

To: Members of the Special Sub-Group

Councillors Humphreys, Phillips, Smith, M Stanley and Sweet

For the information of the other Members of the Council

SPECIAL SUB-GROUP

17 NOVEMBER 2014

The Special Sub-Group will meet in the Committee Room, The Council House, South Street, Atherstone on Monday 17 November 2014 at **3.00 pm**.

AGENDA

PART I - PUBLIC BUSINESS

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**
- 4 Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact David Harris on 01827 719222 or email democraticservices@northwarks.gov.uk.

**PART A – ITEMS FOR DISCUSSION AND DECISION
(WHITE PAPERS)**

- 5 **Development of New Indoor Leisure Facilities in Coleshill** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report updates the Sub-Group on progress in respect of the development of new indoor leisure facilities in Coleshill.

The Contact Officer for this report is Simon Powell (719352).

- 6 **Joint Committee Update** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

To receive a verbal update on the Joint Committee

The Contact Officer for this report is Steve Maxey (719438).

- 7 **Waste Services Supervisor – Streetscape** – Report of the Assistant Director (Streetscape)

Summary

This report proposes the creation of a new post of Waste Services Supervisor/Driver within the Streetscape Division to supervise refuse & recycling operations from the Council's Lower House Farm depot.

The Contact Officer for this report is Richard Dobbs (719440)

JERRY HUTCHINSON
Chief Executive

For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail – davidharris@northwarks.gov.uk.

For enquiries about specific reports please contact the officer named in the report.

Agenda Item No 5

Special Sub-Group

17 November 2014

**Report of the
Assistant Director
(Leisure and Community Development)**

**Development of New
Indoor Leisure Facilities
in Coleshill**

1 Summary

- 1.1 This report updates the Sub-Group on progress in respect of the development of new indoor leisure facilities in Coleshill.

Recommendation to the Sub-Group

That the Sub-Group notes and comments upon the progress being made in respect of the development of new indoor leisure facilities at The Coleshill School.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Special Sub-Group, the Community and Environment and Resources Boards, the Safer Communities Sub-Committee, Members with responsibility for Health, Well-being and Leisure and Young People and Coleshill Ward Members have all had an opportunity to comment on the content of this report. Any comments received will be reported verbally to the Sub-Group.

3 Background and Update on Progress – Construction Work

- 3.1 As the Sub-Group is aware the construction of new indoor community leisure facilities commenced on site at The Coleshill School in early November 2013. The construction programme was originally scheduled for completion on 31 October 2014. It is, therefore, pleasing to be able to report that, subsequent to receipt of Building Control's Completion Certificate, on 22 October 2014, the new Leisure Centre was officially handed to the Borough Council, under a project Completion Certificate, a week early, on 24 October. The project Completion Certificate was accompanied by a formal Notification of Defects Certificate and an appended "Snags List", the items on which were required to be made good by Wates Construction at nil cost to the contract within two weeks (on or before 07 November 2014). The 12 months Contract Defects Date expires on 24 October 2015.
- 3.2 As previously reported, the building programme had been approximately three weeks ahead of schedule, but this was reduced to one week, largely as a consequence of the delay in securing an electricity supply to the Leisure Centre. The final weeks of the construction period were extremely busy, as the contractor completed its final mechanical and electrical testing and

commissioning programme, external works, including tarmacking and landscaping, and endeavoured to ensure that the “snagging” process was as short as possible. The project’s Clerks of Works, however, were very thorough and identified a number of issues that were in need of redress. None of these items, however, were considered to be of sufficient significance to prevent the building from being formally handed to the Authority.

- 3.3 Completion of the construction phase became slightly more fraught than was originally anticipated as a consequence of a small number of late changes to the build programme. Wates Construction and its sub-contractors, however, were able to complete these changes in a timely manner, although the requirement to build a small retaining wall outside the footprint of construction site has incurred an additional cost burden for The Coleshill School.

4 Update on Progress – Financial Position

- 4.1 The Sub-Group is aware that the capital funding available for the project is £4,301,366, including £2,815,000 from the Borough Council, with the balance being made up of valuable contributions from the Education Funding Agency and England Squash and Racketball. Account needs to be taken of the need to fund £154,000 of fees attributable to the project, thereby leaving a sum of £4,147,366 available to support project delivery (including all contingencies and provision for fitness equipment and furniture and fittings, etc.).

