

**To: The Deputy Leader and Members of the
Community and Environment Board
(Councillors Phillips, Barber, Ferro, Fowler,
Freer, Humphreys, Lewis, B Moss and M Moss)**

For the information of other Members of the Council

For general enquiries please contact Jenny Price,
Democratic Services Officer, on 01827 719450 or
via e-mail jennyprice@northwarks.gov.uk.

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

The agenda and reports are available in large print
and electronic accessible formats if requested.

COMMUNITY AND ENVIRONMENT BOARD AGENDA

3 September 2013

The Community and Environment Board will meet in The
Committee Room, The Council House, South Street,
Atherstone, Warwickshire on Tuesday 3 September 2013,
at 6.30pm.

AGENDA

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

- 4 **Request for discussion of En Bloc items and approval of remaining En Bloc items.**

5 **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 Jenny Price on 01827 719450 or email democraticservices@northwarks.gov.uk

PART A – ITEMS FOR DISCUSSION AND DECISION

- 6 **Proposed Replacement of Indoor Leisure Facilities in Coleshill** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report updates the Board on progress in respect of the proposed development of new indoor leisure facilities in Coleshill.

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

- 7 **Kerbside Recycling** – Report of the Assistant Director (Streetscape)

Summary

This report summarises the progress to date of the work undertaken to facilitate the return of the kerbside recycling contract to an in-house service and updates members regarding subsequent amendments to key policies.

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

PART B – ITEMS FOR EN BLOC DECISIONS (YELLOW PAPERS)

- 8 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2013** – Report of the Chief Executive and the Deputy Chief Executive.

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for

The Contact Officer for this report is Robert Beggs (719238).

PART C – EXEMPT INFORMATION (GOLD PAPERS)

9 Exclusion of the Public and Press

Recommendation:

That under Section 110A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

10 Carriageway Sweeping and Weekend Cleaning Contract – Report of the Assistant Director (Streetscape)

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

JERRY HUTCHINSON
Chief Executive

Agenda Item No 6

Community and Environment Board

3 September 2013

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

**Proposed Replacement of
Indoor Leisure Facilities
in Coleshill**

1 Summary

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

Recommendation to the Board

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

2 Consultation

- 2.1 The Chairman, Vice-chairman and Opposition Spokesperson for 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 Board.

3 Background

- 3.1 Members are aware that, at its meeting held in July 2012, the Board resolved that The Coleshill School be the preferred site for any future replacement of Coleshill Leisure Centre. Accordingly, Officers were instructed to enter into negotiations with representatives of The School in order to determine the viability of, and means by which, any development of indoor leisure provision, accessible by the local community, could be undertaken on its site.
- 3.2 The subsequent negotiations have resulted in the signing of a Memorandum of Understanding with The School in relation to the proposed development of a new leisure facility at this location, the preparation of a draft underlease, user agreement and various licences through which the facility will be developed and subsequently managed, the adoption of a shared design option, which received Planning Consent in April 2013, the appointment of

project managers, a design and build construction company and a CDM Co-ordinator through to the end of the project, progression into Gateway 4 (the

pre-construction phase) of the EMPA Intermediate Projects Framework, inclusion of the project within the approved capital programme in the sum of £4.426 million and the submission of detailed applications for external funding to both the Education Funding Agency (EFA) and Sport England.

4 Applications for External Funding

- 4.1 The application to the EFA was for a grant of £1,461,366. The bid to Sport England's Inspired Facilities Fund was made in the sum of £150,000.
- 4.2 The application to the Education Funding Agency was approved on appeal in June 2013, as a consequence of which, based on the Feasibility Study and business plans that have previously been considered by Members, the proposed development of a leisure facility at The School is now considered to be a financially viable proposition.
- 4.3 Regrettably, the application for Inspired Facilities funding was unsuccessful. The Fund itself was almost four times over-subscribed and whilst Sport England commended the Borough Council on both the quality of the proposed project and the funding bid, it prioritised applications from the community and voluntary sector in the allocation of its £15 million budget. In this way, Sport England felt that it could both maximise the impact of its grant awards and support more schemes across the country.
- 4.4 Clearly, the unsuccessful application to Sport England reduces the sum potentially available to the project by up to £150,000. The School, project managers and design and build contractor have been notified accordingly and due account is being taken of this factor in the development of the detailed design and the consequent target cost. The National Governing Body of Sport (NGB) for Squash had expressed an initial interest in supporting aspects of the proposed development (principally associated with sports development opportunities). Receipt of notification of the outcome of the Inspired Facilities bid, however, has now resulted in a discussion relating to the potential availability of funding support for the scheme from the NGB. Whilst currently there is no guarantee of financial assistance through England Squash and Racketball, negotiations are continuing in respect of a potential contribution of approximately £25,000. Whilst this would not bridge the gap caused by the unsuccessful bid to Sport England, it would provide a valuable contribution to the project.
- 4.5 As identified above, the loss of up to £150,000 from the capital sum available to support the scheme has the potential to impact on the detailed design of the facility. It could even result in the need to reduce the space available in which to accommodate community services and, therefore, the ability to generate income. The potential design and cost implications are being analysed and modelled, with a view to determining the extent of any "value engineering" required in order to ensure that the project remains within budget. This process is focusing on the need to limit the impact on those areas of the facility that will support direct service provision.

