



EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

## AGENDA ITEM NO. 4

Minutes of a meeting of the Operational Services Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on Monday 17<sup>th</sup> June 2019.

### **PRESENT**

Cllr David Ambrose Smith (Chairman)  
Cllr Victoria Charlesworth  
Cllr Lis Every  
Cllr Simon Harries (as a Substitute)  
Cllr Julia Huffer  
Cllr Mark Inskip  
Cllr Amy Starkey  
Cllr Jo Webber  
Cllr Christine Whelan

### **OFFICERS**

Lewis Bage – Communities & Partnership Manager  
Jo Brooks – Director Operations  
Richard Garnett – Senior Environmental Health Officer  
James Khan – Head of Street Scene  
Adrian Scaites-Stokes – Democratic Services Officer

### 3. **PUBLIC QUESTION TIME**

There were no public questions.

### 4. **APOLOGIES AND SUBSTITUIONS**

Apologies were given on behalf of Councillor Paola Trimarco.  
Councillor Simon Harries acted as a Substitute Member for this meeting.

### 5. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 6. **MINUTES**

It was resolved:

That the minutes of the meeting held on 30th May 2019 be confirmed as a correct record and be signed by the Chairman.

### 7. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

### Reduce Plastic Pollution

The Council had joined the Refill Revolution, an award winning campaign designed to help reduce plastic pollution, by allowing the public to refill their re-usable water bottles from the Council's reception water station. The refill station would be promoted by the global app and logo on the offices' front doors. This assisted with the Council's purge on plastics.

### Tackling Homelessness

The Council had been awarded the Silver Award by the National Practitioners Support Service, given to only 13 other authorities in the country. This confirmed that between 1-9 of the local challenges for the Gold Award had been achieved. The result of the final challenges was being awaited. This Award followed a considerable amount of work by the team.

### Local School Waste Promotion

The Council's waste team had organised an event at the Lantern Community Primary School to produce a giant fish out of litter. The Council's recycling hero, Michael Recycle, attended and helped the children create the fish. This was to help teach the youngsters about the importance of recycling.

## 8. **APPROVAL OF THE 2019/2020 FOOD AND HEALTH AND SAFETY SERVICE PLAN**

The Committee considered a report, U19, that looked to update the Council's food and safety service plans to satisfy the Food Standards Agency and Safety Executive requirements.

The Senior Environmental Health Officer advised the Committee that the Council was required to produce a draft annual plan by the Food Standards Agency. There were two amendments needed to the plan: the reference to the former Regulatory Services Committee should be changed to read Operational Services Committee; there was now no Councillor Champion for the service.

The latest plan was very similar to last year's and set out how the service was organised and how it would develop.

Councillor Lis Every thought it a comprehensive report but queried the support that was given to new businesses, as this was needed. Could this be explained and how they were helped to meet the relevant legislation requirements.

The Senior Environmental Health Officer stated that under the Food Safety Regulations new businesses had to register. This gave an opportunity to meet them, take them through what would be expected from them and help them with advice and guidance. Support would continue as the business grew.

Councillor Mark Inskip queried the date stated in the table under section 3.2. He noted that 44 certificates had been requested, the same number as the previous year, so was this the correct figure? Under section 4.6 a target had been

mentioned last year so was there any reason this had been omitted? How was performance measured to see if it was making a difference? It would be useful to hear the details on that to check whether the measures were being successful. It was noted that there had been big changes in the health and safety budget, so what was the cause of that?

The Committee was advised that the date under 3.2 should read 2019, so this would be corrected. The figures of 44 certificates for both years were correct. The target highlighted related to complaints work and all relevant information would be needed. A recent issue with contaminated results for the laboratories meant that the target had been removed as it was not practical to keep it. The performance measures had been brought in by a member of staff and related to businesses that were rated at 2 Star or whose ratings fluctuated. A couple of visits were normally arranged, with a three month gap, to help those businesses achieve a 4 or 5 Star rating. The legal standard was a 3 Star rating. There were record files for each of the businesses that set out their ratings and this was used to assess whether they were hitting their targets. If not, legal action could be taken. No answer could be given at the meeting about the budget figures, although it was noted that the health and safety role had been significantly reduced by legislation. Officers were asked to provide an explanation of those figures to the Committee.

