencer (Langston Road MOT) and Paul Blamey (Burton Road) Welcome to the Site Champions, who will be sent the minutes of these meetings in future, and who SC will communicate with.

**SC**

#### **Climate Change Strategy and Council's emissions reporting**

The Party noted the demise of a number of previous National Indicators, but that NI 185 and NI 194 remained in an amended form; these concern emissions from Buildings and from Transport; there is a requirement to publish these on the EFDC Website. The target to publish these is July. When the details are known, SC will

continue work on the new Climate Change Strategy.

**Any Other Business**

The Party were aware that the Council's lease car scheme was presently suspended, and that a small group was considering different options for the future nature of such a scheme particularly from a cost perspective, and which will then be the subject of consultation. Given the information in the Green Fleet review it was considered that the Party should ask to be consulted so that a green perspective can be given.

**JP**

**Date of next meeting**

Next meeting scheduled for 7 June 2011 at 2.30pm in Committee Room 2.  
Subsequent meetings are scheduled for July 19<sup>th</sup>, August 30<sup>th</sup>, October 11<sup>th</sup> and November 22<sup>nd</sup>

## IAA Member Working Group

### MINUTES OF MEETING HELD ON 5 APRIL 2011 AT 2:00PM IN COMMITTEE ROOM 3, COUNTY HALL, CHELMSFORD.

**\*Present:**

|                                  |                             |
|----------------------------------|-----------------------------|
| * Basildon District Council      | Councillor Malcolm Buckley  |
| * Braintree District Council     | Councillor Roger Walters    |
| Brentwood Borough Council        | Councillor Roger Hirst      |
| * Castle Point Borough Council   | Councillor Ray Howard       |
| * Chelmsford Borough Council     | Councillor Janette Potter   |
| * Colchester Borough Council     | Councillor Ann Turrell      |
| * Epping Forest District Council | Councillor Mary Sartin      |
| * Essex County Council           | Councillor Tracey Chapman   |
| * Harlow District Council        | Councillor Tony Hall        |
| Maldon District Council          | Councillor Brenda Harker    |
| * Rochford District Council      | Councillor Mike Steptoe     |
| * Tendring District Council      | Councillor Lynda McWilliams |
| * Uttlesford District Council    | Councillor Susan Barker     |

#### 1. Apologies for Absence

Apologies were received from Cllr Roger Hirst (Brentwood Borough Council) and Cllr Brenda Hawker (Maldon District Council). Cllr Hirst was substituted by Cllr J Pound.

#### 2. Minutes of Previous Meeting

The minutes of the meeting held on 1 March 2011 were agreed and signed by the Chairman.

#### 3. Matters Arising

There were no matters arising.

#### 4. Waste Performance – Provisional End of Year Update

Members received a verbal update from Jason Searles.

Jason informed Members that:

- In process of analysing the receipt of data from the Districts and contractors
- Detailed year end figures should be available within the next 4 – 6 weeks.
- Overall household waste arisings appear static
- There is a small fall in Municipal Solid Waste (MSW) represented by a reduction in trade waste tonnage of approx 2,000 tonnes



- There has been a reduction in construction demolition waste (approx 5%)
- Overall County rates are 50% with diversion rates of 60% recycling and 40% composting. Districts rates are at 47% with diversion rates similar to County.
- Re-cycling centres report similar performance figures to 2009/10.
- Use of the Rapid system gives speedier access to data.

Members discussed issues related to the potential for increased fly tipping if Civic Amenity site opening hours are reduced.

Members were informed that whilst no decision had been made on the RCHW service, a proposal was expected within the next month.

#### **5. Waste Strategy Procurement Update**

Members received a verbal update from Phil Butler.

Members were informed that:

- Waste PFI - dialogue continues with bidders. Final bids will be expected by 3 May followed by full evaluation and feedback.
- Bio Waste – One bidder has withdrawn from the Courtauld Road development (Agrivert) leaving Countrystyle Recycling and Vital Earth.
- Discussions continue with the land owner for the acquisition of the site for the north of the county – Sandon.
- Transfer Stations:
  - Dunmow – site acquired
  - Harlow – public consultation to commence in 3/4 weeks.
  - Chelmsford – design aspects being discussed
  - Colchester – site agreement being finalised with continued dialogue concerning an alternative site.
  - Southend – using the existing depot at Eastern Avenue.
  - Braintree – Progress reported with Cordons Farm

#### **6. Efficiencies and Joint Working – What success could look like**

Cllr Chapman discussed with Members the opportunities that could be considered to save money by working together and what success could look like in an Essex Waste Partnership. Members also noted what other Authorities are achieving in working together.

Members discussed at length the proposals outlined and raised a series of issues and concerns related to the efficiencies and cost savings outlined.

It was agreed that for the next meeting a paper be prepared on potential efficiency targets together with a Forward Plan.



**7. Date of Next Meeting**

It was agreed the next meeting be held on Tuesday 7 June 2011 and thereafter on:

Tuesday 19 July 2011

Tuesday 30 August 2011

Tuesday 18 October 2011

Tuesday 6 December 2011

All meetings to be held at 2.00pm at County Hall.

There being no further business the meeting closed at 3.30pm

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## SCRUTINY



### Report to Safer Cleaner Greener Standing Panel

**Date of meeting: 7 July 2011**

**Subject: Safer Cleaner Greener Strategy - Enforcement Activities**

**Officer contact for further information: Jim Nolan**

**Committee Secretary: Adrian Hendry**

#### Recommendation:

To note the update on the Safer Cleaner Greener Strategy Enforcement Activities for the period 01 October 2010 – 31 March 2011 (6 months).