5 Design and Target Cost Fee

5.1 At the meeting of the Special Sub-group held on 5 July 2013, Members approved the appointment of Wates Construction through to the end of Gateway 6 (Post Project Completion) of the EMPA Intermediate Projects Framework. For information, Gateway 4 of the Projects Framework involves detailed pre-construction design and target cost work, further refining that undertaken to date, whilst Gateway 5 incorporates the construction phase of the proposed development. As requested by the Executive Board, a Briefing Note relating to how the EMPA Framework process works is attached at Appendix A.

...

5.2 The reported delay in securing a positive response to the application for EFA funding has led to an inevitable interruption in proceeding with the development of the project, in respect of which there was an initial EFA grant offer condition requiring practical on-site completion by May 2014. This condition has now been extended until October 2014. Mindful of the need to re-work the initial delivery programme and target cost, the Special Sub-group was informed of the need to sign a Memorandum of Agreement with Wates Construction on or before 7 July 2013, which the Authority duly completed on time. The Memorandum of Agreement is limited to a package of “enabling work”, which initially included the erection of site fencing, asbestos removal, disconnection of services and the demolition of The School swimming pool, as well as Wates Construction’s design fees and target cost work. Whilst the Agreement does not bind the Borough Council to anything from which it cannot be released and, further, that the Authority will only pay for work and services actually and properly completed, the Sub-group was informed that once an “instruction of authority to proceed” had been issued the Council would begin to incur further fee-related costs. It was reported that these costs were not expected to exceed £184,845. Consequent upon the County Council’s delay in submitting the required S77 application, the package of enabling work has had to be amended to remove work associated with the demolition of the swimming pool and replace it with work required to The School’s heating and mechanical plant, which is currently connected to its sports hall, which itself will be demolished as part of the project. The effect of these changes has been to reduce the cost of the enabling works to £148,294. Wates Construction’s element of this sum totals £115,294, in addition to its costs incurred up to the end of Gateway 3 (the submission of a planning application). Any costs incurred prior to securing the required S77 permission from the Secretary of State is being incurred “at risk” of the project not proceeding through to completion.

6 At Risk Costs

6.1 In order to facilitate progress, Warwickshire County Council made the S77 application (to build on land currently occupied by three redundant tennis courts) to the Secretary of State on 15 July. The process leading to determination of the application can take anything up to 16 weeks. It has now become apparent that this process must include a County Council-led six week period of consultation specifically related to the proposed removal of the three tennis courts, four weeks of which must be undertaken in school term-time. This period of consultation, therefore, cannot conclude until 2 October 2013. It is only after this date that the process leading to determination of the S77 application can proceed. This has led to a further delay in advancing the

project and it is for this reason that the EFA was asked to adjust the practical completion date back to October 2014, which it helpfully agreed to do. Whilst there is a clear need to make progress on site as early as possible, there is a financial risk associated with undertaking any activity in advance of receipt of the S77 decision (a rejected S77 application would mean that the project could not proceed, a consequence of which is that any money spent in advance of the decision could be wasted).

- 6.2 There is, therefore, a potential conflict caused by the need to make early on-site progress and the need to await the outcome of the S77 application, which may take until October / November to resolve. For Members information, Wates Construction has now estimated that the project will take a minimum of 46 weeks to reach the point of practical completion.
- 6.3 Perhaps inevitably, there has been a discussion about the willingness, or otherwise, of partners to spend money "at risk" in advance of receipt of the outcome of the S77 application. On this point, to date, it has been made clear to all parties that the Borough Council is not prepared to commit any further "at risk" money to the project (in addition to the almost £100,000 that it has already spent and the costs referred to in paragraph 5.2 above).
- 6.4 The School enquired about the EFA's preparedness for use to be made of a proportion its £1.46 million project grant prior to the outcome of the S77 application being known. The EFA's response was as follows:

"I understand that the necessary [S77] permissions for the new sports hall project have not yet been received. Given the importance of staying "on programme" as far as possible, I agree that it is vital that the demolition of the swimming pool goes ahead over the summer holidays, whilst pupils are not on site. To this end, this email is a confirmation of my agreement to contribute up to 33% of the costs of the demolition works, should the project be halted once the demolition has been done. This figure represents the same proportion as the ACMF's [Academies Capital Maintenance Fund] contribution of the overall project costs.

Could I impress upon you and your wider project team the importance of getting on with the wider development project as quickly as possible. ACMF monies are very limited, and there is a significant demand on funding. If the project cannot proceed due to statutory permissions not being in place in a timely manner (i.e. the completion date is likely to slip significantly beyond your revised August 2014 date), the terms and conditions of grant give us the right to withdraw funding approval for the project and direct these monies elsewhere - £1.46 million buys a number of roofs and boilers required by other academies. Given the importance of developing the sports hall in time for September 2014 from the Academy's perspective, there is now very little float left in the programme. I would be grateful if you can reassure me as soon as possible that all the necessary permissions are in place and that there is no additional slippage on the programme".

- 6.5 Given the change in the enabling works programme, the EFA has subsequently agreed to fund at risk all of the works associated with The School's heating and mechanical plant, at an approximate cost of £33,000,

provided that the Borough Council funds Wates Construction's costs of up to £115,294 incurred within Gateway 4 of the EMPA Intermediate Projects Framework. The Board will be aware that this matter was considered by the Special Sub-group on 19 August, at which point Members confirmed the Authority's commitment to fund the pre-construction design and target cost work..