Councillor Victoria Charlesworth asked how the projected figures for turnover of food businesses had been calculated. The Senior Environmental Health Officer explained that the figures had been work out on averages of previous years' numbers.

It was resolved:

That the East Cambridgeshire District Council Food and Health and Safety Service Plan at Appendix 1, as amended, be approved.

9. **END OF YEAR PERFORMANCE REPORT FOR THE WASTE AND STREET CLEANSING SERVICES**

The Committee considered a report, U20, that looked at the end of year performance for the Waste and Street Cleansing Services.

The Head of Street Scene reminded the Committee that the service had faced a monumental challenge during 2018-19, as it started with very low performance figures. However, the year had been very successful and the service had finished with very high performance figures. Although the service had vastly improved for the district's residents, efforts had also been taken to improve things for the staff. Targets had been amended to account for individual and company performance and new investment had been used for new vehicles, equipment and on employees. Community engagement had also been a priority, as this was expected to make a difference to the success of the service. This year the aim was to finesse the work already done.

Councillor David Ambrose Smith noted a few areas where performance had not met the targets and hoped these would be a priority in the coming year.

Councillor Mark Inskip was encouraged to see the improvement in emptying waste bins but was concerned about the litter bins on the market which became filled during the day. How widespread were the 'litter picks'? He also queried Table 1 under paragraph 4.1, as it was not clear what it referred to.

The Committee was informed that the Council was not responsible for the business waste as this service was provided elsewhere. The 'litter picks' were across the district and Ward Members could become involved. Table 1 showed all the key performance indicators between the Council and Street Scene. The targets were set by the Council for each individual service and the stretch targets were measured against the key performance indicators. The graph showed the cumulative targets, whilst the table on page 5 of the report showed the actual performance ratings, measured against the key performance indicators.

Councillor Mark Inskip was not convinced by the replies, as the figures showed the actual performance but not the targets. He asked that the targets and actual performance be provided.

Councillor David Ambrose Smith concurred and asked that those figures be provided in the future. He also recommended that all Members checked the Memorandum of Agreement between the Council and Street Scene, as it was important to understand the Agreement, and it showed the targets set.

Councillor Lis Every thanked the team for achieving what it had during the year. The service had moved light-years away from where it had been, as it was much improved. There had not been much to do with the Ely 'litter pick' as the service's van had been round clearing a lot up. A lot of time had been spent promoting the service and a survey had been commissioned about recycling, but what form would it take and what did it aim to do? It would be useful for Members to see the results.

The Head of Street Scene explained that the survey had begun and related to household waste. The household waste was being checked to see if any of it could have been recycled. After the survey was completed the information would be analysed to highlight any materials or food waste that should have been recycled. This then would be used to tailor the education plans to respond to the issue.

Councillor Christine Whelan questioned whether the 7am collection start time had changed, as bins were often being collected before then. The Head of Street Scene confirmed that 7am was the start time, though this could differ depending where in the district the collections took place, as vehicles would take longer to reach those places. He asked that he be notified of any such issues.

Councillor Jo Webber noted that the service had improved so much and that the staff were polite and returned the bins. However, she thought there should have been a service to remove graffiti on behalf of businesses and asked if this was still being provided, as she would like to inform businesses that this service was available. Could paper bags be sold to the public for them to use for food waste?

The Head of Street Scene confirmed that graffiti removal was part of the service. Any in public places was the responsibility of the Council so Street Scene could only offer a service for any on private land. Food waste going into household waste was an issue and bags had been considered previously. The bags available at that time had not been compatible with the processes involved but this could be looked at again.

