

Public Document Pack

Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



Contact Officer:
Maureen Potter 01352 702322
maureen.potter@flintshire.gov.uk

To: Cllr David Evans (Chair)

Councillors: Mike Allport, Mel Buckley, David Coggins Cogan, Chris Dolphin, Ian Hodge, Ray Hughes, Richard Lloyd, Mike Peers, Vicky Perfect, Dan Rose and Roy Wakelam

4 October 2023

Dear Sir/Madam

NOTICE OF HYBRID MEETING
ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY COMMITTEE
TUESDAY, 10TH OCTOBER, 2023 at 10.00 AM

Yours faithfully

Steven Goodrum
Democratic Services Manager

Please note: Attendance at this meeting is either in person in the Lord Barry Jones Council Chamber, Flintshire County Council, County Hall, Mold, Flintshire or on a virtual basis.

The meeting will be live streamed onto the Council's website. The live streaming will stop when any confidential items are considered. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire.public-i.tv/core/portal/home>

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345.

A G E N D A

1 **APOLOGIES**

Purpose: To receive any apologies.

2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**

Purpose: To receive any Declarations and advise Members accordingly.

3 **MINUTES** (Pages 5 - 10)

Purpose: To confirm as a correct record the minutes of the meeting held on 12 September 2023.

4 **PRESENTATION FROM THE GROWTH DEAL PROGRAMME MANAGER, AMBITION NORTH WALES**

Purpose: To receive a progress update on the five projects being managed within the Growth Deal Agri-food & Tourism programme and the Innovation in High Value Manufacturing programme.

5 **FORWARD WORK PROGRAMME AND ACTION TRACKING** (Pages 11 - 20)

Report of Environment and Social Care Overview & Scrutiny Facilitator - Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources

Purpose: To consider the Forward Work Programme of the Environment & Economy Overview & Scrutiny Committee and to inform the Committee of progress against actions from previous meetings.

6 **BUDGET 2024/25 – STAGE 2** (Pages 21 - 32)

Report of Chief Officer (Planning, Environment and Economy), Chief Officer (Streetscene and Transportation) - Cabinet Member for Climate Change and Economy, Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement, Cabinet Member for Planning, Public Health and Public Protection, Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy

Purpose: To review and comment on the budget pressures and cost reductions under the remit of the Committee.

7 **MISSED COLLECTIONS AND FLEET RELIABILITY** (Pages 33 - 40)

Report of Chief Officer (Streetscene and Transportation) - Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy

Purpose: To update the committee following their request for further information relating to Missed Collections & Waste and Recycling Collection Vehicle Reliability.

8 **HIGHWAY STRUCTURES (AUDIT REPORT)** (Pages 41 - 48)

Report of Chief Officer (Streetscene and Transportation) - Deputy Leader of the Council and Cabinet Member for Streetscene and the Regional Transport Strategy

Purpose: To provide Scrutiny with a progress update on the Highway Structures audit report

Please note that there may be a 10 minute adjournment of this meeting if it lasts longer than two hours

This page is intentionally left blank

ENVIRONMENT AND ECONOMY OVERVIEW & SCRUTINY COMMITTEE **12 SEPTEMBER 2023**

Minutes of the hybrid meeting of the Environment and Economy Overview & Scrutiny Committee of Flintshire County Council held on Tuesday, 12 September 2023.

PRESENT: Councillor David Evans (Chair)

Councillors: Mike Allport, Mel Buckley, Chris Dolphin, Ray Hughes, Richard Lloyd, Mike Peers, Vicky Perfect, Dan Rose, and Roy Wakelam

SUBSTITUTIONS: Councillor Bill Crease for Councillor Ian Hodge and Councillor Andrew Parkhurst for Councillor Hilary McGuill

CONTRIBUTORS:

Councillor Dave Hughes (Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy), Chief Officer (Streetscene & Transportation), Community Business and Protection Manager, Highway Network Manager, Streetscene & Transportation Co-ordinator Area 6, and Team Manager (Administration and Enforcement Streetscene & Transportation), Trading Standards Investigations and Community Safety Manager, and Access and Natural Environment Manager

IN ATTENDANCE: Democratic Services Manager and Democratic Services Officers

23. DECLARATIONS OF INTEREST

There were no declarations of interest.

24. MINUTES

The minutes of the meeting held on 11 July 2023, were submitted.

The minutes were approved as an accurate record as moved by Councillor Roy Wakelam and seconded by Councillor Mike Peers.

RESOLVED:

That the minutes be approved as a correct record and signed by the Chair.

25. FORWARD WORK PROGRAMME AND ACTION TRACKING

The Democratic Services Manager presented the Forward Work Programme and Action Tracking report.

The Democratic Services Manager referred to the Action Tracking report and advised that both outstanding actions had been completed. He also referred to the Forward Work Programme and drew attention to the items listed for the next meetings of the Committee on 10 October and 14 November 2023.

Members were invited to raise any further items to include on the Programme. Councillor Mike Peers proposed that an item on Enforcement be included to consider matters which were relevant to the Environment & Economy Overview and Scrutiny Committee and cited parking, public spaces, dog control, and dog fouling as examples. This was agreed by the Committee.