- 6.6 In the meantime, work is being progressed in respect of a range of issues associated with the proposed development, including the production of the detailed design and corresponding target cost, further development of the draft underlease and user agreement and the proposed approach to calculating the future charges to be levied against The School in respect of its use of the leisure facility. Monthly meetings of the Special Sub-group have been arranged in order to ensure that Members receive regular reports relating to the development of the project.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 Any further delay in the implementation of the project timetable could result in an inability to meet the conditions of the EFA grant and, therefore, the possible loss of more than £1.4 million of financial assistance for the project.
- 7.1.2 To date, a total of £96,270 has been spent on "at risk" items to move the project through to the stage of seeking Planning Consent (Gateway 3), approval for which was granted by the Executive Board on 24 September 2012. Further to this, there is the potential for additional "at risk" expenditure of up to £115,294, which relates to Wates Construction's design fees and target cost work.
- 7.1.3 The financial implications of the unsuccessful application to Sport England for funding of £150,000 are currently being assessed and will be reported to the Sub-group as soon as possible. The Authority is working with its project partners to review the impact of the "loss" of the potential grant on the current capital scheme and any actions that can be taken to mitigate that impact. Any substantial alteration to the project design could impact on the revenue position of the new facility. In that case, it may be more economically advantageous to consider additional prudential borrowing if to do so would benefit the overall revenue position of the Authority.

7.2 Safer Communities Implications

- 7.2.1 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.

7.3 Legal and Human Rights Implications

7.3.1 Any future replacement of Coleshill 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 equitably enhance access to good quality services for the local community.

7.4 Environment and Sustainability Implications

7.4.1 The proposed investment of resources is required if the Council is to maintain and enhance the quality, consistency and sustainability of its indoor leisure provision in Coleshill. The services provided through the proposed new leisure facility will make a positive and lasting impact on individual and collective quality of life within North Warwickshire.

7.5 Health, Well-being and Leisure Implications

7.5.1 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.

7.6 Human Resources Implications

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

7.7 Risk Management Implications

7.7.1 The condition and potential 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.

7.7.2 The risks associated with incurring expenditure in advance of receipt of notification of the outcome of the S77 application are detailed in the main body of the report.

7.8 Equalities Implications

7.8.1 Any scheme undertaken to replace Coleshill Leisure Centre would be designed to positively impact on the corporate priority to protect and provide easier 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.

7.9 Links to Council's Priorities

7.9.1 An undertaking to replace Coleshill Leisure Centre would have positive and direct links to the following corporate priorities:

- Public service
- Crime and disorder
- Access to services

- Consultation and communication
- Health and well-being

7.9.2 The future replacement of Coleshill Leisure Centre with a new development at The Coleshill School would also have 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).



Contract Process Briefing Note

August 2013

Background

The appointment of both the contractor (Wates Construction) and its design team (IDP Midlands) has been made under the EMPA (East Midlands Property Alliance) Framework.

The EMPA delivery model utilises the NEC 3 (New Engineering Contract) Option C Contract, which is a comprehensive and widely used form of contract within design and build developments.

The headline process elements for Option C of the NEC 3 contract are as follows:

- The contractor tenders a target price for the work (against a detailed and agreed design) using an “activity” schedule.
- Each activity (or work package) is market tested and then priced as a lump sum, to which a fee is applied as a percentage for sub-contract work and for the contractor’s own direct work.
- The initial target price is the sum of the activity prices and the fee.
- During the course of the contract, the target price is adjusted to cater for “Compensation Events” that are set out in the contract. A compensation event is effectively an agreed variation to the “Works Information”.
- Payment is made on the basis of actual cost.
- There is an incentive mechanism for the contractor to minimise cost, in that savings and overruns are shared between the parties.
- The sharing of risk in this approach reduces the likelihood of disputes.

Employer Protection

Cost Overrun

The NEC contract, as stated above, operates on a target cost basis. The tendered set of works packages includes a target to achieve on cost outturn whilst maintaining programme and specification levels as set out in the Works Information (drawings, specifications, etc.)

If the actual cost (plus fee) is less than target, the Borough Council will enjoy a “gain” share of the difference.

If, on the other hand, the actual cost (plus fee) is more than target (i.e. an overspend) the Contractor will take a “pain” share of the difference. This creates a natural incentive for both parties (the Borough Council and Wates Construction) to seek continuous value engineering from inception through to completion.

“Early Warning Notices” are used and can be created by anyone involved in the project to formally notify the Project Manager of a suspected issue or cost overrun that has arisen, or could arise in the future. The contract has mechanisms in place that requires the Project Manager to act upon these notices to protect the success of the project.

If a change to the Works Information is required, a Compensation Event (variation) is issued which takes account of cost, programme and any peripheral implications to the project. Before the Compensation Event is agreed it requires approval from the Project Manager. To further protect the Borough Council, the Project Manager is required to ensure that the Authority has access to the documentation well in advance of its approval.

Programme Overrun

The NEC contract, consistent with other more traditional forms of contract, allows an opportunity to levy damages if the contractor fails to deliver the project by the contractual completion date.



This is referred to as “Take Over” and there is an option to add further “Key Dates” (or milestones) to commit the contractor to complete certain elements of work before the Take Over date. In addition, the contract is very “programme” bias, in that there are set timescales within which any changes need to be reported and agreed.

All parties involved in this project have an acute desire to deliver the project on time, on budget and to the correct specification levels.