- 4.2 Wates Construction is required to provide its Target Cost and Actual Cost forecasts on a monthly basis. The Project Manager, who is very carefully scrutinising all costs on behalf of the Borough Council, is required to produce a monthly Funding Position Statement a week thereafter. At the time of writing this report, the Project Manager’s latest Funding Position Statement is awaited, further to Wates Construction’s anticipated submission of its thirteenth and penultimate project invoice. The Funding Position Statement will be presented to the Borough Council in advance of the Sub-Group meeting and, therefore, Members will receive a verbal report on this matter at that time. Within his last Statement, in October, the Project Manager was predicting an overspend of approximately £29,500, although concerted efforts are being made to reduce this sum. During the last project cost meeting, Wates Construction reported its view that there were very few, if any, cost risks remaining in the project, other than those brought in by project partners.

- 4.3 Currently, approximately £3.87 million has been paid to the contractor. Invoices totalling just over £1.3 million have been issued to The Coleshill School in order to draw down Education Funding Agency support for the project and a further invoice will be issued to The School this month. The £25,000 grant from England Squash and Racketball has been received in full.

5 Update on Progress – Other Matters

- 5.1 The Sub-Group will recall that the legal matters associated with the development are essentially complete, although there may be a need to review the site plan appended to the lease to take account of a very minor change to the boundary line in order to accommodate a change to the layout of car parking spaces consequent upon the installation of the electricity sub-station. The Joint Use Agreement, approved by the Sub-group in April 2014,

has now been signed by both parties, and this document will provide the framework through which the Leisure Centre is managed and used.

- 5.2 Now that the building has been formally handed to the Authority, work has commenced on the introduction and installation of furniture, fittings and equipment into the building, including IT provision, telephony, fitness and other sports and leisure equipment, and the undertaking of a staff induction and training programme. At the time of writing this report, it was anticipated that the Leisure Centre would be opened for use on 17 November 2014, the day after closing the old facility in Park Road. The Coleshill School was planning to hold its first curriculum activity in the building on 18 November. From this point onwards the work of project partners begins in earnest in terms of effectively and efficiently ensuring that the new Leisure Centre meets the needs of its respective and shared communities for many years to come.
- 5.3 Arrangements are being finalised to hold a formal opening ceremony on 04 December 2014, which will be followed by an Open Weekend of activities at the new Leisure Centre. It is hoped that the opening ceremony will be attended by representatives from project partners, Wates Construction, the Education Funding Agency and England Squash and Racketball, as well as, most importantly, by the members of the local community and school students. It is intended for the Leisure Centre to be opened by the Mayor of North Warwickshire, thereby emphasising that it is a facility for the whole Borough. This will be particularly poignant, for the current Mayor also opened the old Leisure Centre in 1982.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 In addition to those previously reported to the Sub-Group, the headline financial implications associated with the construction of the new Coleshill Leisure Centre will be reported verbally to Members at the meeting.

6.2 Safer Communities Implications

- 6.2.1 The provision of good quality leisure facilities and services has profound and positive implications for the development of safer communities and a reduction in the likelihood of criminal and / or anti-social behaviour.

6.3 Legal and Human Rights Implications

- 6.3.1 The new Leisure Centre will have direct and positive implications for the Authority's ability to meet the requirements of Equalities and other legislation and on its determination to enhance access to good quality services for the local community.

6.4 Environment and Sustainability Implications

- 6.4.1 The investment of resources in the new Leisure Centre will enable the Council to maintain and enhance the quality, consistency and sustainability of its indoor leisure provision in Coleshill. The services provided through the

new leisure facility will make a positive and lasting impact on individual and collective quality of life within North Warwickshire.

6.5 Health, Well-being and Leisure Implications

6.5.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities through the provision of opportunities for formal and informal recreation and by contributing to an enhanced quality of life in the Borough. The project is also compliant with, and helps to deliver against, the priorities identified in the Warwickshire Health and Well-being Strategy and the supporting Joint Strategic Needs Assessment.

6.6 Human Resources Implications

6.6.1 There is no immediate human resource implication arising directly from this report.

6.7 Risk Management Implications

6.7.1 The condition and future replacement of Coleshill Leisure Centre have been the subject of a detailed risk assessment, a copy of which was presented to the Community and Environment Board in July 2012.

6.8 Equalities Implications

6.8.1 The scheme to replace Coleshill Leisure Centre has been designed to positively impact on the corporate priority to protect and provide access to Council services. An Equality and Impact Needs Assessment (EINA) has been carried out and was presented to the Community and Environment Board at its meeting held in July 2012.