RESOLVED:

- (a) That subject to the above amendment the Forward Work Programme be approved;
- (b) That the Facilitator, in consultation with the Chair of the Committee, be authorised to vary the Forward Work Programme between meetings, as the need arises; and
- (c) That the Committee notes the progress made in completing the outstanding actions

26. REVIEW OF WINTER MAINTENANCE

The Chief Officer (Streetscene and Transportation) introduced the report to seek approval of the revised Winter Maintenance Policy which included details of the Council's response during other emergency inclement weather events.

The Chief Officer provided background information and asked the Highway Network Manager to present the report which outlined the current winter maintenance policy (Appendix 1), the legislative requirements for providing such a service, and the actions taken by the Streetscene and Transportation portfolio to support winter service operations. In addition, the report outlined the County's response to other adverse weather events, such as heavy rainfall and high winds.

Councillor Roy Wakelam referred to section 3.3.1 within the Winter Maintenance Policy regarding de-icing materials which suggested the gritting contract had expired. The Highway Network Manager advised that there was error within the Policy and would advise the Committee of the new contract dates. He added that the contract was negotiated on a national basis.

Councillor Mike Peers referred to the duty "*to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice*" (Highways Act 1980, Section A1 (TA), and drew attention to a road which was exposed to ice conditions due to surface water retention. Officers responded to the further questions and concerns raised by Councillor Peers around salt bins, weather stations, priority of roads, and agricultural contractors. The Chief Officer provided explanation around the use of forecasting from weather stations, and prioritising of important and strategic risk routes.

Officers also responded to the questions raised by Councillor Richard Lloyd concerning the allocation of salt bins, deployment of sand bags in areas known to be at risk of flooding, and recruitment of drivers.

Officers responded to a question from the Chair on the anticipated impact on service delivery due to the Welsh Government's introduction of a 20mph speed limit on restricted roads across Wales.

The recommendation in the report was moved by Councillor Mike Peers and seconded by Councillor Ray Wakelam.

RESOLVED:

- a) That the refreshed winter maintenance service policy as presented in this report and attached as Appendix 1 be noted;
- (b) That the portfolio's response to adverse weather events over the Winter season 2022-2023 be noted;
- (c) That the continued need to maintain the revenue budget at present levels along with earmarked reserves of £250k be supported; and
- (d) That a further report be presented to the Committee in 2024 following a review of the 2023-2024 season by the weather forecasting provider in relation to geographically specific treatment decision making.

27. PUBLIC SPACES PROTECTION ORDER REVIEW (PSPO'S)

The Community Business and Protection Manager introduced the report to review the current PSPO's prior to consideration by Cabinet. She provided background information and referred to the main considerations as detailed in the report.

The Trading Standards Investigations & Community Safety Manager and Team Manager (Administration and Enforcement Streetscene & Transportation) gave a joint presentation which covered the following points:

- maps of new access
- result of consultation for dog control PSPO
- current PSPO's - alcohol control
- result of consultation for alcohol PSPO
- enforcement of dog control PSPO's
- next steps

Councillor Richard Lloyd commented on the need for improved signage and enforcement in some areas.

Councillor Mike Peers commented on the difficulties that may be experienced by elderly or disabled people with poor mobility in removing their dog's waste and said consideration needed to be given to how best to assist with the problem. Officers responded to the comments raised by Councillor Peers regarding the response given to the consultation exercise on page 72 and 73 of the report

Councillor Andrew Parkhurst asked if exceptions would be made for people who used guide dogs or other assistance dogs for support.

Officers agreed to respond to Councillor Mike Allport following the meeting on a specific matter he raised concerning an area of land in the Higher Kinnerton Ward.

The recommendations in the report were moved by Councillor Bill Crease and seconded by Councillor Mike Peers. When put to the vote the recommendations were carried.

RESOLVED:

- (a) That Public Space Protection Orders (PSPO's) be extended to cover dog control and alcohol control in Flintshire.

The dog control PSPO will require a person in charge of a dog to:

- (i) Remove their dogs waste from all public places within Flintshire.
(ii) Prohibit taking, or permitting the dog to enter or remain in:
- all areas within school grounds,
- the playing areas of marked sports pitches
- the playing areas of formal recreational areas including but not exclusively bowling greens and tennis courts
- fenced enclosed children's play areas.
- the fenced footpath around The Rosie, Wepre Park, Connah's Quay as marked on Map 1 (Appendix 3)
- Mold Memorial Park, Maes Bodlonfa, Mold as marked on Map 2 (Appendix 4)
(iii) Keep their dogs on a lead within a cemetery.
(iv) Have appropriate means on their person, at all times, to pick up their dogs' waste from all public places in Flintshire.
(v) Put their dog on a lead, when directed by an authorised officer, if the dog is loose and causing a nuisance or annoyance to any other person, bird, or animal

The alcohol control PSPO will impose the following prohibitions and/or requirements in public spaces in Flintshire, at all times

- (i) Any person who, without reasonable excuse, continues drinking intoxicating liquor in a public area within the Restricted Area when asked to stop by an authorised officer, commits an offence.
(ii) Any person who whilst in a public area within the Restricted Area, without reasonable excuse, fails to surrender any intoxicating liquor in their possession when asked to do so by an authorised officer, commits an offence.
(iii). An authorised officer who imposes a requirement under Article 4(a) and/or 4(b) must tell the person that failing, without reasonable excuse, to comply with the prohibition and/or requirement is an offence.
- (b) For information, but subject to final Cabinet determination, the agreed Public Space Protection Orders covering dog control and alcohol control commences on 29 October 2023 following a notice period and publicity of the upcoming order.