Supporting Local Opportunities

EMPA Expectations

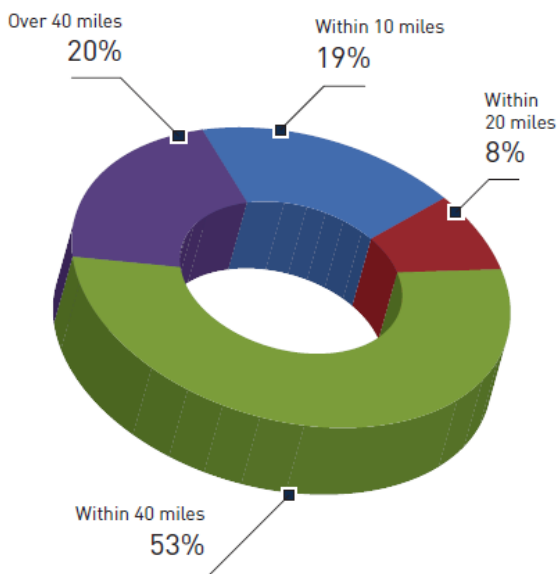
The EMPA Framework (a subsidiary of SCAPE) contains inherent requirements to source and use local labour, supplies and create opportunities for local engagement.

The headlines requirements of the Framework in this regard are as follows:

- Commitment to a “fair pay” charter – requiring payments to SMEs to be processed promptly.
- Active encouragement of apprenticeships – project specific and local to the site.
- Use of local suppliers, contractors and resources generally.
- Skillset workshops to promote supply chain efficiencies.
- Hold “meet the buyer” events to offer opportunities to local SMEs for project specific involvement

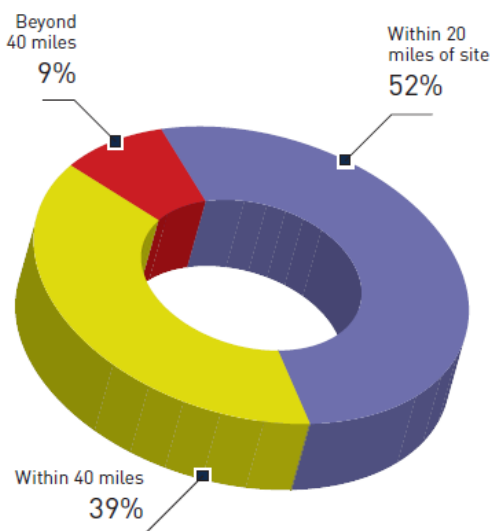
Facts

KPI Special: LOCAL SPEND



KPI 6b: TRAVEL

52% of site labour lives within 20 miles of site and 39% within 40 miles.



NWBC Specific

Wates, IDP and Coventry City Council are committed to actively working with the Borough Council, The Coleshill School and other key stakeholders to promote work experience and apprenticeship opportunities and to encourage engagement with the construction and delivery process.

Agenda Item No 7

**Community and Environment
Board**

3 September 2013

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

Kerbside Recycling

1 Summary

- 1.1 This report summarises the progress to date of the work undertaken to facilitate the return of the kerbside recycling contract to an in-house service and updates members regarding subsequent amendments to key policies.

Recommendations to the Board

- a That Members note the work undertaken and the progress achieved so far, pursuant of the changes to the kerbside recycling service; and**
- b That Members agree the wording of the new refuse collection policies set-out at Appendix A.**

2 Consultation

- 2.1 The Members of the Recycling Task and Finish Group have met to consider changes to bin policies and collection methods resulting from the decision to bring the Kerbside Recycling service in-house.

3 Background

- 3.1 The Council went out to tender for a new Kerbside Recycling Services Contract in February of this year with Tenders returned on 5 April, 2013. Following evaluation it was clear that none of the submitted bids was affordable, as the costs of even the lowest tender were well in excess of what the Council could reasonably accommodate.
- 3.2 In order to prepare for the start of the new in-house recycling service when the current contract comes to an end on 18 October, 2013, a number of actions have already been undertaken. Officers have taken appropriate steps to ensure the delivery of vehicles and bins required for the provision of the new service prior to the October deadline.
- 3.3 The order for the wheeled bins and inner liners has been placed and delivery is scheduled for mid-September and will be completed by the end of the first week in October. Bins will be delivered out to residents as they come in from

the manufacturers over three to four weeks. Each bin and inner liner will be delivered with a kitchen caddy and compostable bags (all of which are already in stock) and literature explaining the new service and giving details of collection dates for recycling, refuse and green waste and what can be placed in the different bins.

