

Operational Services Committee Annual Agenda Plan 2023-24

Agenda Item 15

Lead officer: Isabel Edgar, Director Operations

Democratic Services Officer: Hannah Walker

Monday 19 June 2023 4:30pm

Report deadline: 4pm Monday 5 June 2023

Agenda despatch: Wednesday 7 June 2023

| Agenda Item | Report Author |
|--|---|
| Voluntary Community Action East Cambs (VCAEC) Update | Angela Haylock, Chief Executive Officer |
| Representation on Outside Bodies and Annual Reports | Senior Democratic Services Officer |
| Environment Action Plan 2023 | Richard Kay, Strategic Planning Manager |
| Budget Outturn Report | Anne Wareham, Senior Accountant |
| ECSS Board Minutes (if any) [EXEMPT] | Senior Democratic Services Officer |
| Youth Action Plan Update | Stephanie Jones, Communities and Partnerships |
| Forward Agenda Plan | Senior Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ARP Joint Committee Minutes | Democratic Services Officer |

Monday 18 September 2023 4:30pm

Report deadline: 4pm Monday 4 September 2023

Agenda despatch: Wednesday 6 September 2023

| Agenda Item | Report Author |
|---|--|
| Community Safety Partnership Update | Community Safety Partnership Representative |
| HVO Vehicles Procurement | Liz Knox, Head of Street Scene |
| Health and Safety Enforcement Policy | Richard Garnett, Senior Environmental Health Officer |
| Food Safety Enforcement Policy | Richard Garnett, Senior Environmental Health Officer |
| Environment Act Implementation | Director Operations |
| Environmental Crime Enforcement Policy Review | Liz Knox, Environmental Services Manager |
| Quarter 1 – Waste Performance Monitoring and Street Smart Highlights Report | Catherine Sutherland, Development Manager |
| Budget Monitoring Report | Anne Wareham, Senior Accountant |
| ARP Joint Committee Minutes 13 June 2023 | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ECSS Board Minutes (if any) [EXEMPT] | Democratic Services Officer |
| ECSS Performance Matter [EXEMPT] | Director Legal |

Monday 13 November 2023 4:30pm

Report deadline: 4pm Monday 30 October 2023

Agenda despatch: Wednesday 1 November 2023

| Agenda Item | Report Author |
|---|--|
| VCAEC Update | VCAEC representative |
| Service Delivery Plans – 6 Month Performance Monitoring | service leads |
| Budget Monitoring Report | Anne Wareham, Senior Accountant |
| DAHA Policy and Strategy | Angela Parmenter, Housing and Community Safety Manager |
| Environmental Crime Action Plan | Karen See, Senior Environmental Health Officer |
| Environmental Crime Fixed Penalty Notices – Fee setting Review | Karen See, Senior Environmental Health Officer |
| Recommendation from Audit Committee 16 October 2023: Strategic Service Review (Waste and Recycling) | Director Operations |
| HVO Procurement Options Update | Liz Knox, Head of Street Scene |
| ECSS Quarter 2 Overspend Report | Director Commercial |
| ECSS Half Yearly Report | Director Operations |
| Materials Recycling Contract – Procurement Update and Delegation Request [EXEMPT] | Liz Knox, Head of Street Scene |
| Quarter 2 – Waste Performance Monitoring and Street Smart Highlights Report | Catherine Sutherland, Development Manager |
| ARP Joint Committee Minutes 12 September 2023 | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |

Wednesday 31 January 2024 4:30pm

Report deadline: 4pm Wednesday 17 January 2024

Agenda despatch: Friday 19 January 2024

| Agenda Item | Report Author |
|---|---|
| Community Safety Partnership Update | CSP Representative |
| Youth Action Plan Update | Stephanie Jones, Communities & Partnerships |
| Citizens Advice West Suffolk (CAWS) Grant | Lewis Bage, Communities & Partnerships |
| VCAEC Grant | Lewis Bage, Communities & Partnerships |
| Information Security Policy Review | Karen Wright, ICT Manager |
| Waste Performance Monitoring Report Q3 and Street Smart Highlights Report | Catherine Sutherland, Development Manager |
| ECSS Finance Report | Emma Grima, Director Commercial |
| ECSS Statutory Accounts | Emma Grima, Director Commercial |
| Minutes of the Waste Service Review Working Party | Democratic Services Officer |
| ARP Joint Committee Minutes Forward Agenda Plan | Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ECSS Board Minutes (if any) [EXEMPT] | Democratic Services Officer |