28. ASH DIEBACK UPDATE

The Access and Natural Environment Manager presented the report to update members on how Flintshire County Council has confronted ash dieback in

2022/23 in line with the 2019 Ash Dieback Action Plan. He provided background information and reported on the main considerations as detailed in the report.

In response to a question from Councillor Bill Crease the Access and Natural Environment Manager explained there was limited scope for recovering the cost of felling trees.

Councillor Mike Peers asked if the Welsh Government provided any financial assistance to local authorities to address the issue of Ash Dieback which was a national problem and commented on the potential increase in costs in the future. The Access and Natural Environment Manager responded to the comments by Councillor Peers and provided information on the further question raised concerning the roadside 'recovery programme' to re-plant felled trees lost to ash dieback.

The recommendation in the report was moved by Councillor Richard Lloyd and seconded by Councillor Roy Wakelam..

RESOLVED:

That the update be noted and officers supported in their ongoing work associated with Ash Dieback.

29. MEMBERS OF THE PRESS IN ATTENDANCE

There were no members of the press or public in attendance.

(The meeting started at 10.00 a.m and ended at 11.32 a.m)

.....
Chair

This page is intentionally left blank



ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Tuesday 10th October 2023
Report Subject	Forward Work Programme and Action Tracking
Report Author	Environment & Economy Overview & Scrutiny Facilitator
Type of Report	Operational

EXECUTIVE SUMMARY

Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work programme of the Committee of which they are Members. By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Environment & Economy Overview & Scrutiny Committee.

The report also shows actions arising from previous meetings of the Environment & Economy Overview & Scrutiny Committee and the progress made in completing them. Any outstanding actions will be continued to be reported to the Committee as shown in Appendix 2.

RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Facilitator, in consultation with the Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.
3	That the Committee notes the progress made in completing the outstanding actions.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME AND ACTION TRACKING
1.01	Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers. Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.
1.02	<p>In identifying topics for future consideration, it is useful for a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:</p> <ol style="list-style-type: none">1. Will the review contribute to the Council's priorities and/or objectives?2. Is it an area of major change or risk?3. Are there issues of concern in performance?4. Is there new Government guidance of legislation?5. Is it prompted by the work carried out by Regulators/Internal Audit?6. Is the issue of public or Member concern?
1.03	In previous meetings, requests for information, reports or actions have been made. These have been summarised as action points. Following a meeting of the Corporate Resources Overview & Scrutiny Committee in July 2018, it was recognised that there was a need to formalise such reporting back to Overview & Scrutiny Committees, as 'Matters Arising' was not an item which can feature on an agenda.
1.04	It was suggested that the 'Action tracking' approach be trialled for the Corporate Resources Overview & Scrutiny Committee. Following a successful trial, it was agreed to extend the approach to all Overview & Scrutiny Committees.
1.05	The Action Tracking details including an update on progress is attached at Appendix 2.

2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	In some cases, action owners have been contacted to provide an update on their actions.

4.00	RISK MANAGEMENT
4.01	None as a result of this report.

5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme Appendix 2 – Action Tracking for the Environment & Economy OSC.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Minutes of previous meetings of the Committee as identified in Appendix 2. Contact Officer: Margaret Parry-Jones Overview & Scrutiny Facilitator Telephone: 01352 702427 E-mail: Margaret.parry-jones@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	Improvement Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.

This page is intentionally left blank

Environment & Economy Overview & Scrutiny Forward Work Programme 2023/24

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
14 Nov 23 10.00 am	Flintshire Local Energy Action Plan	To consider the Flintshire Local Energy Action Plan (as agreed on 18 th April 2023)	Assurance	Chief Officer – Planning, Environment & Economy	
	Flintshire County Council's Operator Licence	To provide a progress update on the Loss of O Licence Follow Up audit report.	Pre-decision scrutiny	Chief Officer - Streetscene and Transportation	
	Waste Strategy	Progress update	Assurance	Chief Officer – Streetscene and Transportation	
	FCC Social Enterprise Update Report	To receive an update	Pre-decision scrutiny	Chief Officer – Planning, Environment & Economy	
	Contaminated Land Inspection Strategy	To receive an update	Assurance	Chief Officer – Streetscene and Transportation	
12 Dec 23 10.00 am	Domestic Abuse	To receive an overview of the work of Flintshire County Council and partner agencies in relation to Domestic Abuse.	Assurance	Chief Officer – Planning, Environment & Economy	

ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME
APPENDIX 1

Page 16

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
	Workplace Recycling Regulations	To receive an update	Assurance	Chief Officer – Streetscene and Transportation	
	Integrated Transport Strategy	To receive an update	Assurance	Chief Officer – Streetscene and Transportation	
	Outcome of adoption of Local Toilet Strategy	To provide an update following the conclusion of the public consultation and present the final draft of the strategy for adoption.	Pre-decision	Chief Officer – Streetscene and Transportation	
	Introducing Charges on Other Car Parks	To be confirmed	Pre-decision	Chief Officer – Streetscene and Transportation	
	Missed Collections and fleet reliability	To receive a report as request at the June meeting.	Assurance	Chief Officer – Streetscene and Transportation	
9 Jan 24 10.00 am	Budget scrutiny (to be confirmed)	To be confirmed	Pre-decision	Chief Executive	
	Council Plan 2023-24 Mid-Year Performance Reporting	To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.	Assurance	Chief Officers	

ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME
APPENDIX 1

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
	Car Parking Strategy	To review the current strategy	Pre-decision scrutiny	Chief Officer – Streetscene and Transportation	
	Bus Emergency Scheme/Bus Funding	To be confirmed	Assurance	Chief Officer – Streetscene and Transportation	
6 Feb 24 10.00 am	Streetscene Standards	To consider feedback from the Task & Finish Group		Chief Officer – Streetscene and Transportation	
	Streetlighting Policy	To be confirmed		Chief Officer – Streetscene and Transportation	
	Highway Inspection Policy	To be confirmed		Chief Officer - Streetscene and Transportation	
5 March 24 10.00 am	Conversion of the FCC fleet to electric or alternative fuels	To receive a progress report on the implementation of the conversion of the FCC fleet to electric and alternative fuels	Assurance	Chief Officer Streetscene and Transportation	
	Unsafe Memorials at Cemeteries	To receive an update	Assurance	Chief Officer – Streetscene and Transportation	

ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME
APPENDIX 1

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
11 June 24 10.00 am	Welsh Government Deposit Return Scheme update	As agreed at the meeting on 13 th June 2023	Information	Chief Officer - Streetscene & Transportation	
	Active Travel Network Map	To receive an update	Assurance	Chief Officer – Streetscene and Transportation	
9 July 24 10.00 am	End of year performance monitoring report	To review the levels of progress in the achievement of activities and performance levels identified in the Council Plan.	Performance Monitoring	Chief Officers	

Page 18

Items to be added:-

Enforcement

Action tracking for Environment & Economy OSC October 2023

Item/Date	Discussion	Action	By whom	Status
12 September 2023 Forward Work Programme	Cllr Mike Peers requested a report on Enforcement	To be added to the Forward Work Programme	Facilitator	Completed

This page is intentionally left blank



ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Tuesday, 10 th October 2023
Report Subject	Budget 2024/25 – Stage 2
Cabinet Member	<p>Cabinet Member for Planning, Public Health and Public Protection</p> <p>Cabinet Member for Climate Change and Economy</p> <p>Cabinet Member for Streetscene and the Regional Transport Strategy</p> <p>Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value & Procurement</p>
Report Author	Corporate Finance Manager and Chief Officer (Planning, Environment and Economy) and Chief Officer (Streetscene and Transportation)
Type of Report	Strategic

EXECUTIVE SUMMARY

As in previous years, the budget for 2024/25 will be built up in stages.

The first stage has been concluded by the establishment of a robust baseline of cost pressures together with Member workshops to ensure Members had a full understanding of service budgets including current cost pressures and risks.

In September, Cabinet and Corporate Resources Overview and Scrutiny Committee received an updated position on the budget for 2024/25, which showed that we had a minimum additional revenue budget requirement estimated at £32.386m.

The report also provided an update on the work undertaken by portfolios over the Summer to review pressures, their historic outturn position and to consider further proposals for efficiencies to be considered as part of the strategy to balance the budget.

The review by Overview and Scrutiny Committees throughout October and November of budget pressures and proposed efficiency options will form Stage 2 of the budget setting process, alongside the receipt of the Welsh Local Government Provisional Settlement, anticipated on 20th December. Stage 3 will be the identification of the full set of budget solutions required to ensure a legal and balanced budget is set.

A further meeting of the Corporate Resources Overview and Scrutiny Committee (open to all Members) will be held on 16th November 2023 which will summarise the work undertaken so far to meet the budget gap.

The details of the cost pressures and proposed efficiency options for the Planning, Environment and Economy portfolio and the Streetscene and Transportation portfolio, which fall within the remit of this Committee are included within this report. The Committee is invited to review and comment on these cost pressures, proposed efficiencies, and associated risks.

The Committee is also invited to advise on any additional areas of cost efficiency it believes should be explored further and the reasoning behind the request.

A slide presentation will be made at the meeting.