- ...
- 3.4 Due to the changes in frequency for the refuse service and the introduction of the new kerbside wheeled bin recycling service, amendments need to be made to Council policies regarding the collection of bins. (Please see the proposed new policies attached in Appendix A). These policies cover the number of bins of each type which householders can have, collections points, how we deal with missed collections, assisted collections and larger families and also additional and replacement bins. The Council currently spends in excess of £60,000 per annum on wheeled bins and so Members are asked to consider charging for additional bins and their replacement where appropriate. It is proposed that the policies are reviewed in twelve months time (once the new service has been up and running to assess their impact and any potential changes which are required) and again regularly thereafter.
- 3.5 All rounds have been rescheduled and balanced to ensure equality in working times wherever possible. Additionally, every effort has been made to achieve as few changes from present refuse collection days as possible. The new alternate weekly service will see refuse collected on a specific day one week and both recycling and green waste collected on the same day the following week.
- 3.6 The provision of the new services will require new markets to be sought for the material collected. This has meant limited changes to the types of recyclable material which the service will be able to accept. The Council is currently out to tender for the acceptance and treatment of mixed materials and, separately, for the acceptance and treatment of paper and cardboard.
- 3.7 From the information received so far, the mixed-material stream is likely to exclude both tetra-pak and textiles (due to limitations at the processing plants which will be handling the recyclable material). Officers are considering alternative arrangements for the future, but presently these products cannot be included in the roll-out of the new service in October. In the case of textiles, the Borough is already well served by a network of charity collections and textile banks.
- 3.8 The introduction of the new alternate weekly service has implications for the collection of waste over the Christmas and New Year period. To reduce the number of service day changes, collections for Christmas Day, Boxing Day and New Years Day will take place on subsequent Saturdays. No other collections will be changed. (Please see the Christmas and New Year Collection Schedules attached at Appendix B)
- ...
- 3.9 To ensure consistency of service and ensure value for money to all residents, where possible, the new service is being offered to all domestic properties within North Warwickshire, irrespective of type or location. Flats and maisonettes which require a different approach will be added to the scheme as soon as possible after the commencement of the main service with the

current arrangements (subject to possible changes to collection days) continuing in the interim. Officers have also identified that some hard-to-reach and/or isolated properties will require amended collection methods such as fully mixed recycling along with separate promotional material solely applicable to these types of property.

- 3.10 To supplement the new alternate weekly collection service a new trade round will be present in all areas one working-day after the scheduled domestic collections to help provide cover for issues such as missed bins.
- 3.11 Officers will compile and maintain a database detailing the services that we provide to the vulnerable and those with large families. The database will be regularly updated to ensure that those with assisted collections continue to receive them as we move forward with the new alternate weekly service. Additionally, it will ensure that large families are given the correct assistance to enable them to manage with the service change.
- 3.12 A series of promotional and introductory meetings are scheduled prior to the commencement of the new service. This will be supplemented by a North-Talk recycling special that will be distributed to every household.
- 3.13 The commencement of the new alternate weekly service will require the TUPE transfer of staff from Palm Recycling. To ensure that sufficient trained staff are available to commence the new service on October 21 officers will undertake consultation with Palm employees prior to the transfer and will also have sufficient trained agency staff on standby to ensure a smooth transition. Staff from the Council's current refuse collection service will also be made available in the early weeks of the new service.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 Previous reports have set out the forecast financial position in respect of the introduction of alternate weekly refuse collections and the new kerbside recycling service. It will be possible to firm up many of the cost projections when the tenders are returned for the processing of mixed multi-material and paper and card.

4.2 Environment and Sustainability Implications

- 4.2.1 The implementation of the new kerbside recycling service has been planned to be as affordable and sustainable as possible. The main objective is to bring in a comprehensive yet affordable service that will help to improve the overall levels of recycling within the Borough.
- 4.2.2 The newly designed recycling rounds have been created to ensure that the routes are as efficient and cost-effective as possible, thus reducing the environmental impact of the service while at the same time diverting waste from landfill and increasing recycling.

4.3 Risk Management Implications

- 4.3.1 There are risks involved with the change in service delivery, but the process has been designed to minimise these. A variety of actions to be taken are highlighted in the report, including the maintenance of a database of vulnerable households, promotional activity to inform residents and contingency staffing arrangements.

4.4 Links to Council's Priorities

- 4.4.1 This links directly to the Council's priority of "Improving Recycling" as well as contributing to the aim of "protecting public services for local people whilst maintaining a balanced budget and keeping Council Tax increases lower than inflation."

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

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Wheeled Bin and Container Policy
Officer Responsible for assessment	Sophie Cox

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			No impact
Gender			No impact
Disabled people	✓		An assisted collection service is available to elderly and/or infirm residents who are unable to present their bins on collection day. The collection operatives collect the bins from the property and then return them back to the storage point.
Gay, Lesbian and Bisexual people			No impact
Older/Younger people	✓		An assisted collection service is available to elderly and/or infirm residents who are unable to present their bins on collection day. The collection operatives collect the bins from the property and then return them back to the storage point.
Religion and Beliefs			No impact
People having dependents caring responsibilities			No impact
People having			No impact

an offending past			
Transgender people			No impact



Wheeled Bin and Container Policy

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Wheeled Bin and Container Policy

Introduction

North Warwickshire Borough Council is committed to providing a pleasant environment for those living, working and visiting the Borough and to reducing the impact that our waste has upon the environment.

We aim to achieve these goals by providing high quality services that are designed to reduce the amount of waste that is generated and sent for disposal from each household, whilst increasing the proportion of waste that is reused, recycled or composted.

Our Services

The council provides:

- An alternate week collection of recyclable materials and non recyclable/compostable household waste
- A fortnightly collection of compostable garden and food waste

The Council's strategy and improvement plan for recycling and waste collection services aims to:

Standard bins provided:

Recyclable materials:

240 litre black wheeled bin with a **red** lid for:-

- Glass bottles and jars
- Food tins and drink cans
- Aluminium foil
- Aerosols
- Mixed plastics
- Food and drink cartons

55 Litre container insert (stored within the **red** lidded bin) for:-

- Waste paper
- Newspapers / magazines
- Junk mail
- Directories / catalogues
- Cardboard
- Cereal packets

- Birthday and Christmas cards
- Corrugated card

Compostable garden and food waste:

240 litre **green** wheeled bin for:-

- Twigs and branches
- Plants and cut flowers
- Weeds
- Leaves
- Prunings
- Grass cuttings
- All types of raw and cooked food including:
 - Dairy
 - Fish
 - Fruit & vegetables
 - Meat & bones
 - Bread & pastries
 - Tea & coffee grounds

Non Recyclable or Compostable Waste

240 litre **black** wheeled bin for:-

- Household waste that cannot be recycled or composted

The 240 litre **black** wheeled bin is recognised as sufficient for an average family - it is the equivalent of 3 'normal' dustbins/black bags. Recycling more waste is always an option for families producing large amounts of rubbish.