6.9 Links to Council's Priorities

6.9.1 The undertaking to replace Coleshill Leisure Centre has positive and direct links to the following corporate priorities:

- Public service
- Crime and disorder
- Access to services
- Consultation and communication
- Health and well-being

6.9.2 The provision of the new Leisure Centre at The Coleshill School has positive implications for the Sustainable Community Strategy priorities to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Simon Powell (719352).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Wates Construction	Client Meeting Report 2	January 2014
2	Coventry City Council	Clerk of Works Report 2	January 2014
3	Coventry City Council	Client Meeting Notes (16 January 2014)	January 2014
4	Coventry City Council	Client Meeting Notes (26 February 2014)	Feb 2014
5	Wates Construction	Client Meeting Report 4	March 2014
6	Wates Construction	Client Meeting Report 5	April 2014
7	Wates Construction	Client Meeting Report 6	May 2014
8	Wates Construction	Client Meeting Report 7	June 2014
9	Wates Construction	Client Meeting Report 8	July 2014
10	Wates Construction	Client Meeting Report 9	August 2014
11	Coventry City Council	Clerk of Works Report 9	August 2014
12	Wates Construction	Client Meeting Report 10	Sept 2014
13	Coventry City Council	Clerk of Works Report 10	Sept 2014
14	Wates Construction	Client Meeting Report 11	Oct 2014
15	Coventry City Council	Clerk of Works Report 11	Oct 2014

Agenda Item No 7

Special Sub-Group

17 November 2014

**Report of the
Assistant Director (Streetscape)**

**Waste Services Supervisor -
Streetscape**

1 Summary

- 1.1 This report proposes the creation of a new post of Waste Services Supervisor/Driver within the Streetscape Division to supervise refuse & recycling operations from the Council's Lower House Farm depot.

Recommendation to the Sub-Group

That the post of Waste Services Supervisor/Driver be created and the post advertised and filled internally

2 Background

- 2.1 Members will recall that in May this year the Sub-Group considered a report on the staffing structure of the Streetscape division and, in particular, the management structure within the refuse & recycling service. At that meeting, the Board agreed to make one of the two Assistant Manager posts redundant as there was significant duplication of tasks and responsibilities across the roles. The second post holder left the Council in June 2014.
- 2.2 It was pointed out to the Group at that meeting that there may be a need in the future to look at the operational supervision of the refuse & recycling services to assess whether staffing levels needed to be increased in that area and that a further report would be brought back to the Group.
- 2.3 Over the past few months it has become clear that, while there is sufficient cover at management level, there has been a need to increase the amount of operational supervision. The Waste & Transport Manager (who devotes at least two days a week to transport matters) and the Assistant Manager (Refuse & Recycling) handle the management responsibilities of running and developing the Council's waste services between them, but this leaves insufficient cover for the operational side of the Lower House Farm based operations which the Council delivers.
- 2.4 Before October, 2013, the refuse and recycling services were based at the Sheepy Road depot, alongside a number of other services and there was sufficient supervisory cover to ensure that operations across the division could be managed from that one location. Now that the Streetscape division operates from two separate sites, the supervisory cover is over stretched. In order to bridge the gap which has arisen, one of the Council's most experienced refuse drivers has been operating as a stand-in supervisor for the majority of the time that the new refuse & recycling service has been in operation.

3 The New Post

3.1 In preparation for this report, a job description and person specification have been drawn up for the proposed role of Supervisor/Driver and those attached at Appendix A. It is envisaged that, if approved, the new post holder will be based permanently at Lower House Farm and will take responsibility for all the operational supervisory duties associated with the refuse and recycling service including:

- Opening up the depot, offices and fuel store
- Assigning work to crews including specific tasks and instructions
- Sourcing and inducting agency staff
- Overseeing daily vehicle inspections and vehicle fuelling
- Undertaking H&S inspections and supply/replace PPE as necessary
- Dealing with customer complaints and instructing crews accordingly
- Supervising collection operations and liaising with the Contact Centre
- Completing, checking and submitting all relevant paperwork

3.2 The post holder will also be required to drive or load as part of a regular crew when the need arises as well as providing cover for the Assistant Manager (Refuse & Recycling) on occasion and acting as a link between the management and the workforce. The post has been evaluated and has been assessed at scale 7 which sits between the Assistant Manager and Driver scales (6 and 8 respectively).

3.3 It is also envisaged that the post holder will carry out an important role as a driver assessor, predominantly within Refuse & Recycling and the rest of the Streetscape division, but also across the Council as necessary.

4 Driver Assessor

4.1 The Council spends a significant amount of money every year on transport with the bulk of the cost going on fuel as well as on repairs and maintenance. It has been identified that fuel and repair costs could be reduced through changing driver behaviour and the use of driver assessments can be critical in improving performance in those areas. A recent internal audit report on the refuse service has recommended the introduction of driver assessors for the reasons set out below.

4.2 By training and utilising our own driver assessors, it is anticipated that the Council will benefit in a number of areas:

- Promoting safer and more fuel efficient driving
- Reducing costs associated with fuel usage and accident damage
- Promote positive driving techniques and eliminate negative behaviour
- Assess driver suitability for new and agency posts
- Identify areas of need for staff training & development
- Improve specific skills in areas unique to NWBC operations

4.3 A programme of driver assessment should help to reduce fuel usage and the number and subsequent costs of accidents as well as ensuring that drivers across a range of services are properly trained and have the skills required for their specific duties. It will also ensure that full-time and temporary drivers recruited or hired by the Council have the most appropriate skills required for the job.