RECOMMENDATIONS

1	Review and comment on the Planning, Environment and Economy portfolio's cost pressures.
2	Review and comment on the Planning, Environment and Economy portfolio's options to reduce budgets.
3	Review and comment on the Streetscene and Transportation portfolio's cost pressures.
4	Review and comment on the Streetscene and Transportation portfolio's options to reduce budgets.
5	To advise on any areas of cost efficiency it believes should be explored further.

REPORT DETAILS

1.00	EXPLAINING THE BUDGET POSITION 2024/25
1.01	The first stage for budget setting was concluded in September where we established a robust baseline of cost pressures. The review by Overview and Scrutiny Committees throughout October and November of these cost pressures and proposed efficiency options will form part of stage 2 with stage 3 being the identification of the full set of budget solutions required to ensure a legal and balanced budget is set.
1.02	In September, Cabinet and Corporate Resources Overview and Scrutiny Committee received an updated position on the budget for 2024/25, which showed that we had a minimum additional revenue budget requirement estimated at £32.386m. The report also provided an update on the work undertaken by portfolios over the Summer to review pressures, the outturn position and to consider further proposals for efficiencies to be considered as part of strategy to balance the budget.

1.03	<p>The purpose of this report is to set out in detail the cost pressures and proposed efficiency options for the Planning, Environment and Economy portfolio and the Streetscene and Transportation portfolio, for consideration by the members of this Committee.</p> <p>Given the scale of the potential budget gap all services have been tasked with generating options to manage their service with a reduced budget. These options are included in the report for consideration by members of this Committee.</p>																		
1.04	<p>Planning, Environment and Economy – Cost pressures and proposals for budget reductions</p> <p>These are set out in the paragraphs which follow.</p>																		
1.05	<p><u>Table 1: Planning, Environment and Economy – Cost Pressures</u></p> <table border="1" data-bbox="288 815 1409 1133"> <thead> <tr> <th>Cost Pressure Title</th> <th>£m</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Prior Year Decision - Private Water Supplies</td> <td>(0.052)</td> <td>1.</td> </tr> <tr> <td>Strategic Decisions</td> <td></td> <td>.</td> </tr> <tr> <td>Private Water Supplies</td> <td>0.047</td> <td>2.</td> </tr> <tr> <td>Additional Licencing Schemes for HMO's</td> <td>0.144</td> <td>3.</td> </tr> <tr> <td>Total Cost Pressures</td> <td>0.139</td> <td></td> </tr> </tbody> </table> <p>Notes:</p> <p>1. Prior Year Decision - Private Water Supplies (£0.052m)</p> <p>The budget allocated to Community and Business Protection to undertake Private Water Supply work is being removed in 2024/25, however, the demand on the service with respect to this area of work continues to be high. The work can be time consuming and highly technical. It is forecast that the current backlog of outstanding risk assessments and monitoring will not be completed by March 2025. In total Flintshire has 291 sources of private water supplies, in 2022 a total of 28 risk assessments were completed - largely undertaken by the equivalent of 1.5 FTE's. Flintshire County Council has a statutory responsibility to undertake this work and are subject to the scrutiny of the Drinking Water Inspectorate.</p> <p>2. Private Water Supplies £0.047m</p> <p>It is requested that budget provision for the single post funded is continued, and made permanent, as we will also have on-going risk assessment and monitoring requirements in the future. In addition, it is vital that the service retains the specialist officer, who has achieved accreditation to undertake this work.</p>	Cost Pressure Title	£m	Note	Prior Year Decision - Private Water Supplies	(0.052)	1.	Strategic Decisions		.	Private Water Supplies	0.047	2.	Additional Licencing Schemes for HMO's	0.144	3.	Total Cost Pressures	0.139	
Cost Pressure Title	£m	Note																	
Prior Year Decision - Private Water Supplies	(0.052)	1.																	
Strategic Decisions		.																	
Private Water Supplies	0.047	2.																	
Additional Licencing Schemes for HMO's	0.144	3.																	
Total Cost Pressures	0.139																		

3. Additional Licencing Scheme for HMOs £0.144m

Subject to Member approval the Council could introduce a new scheme that would require smaller HMO's to be licensed. This would be dependent on the Councils determination that it was satisfied that the current market conditions are such that it believes a significant proportion of the county's HMOs are being poorly managed and are giving rise, or likely to give rise, to problems affecting their occupiers or members of the public. A Licencing scheme already exists to identify and monitor larger HMOs.

1.06

Table 2: Planning, Environment & Economy – Budget Reductions

Budget Reduction Proposals – (From Outturn Review)	£m	RAG	Note
Increase to Income Budget for Planning Fee Income	0.100	Amber	1.
Total	0.100		

Notes:

1. Increase in Planning Fee Income (£0.100m Amber risk) – Increasing Fee Income target in line with anticipated higher income levels. This follows a review of recent years' income levels and an expectation that, as the LDP moves towards adoption, investors will be more comfortable in bringing forward sites for development, resulting in a rise in the quantum of planning fees.