Collection Points and Missed Collections

Bins and containers must be placed at the edge of your property where they are clearly visible and in such a manner as not to cause an obstruction to vehicles and pedestrians. Bins and containers that are left inside the garden, up the drive or similar will not be collected unless the household is eligible for an assisted collection service and the provision of such a service has been agreed and arranged with the Council (see p.4).

The collection team will not go back to collect excess rubbish, bins that were presented late or placed in the wrong place for collection.

They should be put out for collection by **6.00am** and should be removed from the highway within 24 hours of collection.

If your wheeled bin has not been collected, please check to see whether you have received a notice explaining the reason.

If bins and containers are not presented when the vehicle arrives, we cannot guarantee that they will be emptied until the next scheduled collection.

You should either keep the waste until the next scheduled collection, or take it to Lower House Farm household recycling centre.

Assisted Collections

In special cases where **ALL** residents in the household are physically incapable of placing bins and/or containers at the collection point due to infirmity or disability, applications can be made for an assisted collection. Operatives will collect and return bins and containers directly from an agreed location on or adjacent to your property.

For more details about this service please call 01827 715341.

Additional Waste

Recyclable Waste – Black bin (red** lid)**

Additional recyclable items placed by the side of the bin will be collected. They should be presented securely to prevent them from blowing away. Additional bins are available for a one off charge as detailed in the Councils Fees and Charges Schedule (see additional bins).

Compostable Garden and Food Waste – **Green Bin**

Only waste contained within the bin will be collected. Additional bins are available for a one off charge as detailed in the Councils Fees and Charges Schedule (see additional bins).

Household waste that cannot be Recycled or Composted - **Black Bin**

The standard black bin (**black** lid) provided should be large enough to hold all of the waste that you produce between collections. Only waste contained within the bin will be collected. The lid must be fully closed and flat.

Bags of waste placed beside bins **will not** be collected unless:

- collections have been delayed by more than the scheduled number of days (i.e. bank holidays or suspension of service)
- prior arrangements have been agreed with the Streetscape Team.

On these occasions a maximum of three additional bags will be taken.

Additional waste that is not collected should be placed into the bin after it has been emptied and will not be collected until the next scheduled collection.

Overfilled and Overweight Bins / Unauthorised Waste

Care should be taken not to overfill the bins or make them too heavy to be safely collected.

The lid of the bin must be shut flat prior to collection. Overfilled bins where the lid cannot be closed completely may not be emptied as this can cause problems when emptying into the collection vehicle.

If your bin is not emptied because it is too heavy, overloaded or contains compacted or unauthorised items, it is your responsibility to remove them. A notice will be left explaining why the waste has not been taken and the bin will not be emptied until the items have been removed.

Additional bins

Recyclable Waste – Black bin (red lid)

One red-lidded bin and insert is provided free of charge to every participating household within the Borough. Households that produce large amounts of recyclable waste can purchase an additional red lidded bin for a one off charge as detailed in the Councils Fees and Charges Schedule.

Biodegradable Garden and Food Waste – Green Bin

One green bin is provided free of charge to every participating household within the Borough. Households that produce large amounts of garden waste can purchase an additional green bin for a one off charge as detailed in the Councils Fees and Charges Schedule.

Non Recyclable/Compostable Household Waste – Black bin

Households containing six or more residents in full time occupation (or where there are other genuine issues affecting bin capacity) may apply for an additional 140 litre wheeled bin to store their waste. Applications will be considered individually and applicants may receive a waste audit by a member of the Streetscape Team. Additional bins will only be issued where the Council is satisfied that every reasonable effort has been made to separate recyclable and compostable garden and food waste.

Any additional bin provided is done so on a conditional basis which will be reviewed periodically to ensure continual compliance.

Any additional bins which need to be replaced for any reason other than loss or damage attributable directly to the Council will attract a one-off charge as detailed in the Council's Fees and Charges Schedule.

Requests for additional bins and containers can be made by calling 01827 715341 or enquire online at www.northwarks.gov.uk/recycling

Stolen / Missing / Damaged Bins

All bins remain the property of North Warwickshire Borough Council at all times. Residents are responsible for keeping and maintaining them in a safe, clean and tidy condition.

With the exception of additional bins, the Council will repair or replace any bins that are damaged or lost where that damage or loss is directly attributable to the Council carrying out their normal duties or that become faulty through fair wear and tear.

Where a bin has been lost or damaged through misuse by residents a charge for repair or replacement will be made as detailed in the Councils Fees and Charges.

Please Note - All decisions and actions taken under this policy relating to the charging, provision and emptying of bins and other containers will be at the discretion of the Assistant Director (Streetscape)

Limited Storage Space

Where properties have limited storage space for wheeled bins a visit will be made by a member of the Streetscape Team. Alternative options will be discussed on an individual basis.