5 Report Implications

5.1 Financial Implications

- 5.1.1 It is proposed that the post holder will be required to work 40.75 hours per week to cover their duties. With the element of contractual overtime included, and taking into account NI and superannuation, the annual cost to the Council will be £30,723. No budget to cover this cost currently exists, but the service already effectively incurs £27,622 of costs through the existing, temporary supervisory arrangements. Therefore the additional cost at the bottom of the grade would be £404, rising to £3,101 at the top of the grade. It is anticipated that the benefits of driver assessment will reduce transport costs associated with fuel usage and repairs.

5.2 Human Resources Implications

- 5.2.1 In line with the Council's Recruitment & Selection Policy the new post would be advertised and recruited to internally.

The Contact Officer for this report is Richard Dobbs (719440).

NORTH WARWICKSHIRE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate: Community and Environment Post Title: Waste Services Supervisor / Driver

Division: Streetscape Grade: 7

Reports to: Assistant Manager (Waste Services)

Responsible for: Waste Service staff (Loaders and Drivers)

Works with: Waste Services employees, other Council Officers, members of the public.

Overall Purpose of the Position

To ensure the safe and efficient delivery of waste services in a professional manner, supervising the process of work, equipment, materials, labour and resources.

Duties

1. To be responsible for the induction and supervision of waste service loaders and drivers
2. To supervise and co-ordinate waste service employees ensuring that all household recyclable waste, residual waste, garden waste or trade waste is removed from premises as indicated on the daily work sheets
3. To ensure that we provide a high quality, cost-effective service to our stakeholders ensuring that resources are available and utilised effectively
4. To report to the line manager daily progress and any matters which arise affecting service delivery
5. To resolve customer complaints and enquiries in a professional and polite manner
6. To ensure that all accidents and incidents are fully investigated and reported appropriately
7. To ensure that all drivers comply with transport legislation (1948 Transport Act and all subsequent relevant Acts) and that all daily vehicle inspections and reporting procedures are undertaken

8. To ensure that all documentation (including timesheets, attendance logs, overtime claims and vehicle check sheets etc.) is completed within specified deadlines and checked for accuracy
9. To work as part of the Management and Supervisory team, putting forward suggestions and ideas for improvements in service provision
10. To be available and contactable for emergencies and manage changes to operational requirements
11. To work with colleagues to ensure that the waste services office is covered throughout operational working hours
12. To ensure that all Health and Safety requirements, including the wearing of PPE & the adherence of safe working practices, are undertaken at all times
13. To undertake regular performance management of employees resolving any issues which arise in a timely manner and in accordance with relevant policies and procedures
14. To maintain processes with employees to encourage open and honest communications
15. To undertake driver assessments as required throughout the Council
16. To work, as required, as part of a crew on a collection team
17. To be responsible for the delivery and maintenance of Council wheeled bin assets
18. To carry out any other reasonable duties as may be required by the Assistant Director (Streetscape)

Person Specification**Date:****Post Title:** Waste Supervisor/Driver**Post No:****Division:** Streetscape**Grade:****Salary:**

	Essential (E) Desirable (D)	Criteria	Measurement (see below)
Skills, Knowledge, and Experience	E	Supervisory/management experience in a waste service environment	
	D	Able to use a computer	
	E	Strong communication and interpersonal skills	
	E	Experience of working positively with customers in a front line service	
	E	Sound knowledge of issues of health and safety in a waste service environment	
	E	Knowledge of vehicle inspections	
	E	Ability to work positively with other Team members to ensure issues are resolved	
	E	Physically capable of carrying out practical duties – including lifting	
	E	Ability to work on own initiative, managing workloads	
	D	Financial/Commercial awareness	
	E	Have a Category C1 on their driving licence	
	E	Hold a driver assessor qualification	
	E	Willingness to undertake training as required	
Equal Opportunity (Basic Requirement)	E	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equal Opportunities policies into practice.	
	E	Must be committed to implementing good practice on equal opportunity issues	
Qualifications	E	A sound education with a good standard of literacy and numeracy.	
Attitude and Motivation	E	Self Motivated and Enthusiastic	

	E	Must be committed to working with other people to resolve issues.	
	E	Able to work on own initiative with minimal supervision	
	E	Able to plan and organise workloads to meet deadlines that can be unpredictable and cause conflicting demands	

Measurement:

1 From application form
3 Probing at interview

2 Test after short listing
4 Documentary evidence