All Portfolios were required to review the budget reduction proposals which were initially proposed to assist with the 2023/24 budget but were not eventually taken forward. All the proposals from the Planning, Environment and Economy portfolio were taken forward to form the 2023/24 budget. These totalled £0.340m and equated to a reduction of 5% from the portfolio budget.

1.07

Use of Balances and Reserves

In addition to the budget reduction, following a review of the portfolio's balances and reserves, there is a one-off amount of £0.275m which will contribute to the overall general reserves.

1.08

The combination of budget reductions and the review of reserves and balances provides a total proposed saving for the portfolio of £0.375m or a reduction of 5.3% from the portfolio budget. This is in addition to the overall reductions to the Portfolio budget of £2.95m or 55% of the budget since 2014.

1.09

Streetscene and Transportation – Cost pressures and proposals for budget reductions

These are set out in the paragraphs which follow.

1.10

Table 3: Streetscene and Transportation – Cost Pressures

Cost Pressure Title	£m	Note
Fleet Contract Renewal	2.000	1.
Business Recycling Collections (New Duties)	0.438	2.
Mayrise Replacement	0.085	3.
Recycling & Compliance Officers	0.133	4.
Assistant Fleet Manager	0.055	5.
ULEV Transition Manager	0.049	6.
Total Cost Pressures	2.759	

1. Fleet Contract Renewal £2.000m

The fleet provision was externalised in 2016 and delivered through a 7-year contract with an external provider, following a compliant tendering exercise which delivered approximately £1.3m of savings at the time of award. The contract expires in October 2023 and, following an options appraisal, the contract will be extended for a further 7-year period, which was a provision permitted within the current contract. The value of the contract awarded in 2016 was £21m, with actual expenditure over the 7-period totalling £28m due to changing demands as a result of the pandemic for example. Negotiations with the provider are ongoing to confirm the projected value of the contract over the next 7 years based on a transition to ultra-low emission vehicles (ULEV) by 2030 with the range estimated to be between £35m-£41m, depending on when vehicles are replaced for ULEVs.

2. Business Recycling Collections (New Duties) £0.438m

The Welsh Government is introducing new regulations from April 2024 that will require all businesses, the public sector and third sector organisations in Wales to separate recyclable materials in the same way that most householders do now, which will mean local authorities having to collect or arranging for the collection of and receive, keep, treat or transport waste to not mix the separately collected recyclable waste streams with any other recyclable waste stream or with other types of waste or other substances or articles. This will require both the capital and revenue budgets to provide such a collection service and would include the purchase of new vehicles (for which there can be a two-year lead time), containers, contractual changes, sorting facility changes and associated permit condition changes, reviews of collection rounds and storage arrangements, increased staffing requirements, communicating with business premises as to the new collection arrangements.

3. Mayrise Replacement £0.085m

The Mayrise system is the back-office system that is used in Streetscene for all operational services and asset management for highways, grounds, street cleansing and waste and recycling collection rounds, which is linked to CRM and FCC mapping. The pressure relates to technical consultancy costs of £0.040m, with the costs of a new system estimated at £0.045m. There are annual licence fees currently being paid, and a new multifunction system will likely see inflationary costs incurred in licencing fees and mobile technology improvement costs beyond implementation.

4. 3 x Recycling & Compliance Officers £0.133m

5. Assistant Fleet Manager £0.055m

6. Ultra-Low Emissions Vehicle (ULEV) Transition Manager £0.049m

4-6 The portfolio has been experiencing a number of challenges over the last 2 years with staff recruitment, retention and long-term absences, which have impacted the resilience and capacity of the existing teams. It is anticipated that the demands on the portfolio will continue to increase as legislation is updated or introduced and the pressure to deliver additional or new services multiplies. These areas of the portfolio have been identified as high risk, where increased capacity is required to ensure that the service remains resilient and ensure that we meet statutory targets, fulfil our legal duties and meet future anticipated demand.

Costs are based on interim support for the fleet services and waste strategy teams and creation of additional posts within the structure to ensure resilience and capacity. Figures are estimated and the grades of the posts would be subject to job evaluation

1.11

Table 4: Streetscene and Transportation – Budget Reductions

Budget Reduction Proposals	£m	RAG	Note
Part time opening of Household Waste Recycling Centres (HWRC)	0.150	Amber	1.
Garden Waste Collections	0.025	Green	2.
Review/Reduce Service Standards – Grass Cutting and Weed Spraying	0.025	Amber	3.
Food Waste Bag Charges	0.010	Red	4.
Review/Reduce Service Standards – Cemetery Maintenance	0.025	Amber	5.
Review of Hazardous Transport Routes	0.035	Red	6.
Introduce Night Working	0.025	Red	7.
Cleansing Standards/Zero Tolerance - Littering	0.030	Red	8.
Charge for Compost Material at HWRC sites	0.010	Amber	9.
Provision of In-house Services for weed spraying and traffic management	0.010	Green	10.
Increased Charging for Car Parking including changes to permit schemes	0.050	Red	11.
Full Cost Recovery for supporting community events	0.010	Amber	12.
Total	0.405		

Notes:

1. Part time opening of HWRC sites (£0.150m)

Councils are required to provide Household Waste Recycling Centres (HWRCs), which are reasonably accessible to the public. These provide an important waste management service to enable householders to dispose of, and recycle, their excess waste responsibly. The Council currently operates 5 centres across the county. The proposal is to open the HWRC sites over part of the week rather than the full 7 days as at present e.g., Friday to Monday. This option would still enable the council to provide a pattern of service provision which more than meets the required minimum service level. Savings would come from labour.