Councillor Simon Harries noted that the litter bins in the city centre were overflowing and there were no recycling bins available in Ely. Were there plans to put them in place? There was a high level of confusion about what could be recycled and what happened to such material as there was a question whether it was being recycled. There were also a number of items that could not be put in the black bags so would not a bin be better.

The Committee was informed that work had been done on looking to install recycling bins but such bins became contaminated with other waste. Due to the increased costs it was not deemed feasible.

Councillor Julia Huffer stated that at the time when the wheelie bins were purchased by the Council it could not afford extra bins. A lot of people also did not have the room to accommodate an extra bin. A tour of the Cespa recycling facility would show Members exactly what happened to the waste collected.

The Director Operations stated that a trip to the waste facility could be organised for any Members. The process involved in dealing with the waste was extraordinary. Members could also go out with the waste crews to see what they did. When the Council was considering purchasing wheelie bins, a bin for household waste was looked at. However, it became apparent that the cost would have been too expensive at the time. The Government was thinking about a new waste strategy and it was hoped that funding could be available to help improve the waste services further. The service was also looking at what it wanted to provide and would check the survey results. This could lead to seeking additional funding for extra bins.

Councillor Victoria Charlesworth added her thanks to the team for the hard work they had put in.

It was resolved:

That end of year performance and the improvements made be noted.

10. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES & ANNUAL REPORTS**

The Committee considered a report, U21, that looked to confirm the nominated representatives to the outside bodies which fell within the remit of this Committee and to receive the annual reports from the previous appointed representatives.

Councillor David Ambrose Smith proposed several changes to the nominated Members, which was duly seconded by Councillor Julia Huffer. The nominated Member for the Cambridgeshire County Council Health Committee would be

himself with Councillor Julia Huffer as the Substitute Member. Councillor Amy Starkey would be the nominated Member of the Citizens Advice Bureau instead of Councillor Julia Huffer.

It was clarified that Councillors Lis Every and Christine Ambrose Smith would be the Members of the Community Safety Partnership, with Councillors Jo Webber and Alan Sharp as Substitutes.

Councillor Simon Harries did not agree with all the nominations as the Liberal Democrat group would like Members on two of the Outside Bodies. Councillor Mark Inskip concurred, as this would better reflect the political balance of the Council.

It was therefore proposed, and seconded, that Councillor Victoria Charlesworth be a Member of the Community Safety Partnership. On being put to the vote the proposal was declared lost.

It was then proposed, and seconded, that Councillor Mark Inskip be a Member of Sanctuary Housing Services Management Committee. On being put to the vote the proposal was declared lost.

The Committee then considered the amended nominations and on being put to the vote the proposal was declared carried.

The Democratic Services Officer thanked Janis Murfet for her efforts in organising the annual reports, declaring them to be the best set of reports ever.

It was resolved:

- (i) That the appointment of the proposed nominated representatives, to those outside bodies which fall within the remit of the Operational Services Committee, as set out in Appendix 1 to the report, as amended, be confirmed;
- (ii) That the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Operational Services Committee be noted.

## 11. **FORWARD AGENDA PLAN**

The Chairman reminded Members that the Committee meeting scheduled for 15<sup>th</sup> July had been cancelled.

12. **EXCLUSION OF THE PRESS AND PUBLIC**

That the press and public be excluded during the consideration of the remaining item no. 11 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories 1, 2 and 3 Part I Schedule 12A to the Local Government Act 1972 (as Amended).

13. **COMMERCIAL MOORING AT ELY RIVERSIDE**

The Committee considered an exempt report, U22, with reference to awarding a licence at Ely riverside.

The Communities & Partnership Manager advised the Committee about the issue, the actions taken by officers and the outcome. The Committee was reassured that the best outcome and value for the Council and the riverside had been obtained.

It was resolved:

- (i) That awarding of a licence be approved;
- (ii) That officers be instructed to proceed with finalising the licence agreement.

The meeting concluded at 5:29pm.