#### Report:

| Activity recorded by Environment & Neighbourhood Officers (ENO)   | 01/10/10 to 31/03/11 |
|---|----------------------|
| <b>Fly-tipping incidents</b>  |                      |
| Incidents reported to the Council (codes 01FP & 01SC)   | <b>729</b>           |
| Incidents referred to ENO "to consider investigation" (01FP)  | <b>574</b>           |
| Incidents investigated (01FP with code EF01)  | <b>375</b>           |
| Warning/Enforcement letter sent (01FP with code EF03)   | <b>35</b>            |
| Statutory notice (01FP with code EF02)  | <b>3</b>             |
| Prosecution (01FP with code EF05)   | <b>4</b>             |
| <b>Waste enforcement work not related to a specific fly tip (code ENFO)</b>   |                      |
| Investigation (EF01)  | <b>189</b>           |
| Warning/Enforcement letter (EF03)   | <b>65</b>            |
| Statutory notice (EF02)   | <b>15</b>            |
| Fixed Penalty notice (EF09)   | <b>3</b>             |
| Duty of Care Inspection (EF04)  | <b>5</b>             |
| Stop and Search (EF08)  | <b>31</b>            |
| <b>General enforcement work dealt with by ENO (Selected top 5 codes, not including fly-tipping detailed above).</b> |                      |
| Total enquiries/complaints dealt with by ENO team   | <b>637</b>           |
| 1. Noise  | <b>476</b>           |
| 1.1 Out of hours noise included in above total  | <b>230</b>           |
| 2. Bonfires (domestic and commercial)   | <b>46</b>            |
| 3. Street Trading   | <b>45</b>            |
| 4. Refuse nuisance  | <b>28</b>            |
| 5. Licensing consultation   | <b>16</b>            |

#### Fly-tipping incidents

All incidents of fly-tipping reported to the Council are recorded (729). Incidents that may have some evidence to trace the source of the waste or fly-tipper are passed to the ENO team (574). Other incidents are simply recorded and cleared. The incidents passed to the ENO team are then prioritised and investigated if possible (375) prior to clearance.

Out of the 729 incidents most were on the highway (367) including verges that form part of the highway. The second largest land type was on Council land (254), predominantly Housing land, often due to householders poor waste management rather than fly-tipping by somebody unrelated to the area. These two land types accounted for 85% of the reported incidents.

#### **4 prosecutions for fly-tipping have been concluded in this period.**

24 February 2011 re fly-tip in Gravel Lane, Chigwell. Failure to complete waste transfer note and take reasonable measures that led to fly-tipping. £250 fine £669 prosecution costs & £100 towards clear up.

10 December 2010 re – fly tip on Corporation of London land. Guilty plea. £67 fine, £638.48 costs and £100 towards clearance.

10 December 2010 – re fly tip in Epping Lane, Stapleford Tawney. Guilty plea. £200 fine, £425.72 costs and £126.30 towards clearance.

1 October 2010 re – fly tip in garage area off Chequers Road, Loughton. Guilty plea. Conditional discharge for one year taking into account his financial circumstances. £352 costs and £100 towards clearance.

#### **Additional enforcement work of note concluded in period 01/10/10 to 31/03/10**

4 February 2011 – Breach of noise abatement notice served on Mr B Thompson of 7 Felstead Road, Loughton heard in court. Offence proved in defendant's absence. £525 fine, £400 towards costs and forfeiture of equipment that was seized by officers under warrant.

8 Noise abatement notices served, one in relation to a misfiring car alarm was not complied with and works to disable the alarm were carried out.

#### **Fixed penalty notices (FPN)**

6 fixed penalty notices were offered to alleged offenders for 6 incidents that occurred in this period. 3 in relation to littering offences and 3 in relation to breaches of s.46 Environmental Protection 1990 notices requiring the correct waste receptacles to be used.

2 FPNs in relation to breaches of s.46 notices were paid at the discounted rate of £60 for early payment within 10 days. The other FPN was not paid and the matter proceeded to court. The defendant pleaded guilty and was fined £80 and £150 costs.

One FPN in relation to littering was paid at the discounted rate of £50, one is pending prosecution after not being paid, and one has been cancelled and is due to be re-issued on a different named individual after further information received.

Pre-arranged operations to target littering offenders have been arranged for the next period.



## **Report to Safer, Cleaner, Greener Scrutiny Panel**

**Date of meeting: 7<sup>th</sup> July 2011**

**Subject: Strategic Intelligence Assessment Refresh**

**Officer contact for further information:** Caroline Wiggins

**Committee Secretary:** Adrian Hendry

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# SCRUTINY



Epping Forest District Council

### **Recommendations:**

**To note the six month refresh of the Epping Forest Safer Communities Partnership Strategic Intelligence Assessment.**

### **Report**

Epping Forest District Council's Safer Communities Team take a lead on developing and preparing the partnerships annual strategic intelligence assessment (SIA) in line with the Crime and Disorder Act requirements. The SIA identifies the key crime and disorder priorities based on available data from partners. The scanning process of the SA identifies the top 5 or 6 priorities which are then subject to further, in depth analysis which looks at the problem triangle of Offender, Location and Victim. From this analysis we are able to produce a Partnership Plan with specific actions to address the identified priorities.

The priorities are usually identified by December and the completed SIA published by 1<sup>st</sup> April. By identifying priorities early it is possible to start some early financial and resource planning and inclusion in the Partnership Plan. The statistics used for the SIA are from 1<sup>st</sup> October to 30<sup>th</sup> September each year.

To ensure that no emerging trends are missed when the priorities identified in the SIA are action planned, a further refresh of the SIA takes place using a scanning exercise on the 6 months of data from 1<sup>st</sup> October to 31<sup>st</sup> March. This exercise brings the SIA up to date and also catches any emerging trends which can then be accommodated in the Partnership Plan.

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