Isolated/Hard to Reach Properties

Some properties where access to either the property itself or the bin storage area is difficult may require alternative methods of collection. The Council will seek to provide a wheeled bin service from the edge of the property wherever possible, but on occasions, alternative arrangements may need to be made. These may include different containers, alternative collection points some distance from the property itself and/or changes to either the day or frequency of collection. Any individual arrangements will be made following discussions with the Householder and will seek to cause as little disruption or inconvenience as possible.

New Developments

Developers will be responsible for the purchase from the Council of all wheeled bins required to service new houses and housing developments built within the Borough. The bins will be charged as per the New Development rate set out in the Fees and Charges Schedule.

APPENDIX B

Christmas & New Year Collection Changes 2013/14

Monday	16/12/2013	Normal collections
Tuesday	17/12/2013	Normal collections
Wednesday	18/12/2013	Normal collections
Thursday	19/12/2013	Normal collections
Friday	20/12/2013	Normal collections
Saturday	21/12/2013	Collections moved from Wednesday 25th December
Sunday	22/12/2013	Sunday - No Collection
Monday	23/12/2013	Normal collections
Tuesday	24/12/2013	Normal collections
Wednesday	25/12/2013	Christmas Day - No Collection - moved to Saturday 21st December
Thursday	26/12/2013	Boxing Day - No Collection - moved to Saturday 28th December
Friday	27/12/2013	Normal collections
Saturday	28/12/2013	Collections moved from Thursday 26th December
Sunday	29/12/2013	Sunday - No Collection
Monday	30/12/2013	Normal collections
Tuesday	31/12/2013	Normal collections
Wednesday	01/01/2014	New Years Day - No Collection - moved to Saturday 4th January
Thursday	02/01/2014	Normal collections
Friday	03/01/2014	Normal collections
Saturday	04/01/2014	Collections moved from Wednesday 1st January
Sunday	05/01/2014	Sunday - No Collection
Monday	06/01/2014	Normal collections
Tuesday	07/01/2014	Normal collections
Wednesday	08/01/2014	Normal collections
Thursday	09/01/2014	Normal collections
Friday	10/01/2014	Normal collections

Agenda Item No 8

Community and Environment Board

3 September 2013

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2013

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2013.

Recommendation to the Board

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Background

- 3.1 This report shows the first quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2013/14. This is the first report showing the progress achieved so far during 2013/14.

4 Progress achieved during 2013/14

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to June 2013/14 for the Community and Environment Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target currently not being achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

5 Performance Indicators

- 5.1 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2013/14.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 93% of the Corporate Plan targets and 22% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	14	93%
Amber	1	7%
Red	0	0%
Total	15	100%

Performance Indicators

Status	Number	Percentage
Green	2	22%
Amber	2	22%
Red	5	56%
Total	9	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

8.1.1 There are a number of Safer Communities related actions highlighted in the report including the provision of diversionary activities, leisure provision, play strategy and green space strategy.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report which contribute towards improving the environment and sustainability including the carbon management plan, green space strategy and refuse and recycling.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equalities

8.5.1 There are a number of equality related actions and indicators highlighted in the report including developing access to community services, tackling health inequalities and inter generational work.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of environment, recycling, access to services, health and well being, public services and Council Tax and local employment.







The Contact Officer for this report is Robert Beggs (719238).











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
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