2. Garden Waste Collections (£0.025m)

A policy is already in place for charging for collecting garden waste (as allowed under the Controlled Waste Regulations 1994), which is collected fortnightly currently. The charge will be increased from March 2024 to £35.00 for online payments and £38.00 for non-online payments. This option would involve increasing the subscription by a further £1 from March 2025, which equates to a 3% increase as part of the annual review of fees and charges.

3. Review/Reduce Service Standards – Grass Cutting and Weed Spraying (£0.025m)

The service standards for the portfolio are normally reviewed every 3 years, so there is an opportunity to review the level of standard provided for operational services, such as grass cutting and weed spraying.

4. Food Waste Bag Charges (£0.010m)

Implementing a charge for replacement food waste bags. There is the risk that participation will reduce as comparisons with other Councils where food bags are not provided free of charge to residents, shows that participation in food waste recycling is approximately half the level of those that do. This would also have an impact on recycling levels and a financial impact due to increased treatment costs.

5. Review/Reduce Service Standards – Cemetery Maintenance (£0.025m)

This is a discretionary service - savings would come from a reduction in labour, plant and materials by reduced grass cutting frequency. Grass adjacent to paths and the front of graves will still be maintained. This is likely to have a positive impact on biodiversity and longer grass is more resistant to climate extremes such as droughts.

6. Review of Transport Routes (£0.035m)

A further review of school transport hazardous routes. Savings would result from the withdrawal of school transport provision (indicative secondary school bus service cost) due to the routes no longer considered to be hazardous as a result of improved infrastructure.

7. Introduce Night Working (£0.025m)

Streetscene introduced an evening shift in 2012. A small number of people work through the night (365 days a year) dealing with emergencies and small amounts of planned works. The proposal will see this level of work increase with operations such as gully emptying, town centre sweeping etc. carried out during the evening and overnight period. The saving will be generated by a reduction in plant and equipment.

8. Cleansing Standards/Zero Tolerance – Littering (£0.030m)

Reduce current cleansing standards and enforce zero tolerance for littering. Enforcement is currently shared between civil parking enforcement and environmental enforcement, which is a multi-functional team.

9. Charge for Compost Material at HWRC sites (£0.010m)

Currently all of the green waste collected from households through our brown bin collection service is processed into certified PAS100 compost product, which is available free of charge at our household recycling centres (HRCs). The proposal would introduce a charge to the customer for this. This saving will be net of the costs for bagging and storing the compost, payment mechanisms and administration of the provision.

10. In-house Services - weed spraying, traffic management (£0.010m)

Provision of services in-house rather than contracting them out to external providers, for example weed spraying and traffic management. Arrangements would need to be made for financing the necessary vehicles, plant and equipment, and training would be required for operatives

11. Increased Charging for Car Parking including changes to permit schemes (£0.050m)

As part of the annual review of fees and charges, car parking charges were increased from 1st October 2023. There is the option to further increase these charges from October 2024

12. Full Cost Recovery for supporting community events (£0.010m)

This is a discretionary service - introducing a charge for providing support for community events for road closures, such as fairs, festivals, street parties etc. to recover the costs of vehicles, plant and workforce.

1.12 Use of Balances and Reserves

In addition to the budget reduction, following a review of the portfolio's balances and reserves, there is a one-off amount of £0.008m which will contribute to the overall general reserves.

1.13	<p>Budget Timeline</p> <p>An outline of the local budget timeline at this stage is set out in the table below:</p> <p><u>Table 5: Budget Timeline</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Event</th> </tr> </thead> <tbody> <tr> <td>October/November 2023</td> <td>Overview and Scrutiny Committees</td> </tr> <tr> <td>19 December 2023</td> <td>Welsh Government Draft Budget</td> </tr> <tr> <td>19 December 2023</td> <td>Cabinet</td> </tr> <tr> <td>20 December 2023</td> <td>Provisional Local Government Settlement</td> </tr> <tr> <td>11 January 2024</td> <td>Corporate Resources Overview and Scrutiny Committee</td> </tr> <tr> <td>16 January 2024</td> <td>Cabinet – Budget Review</td> </tr> <tr> <td>20 February 2024</td> <td>Cabinet and Council – Final Budget Setting</td> </tr> <tr> <td>1 March 2024</td> <td>WG Final Budget/Settlement</td> </tr> </tbody> </table>	Date	Event	October/November 2023	Overview and Scrutiny Committees	19 December 2023	Welsh Government Draft Budget	19 December 2023	Cabinet	20 December 2023	Provisional Local Government Settlement	11 January 2024	Corporate Resources Overview and Scrutiny Committee	16 January 2024	Cabinet – Budget Review	20 February 2024	Cabinet and Council – Final Budget Setting	1 March 2024	WG Final Budget/Settlement
Date	Event																		
October/November 2023	Overview and Scrutiny Committees																		
19 December 2023	Welsh Government Draft Budget																		
19 December 2023	Cabinet																		
20 December 2023	Provisional Local Government Settlement																		
11 January 2024	Corporate Resources Overview and Scrutiny Committee																		
16 January 2024	Cabinet – Budget Review																		
20 February 2024	Cabinet and Council – Final Budget Setting																		
1 March 2024	WG Final Budget/Settlement																		