Monday 25 March 2024 4:30pm

Report deadline: 4pm Monday 11 March 2024

Agenda despatch: Wednesday 13 March 2024

| Agenda Item | Report Author |
|---|---|
| VCAEC Update | VCAEC representative |
| End of Year Reports 2023/24 Service Delivery Plans 2024/25 | Service Leads |
| ECSS Business Plan | Emma Grima, Director Commercial |
| Community Engagement Strategy | Lewis Bage, Communities & Partnerships |
| Vulnerable Community Strategy | Lewis Bage, Communities & Partnerships |
| DFG Policy Review | Marie Beaumont Senior Case Worker |
| Health and Wellbeing Strategy and Action Plan review | Liz Knox, Environmental Services Manager |
| Waste and Street Cleansing Service Proposals | Isabel Edgar, Director Operations |
| ARP Joint Committee Minutes | Democratic Services Officer |
| Minutes of the Waste Service | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |
| ECSS Board Minutes (if any) [EXEMPT] | Democratic Services Officer |

Forward Planning items 2024/25

- Youth Activity progress update be brought to Committee every 6 months.

Operational Services Committee Annual Agenda Plan 2024-25

Agenda Item 15

Lead officer: Isabel Edgar, Director Operations

Democratic Services Officer: Hannah Walker

Monday 24 June 2024 4:30pm

Report deadline: 4pm Monday 10 June 2024

Agenda despatch: Wednesday 12 June 2024

| Agenda Item | Report Author |
|--|---|
| Representation on Outside Bodies and Annual Reports | Senior Democratic Services Officer |
| Review of Caravan Site Licensing and HMO licensing fees | Environmental Health |
| Q4 203/24 Waste Service Performance and Project Highlight report | Catherine Sutherland, Waste Development and Support Officer |
| Budget Outturn Report | Anne Wareham, Senior Accountant |
| ECSS Board Minutes (if any) [EXEMPT] | Senior Democratic Services Officer |
| Forward Agenda Plan | Senior Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ARP Joint Committee Minutes | Democratic Services Officer |
| Member Waste Working Party Minutes | Democratic Services Officer |

Monday 23 September 2024 4:30pm

Report deadline: 4pm Monday 9 September 2024

Agenda despatch: Wednesday 11 September 2024

| Agenda Item | Report Author |
|---|---|
| Quarter 1 – Waste Service Performance and Project Highlight report | Catherine Sutherland, Waste Development and Support Officer |
| Strategic Waste Service Review – Member Working Party Recommendations | Director Operations |
| Waste Service Standards | Catherine Sutherland, Waste Development and Support Officer |
| Budget Monitoring Report | Anne Wareham, Senior Accountant |
| ARP Joint Committee Minutes | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ECSS Board Minutes (if any) [EXEMPT] | Democratic Services Officer |
| Member Waste Working Party Minutes | Democratic Services Officer |
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Monday 18 November 2024 4:30pm

Report deadline: 4pm Monday 4 November 2024

Agenda despatch: Wednesday 6 November 2024

| Agenda Item | Report Author |
|---|---|
| Service Delivery Plans – 6 Month Performance Monitoring | Service leads |
| Health and Wellbeing Strategy Plan update | Environmental Health |
| Budget Monitoring Report | Anne Wareham, Senior Accountant |
| Cambridgeshire and Peterborough Waste Strategy Review | Environment Services |
| Environmental Crime Action Plan 6 month update | Karen See, Senior Environmental Health Officer |
| Air Quality Strategy | Environmental Health |
| ECSS Half Yearly Report | Director Commercial |
| Quarter 2 – Waste Performance Monitoring and Street Smart Highlights Report | Catherine Sutherland, Development Manager |
| ARP Joint Committee Minutes | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |
| Youth activity update | Stephanie Jones, Communities and Partnerships Support Officer |
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Monday 27 January 2025 4:30pm

Report deadline: 4pm Monday 13 January 2025

Agenda despatch: Wednesday 15 January 2025

| Agenda Item | Report Author |
|---|---|
| Community Safety Partnership Update | CSP Representative |
| Waste Performance Monitoring Report Q3 and Street Smart Highlights Report | Catherine Sutherland, Development Manager |
| ECSS Statutory Accounts | Emma Grima, Director Commercial |
| ARP Joint Committee Minutes | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ECSS Board Minutes (if any) [EXEMPT] | Democratic Services Officer |
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Monday 24 March 2025 4:30pm

Report deadline: 4pm Monday 10 March 2025

Agenda despatch: Wednesday 12 March 2025

| Agenda Item | Report Author |
|---|---|
| End of Year Reports 2023/24 Service Delivery Plans 2024/25 | Service Leads |
| ECSS Business Plan | Emma Grima, Director Commercial |
| VCAEC and CAWS SLA performance update | Lewis Bage, Communities & Partnerships |
| ARP Joint Committee Minutes | Democratic Services Officer |
| Forward Agenda Plan | Democratic Services Officer |
| ECSS Management Accounts [EXEMPT] | ECSS Finance Manager |
| ECSS Board Minutes (if any) [EXEMPT] | Democratic Services Officer |
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