NWCP Community & Environment Board 13/14



















	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 015 11/12(1)	To ensure the successful delivery and completion of the European and Central Government funded LEADER programme, in partnership with WCAVA and the North Warwickshire Local Action Group and to produce an evaluation report on the programme by March 2014	Access to Services	Powell, Simon	All local funding is fully committed and the NW LEADER programme successfully secured an additional £127,000 of national "windfall" allocation money. The programme comes to an end in December 2013. A NW LEADER celebration event will be held on 23 July. A Transition Fund application was submitted to DEFRA in July to support work in preparation of a new Local Development Strategy.	 Green	
NWCP 016 11/12(1)	To continue to raise aspirations, attainment and skill levels through recognised vocational qualifications, volunteering and targeted activities and help members of the community to achieve national accreditations and report on progress by March 2014	Local Employment	Powell, Simon	Work is progressing with local secondary schools with a view to their organisation of localised careers events, which will receive limited support from the Borough Council. Students from Coleshill School are due to gain Arts Awards accreditations through the Local Nature Reserves Programme.	 Green	
NWCP 017	To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan and to report annually in March on progress	Environment	Maxey, Steve	The Council has a draft Carbon Management Plan which includes a number of projects to reduce the Council's spend on energy. The main focus of activity at the moment is the Accomodation Review, where a number of actions are being investigated, and the Green Deal, where officers are working with Carillion and Birmingham Energy Savers to encourage take up of energy efficiency measures.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 018 11/12(1)	To maintain the current high levels of street cleanliness to not less than 95%, targeting resources and working in partnership, where appropriate, and report quarterly	Environment	Dobbs, Richard	The current level is 93% due to occasional resource shortages or diversion to other services, planned service delivery changes should improve performance by the end of the year	 Amber	
NWCP 019 11/12(1)	The Council will continue to promote waste minimisation and increased recycling, as well as raising awareness of the problems of litter, fly-tipping and dog fouling using suitable enforcement measures, where appropriate, and report quarterly	Environment	Dobbs, Richard	There will be significant push on promotion of recycling to support the introduction of the new service in October 2013 in addition to the promotional work already undertaken around environmental issues	 Green	
NWCP 022 11/12(1)	To implement phase 6 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks, where appropriate, and report on progress by March 2014	Health & Well-being	Powell, Simon	Work is progressing on the implementation of the Green Space Strategy in accordance with the relevant Action and Funding Plan.	 Green	
NWCP 023 11/12(1)	To complete delivery of the Local Nature Reserve Project, thereby ensuring appropriate designations at Abbey Green Park, Polesworth, Cole End Park, Coleshill, Dafferns Wood, New Arley, and Kingsbury Linear Park by October 2013	Health & Well-being	Powell, Simon	Local Nature Reserve designations have been received for Dafferns Wood, New Arley, and Kingsbury Linear Park. Work is being undertaken in Coleshill and Polesworth according to the requirements of the agreed Action Plans.	 Green	
NWCP 024 11/12(1)	In conjunction with potential key partners, to continue to advance proposals to replace Coleshill Leisure Centre with a facility that is accessible by the community on the site of The Coleshill School, and to report on progress every six months	Health & Well-being	Powell, Simon	Work is progressing satisfactorily in respect of the proposal to develop a new dual-use leisure facility at The Coleshill School, which will be accessible by the local community throughout the hours of opening.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 028 11/12(1)	To continue to co-ordinate the sustainable multi-agency development of Wellness Matters, including its further progression into targeted outreach communities, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people, and to report on progress by March 2014	Health & Well-being	Powell, Simon	Since July 2012 the One Stop Health Shop in Atherstone has attracted over 110 people. The Food Co-op scheme is established in the Baddesley Ensor and Coleshill Community Hubs, Atherstone Early Years Centre, Atherstone Volunteer Centre and Shustoke Village Shop. More than 60 people a week are receiving fresh fruit and vegetables through the scheme.	 Green	
NWCP 029 11/12(1)	To continue to ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to undertake a review of the Child Protection Policy, and thereafter to implement its provisions accordingly, to carry out a mid-point audit of the Council's Section 11 Audit Action Plan, deliver the actions identified therein and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community	Health & Well-being	Powell, Simon	The Authority is continuing to ensure compliance with its child protection responsibilities, both in the context provided by its own Policy and in respect of its membership of the WSCB. Subsequent to publication of revised national guidance, the Council's Policy and Section 11 Audit will be reviewed in August / September 2013.	 Green	
NWCP 030 11/12(1)	To continue to provide positive interventions to address anti-social and nuisance behaviour, including through targeted activities (eg Call4Sport, Activities4U, etc), and to report on progress by March 2014	Crime and Disorder	Powell, Simon	Whilst relatively few young people related anti-social behaviour incidents have been reported through the Partnership Tasking Meetings, interventions continue to be developed to address issues as required. In this respect, Atherstone Skate Park continues to provide positive opportunities for local young people.	 Green	
NWCP 055	To report annually on progress on the Customer Access Strategy, including the development of Community Hubs and the new Customer Relationship Access Solution by March 2014	Access to Services	Trahern, Bob	To be reported on time in March 2014	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 069(1)	To review and improve the manner in which the Council consults and engages with, and secures the involvement of, children, young people and their families within the development, management and delivery of services by December 2013	Health & Well-being	Powell, Simon	Whilst the CDO (Young People and Inter-generation) post remains vacant, only limited activity is currently being undertaken. A forum event, however, is being planned in conjunction with The Coleshill School for September 2013.	 Green	
NWCP 081	To implement a new and improved recycling service in October 2013 alongside the new refuse service to improve the efficiency of the service and the Council's recycling rate and report by March 2014	Recycling	Dobbs, Richard	The new service is on track to be successfully implemented in October 2013	 Green	
NWCP 086	In accordance with approved Management Plans, implement improvement at Abbey Green Park in Polesworth, Long Street and Kitwood Avenue Recreation Grounds in Dordon, Speedwell Lane Recreation Ground and the Church and Community Hall Grounds in Baddesley Ensor by December 2013	Health & Well-being	Powell, Simon	Parks Management Plans are being implemented in accordance with the Action Plans and timetables approved by Members. Regular progress reports are made to the Community and Environment Board.	 Green	

NWPI Community & Environment Board 13/14

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	62	 Red		Performance has been affected by sickness absence and maternity leave. barring unforeseen circumstances I expect us to achieve target by year end.
NWLPI 157	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises	Env Health (C, L & HP)	Health and Well-being	100	47	 Red		Performance has been affected by sickness and maternity leave. Barring unforeseen circumstances I expect us to achieve target by year end.
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.9	1.8	 Green		
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	2.43	 Amber		
NWLPI 092	Customer satisfaction with Community Development activities	Partnership & Development	Health and Well-being	90	100	 Green		
NWLPI 094	Percentage of successful funding applications	Partnership & Development	Health and Well-being	80	0	 Red		Only one funding bid submitted this quarter (Leader Transition Funding). Outcome unknown at this stage.
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	25	86	 Red		
@NW:NI192	The percentage of household waste arisings which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion.	Refuse & Recycling	Recycling	36	40	 Amber		Percentage estimated as some figures not yet available
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	5	7	 Red		

Agenda Item No 9

**Community and Environment
Board**

3 September 2013

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 10

Carriageway Sweeping and Weekend Cleaning Contract – Report of the Assistant Director (Streetscape)

Paragraph 3 – by reason of the report containing information in respect of the financial affairs of another organisation.

The Contact Officer for this report is David Harris (719222).