2.00	RESOURCE IMPLICATIONS
2.01	<p>Revenue: the revenue implications for the 2024/25 budget are set out in the report.</p> <p>Capital: there are no new implications for the approved capital programme for either the current financial year or for future financial years – the capital programme will be subject to a separate report</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<ul style="list-style-type: none"> • Cabinet • Member Budget Briefings July and October 2023 • Specific Overview and Scrutiny Committees • Corporate Resource Overview and Scrutiny Committee Meetings

4.00	RISK MANAGEMENT
4.01	As set out in the report.

5.00	APPENDICES
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<ul style="list-style-type: none"> • MTFS and Budget 2024/25 Cabinet Report July 2023 • MTFS and Budget 2024/25 Cabinet Report September 2023 • Member Briefing Slides

7.00	GLOSSARY OF TERMS
7.01	<p>Medium Term Financial Strategy (MTFS): a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations.</p> <p>Revenue: a term used to describe the day to day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.</p> <p>Budget: a statement expressing the Council’s policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.</p> <p>Budget Requirement: The amount of resource required to meet the Councils financial priorities in a financial year.</p> <p>Forecast: An estimate of the level of resource needed in the future based on a set of demands or priorities.</p> <p>Capital: Expenditure on the acquisition of non-current assets or expenditure which extends the useful life of an existing asset.</p> <p>Revenue Support Grant: the annual amount of money the Council receives from Welsh Government to fund what it does alongside the Council Tax and other income the Council raises locally. Councils can decide how to use this grant across services although their freedom to allocate according to local choice can be limited by guidelines set by Government.</p> <p>Specific Grants: An award of funding from a grant provider (e.g. Welsh Government) which must be used for a pre-defined purpose.</p> <p>Welsh Local Government Association: the representative body for unitary councils, fire and rescue authorities and national parks authorities in Wales.</p> <p>Financial Year: the period of 12 months commencing on 1 April.</p> <p>Local Government Funding Formula: The system through which the annual funding needs of each council is assessed at a national level and</p>

under which each council's Aggregate External Finance (AEF) is set. The revenue support grant is distributed according to that formula.

Aggregate External Finance (AEF): The support for local revenue spending from the Welsh Government and is made up of formula grant including the revenue support grant and the distributable part of non-domestic rates.

Provisional Local Government Settlement: The Provisional Settlement is the draft budget for local government published by the Welsh Government for consultation. The Final Local Government Settlement is set following the consultation.

Funding Floor: a guaranteed level of funding for councils who come under the all-Wales average change in the annual Settlement. A floor has been a feature of the Settlement for many years.

This page is intentionally left blank



ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Tuesday, 10 th October 2023
Report Subject	Missed Collections and Fleet Reliability
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy
Report Author	Chief Officer (Streetscene & Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

Following a request from the Environment and Economy Overview & Scrutiny Committee in relation to missed waste and recycling collections, this report provides an overview of the issues that can cause collections to be regularly missed, with particular focus on fleet reliability within the Streetscene and Transportation portfolio. The report outlines the policies in place for missed collections and summarises the performance and reliability of the council's fleet vehicles and identifies key issues.

RECOMMENDATIONS

1. That the Environment and Economy Overview and Scrutiny Committee notes the contents of the report in relation to service performance for missed waste collections and fleet reliability.

REPORT DETAILS

1.00	BACKGROUND TO THE REPORT
1.01	Streetscene and Transportation provide kerbside collections for waste and recycling to over 72,411 properties in Flintshire. The service operates over 6 days (Monday to Saturday), which equates to around 12,074 properties serviced per day for recycling and 6,037 for residual waste collections. Each property will typically be visited by a minimum of two vehicles per day, one for either black (residual waste) or brown (garden waste) bin collections and one for recycling and food waste. This excludes medical waste and Absorbent Hygiene Products (AHP) collections.

1.02	<p>On rare occasions, we do experience missed collections just like any other local authority, which can be down to various reasons; however, we always do our best to keep this to a minimum and the crews are required to report any collection issues on the rounds so that they can be addressed on the scheduled collection day. However, it is recognised that missed collections causes an inconvenience to residents, as well as avoidable work for officers in terms of responding to service requests and complaints.</p> <p>Missed collections can be attributed to a range of operational issues such as sickness absence, road closures, traffic congestion or obstructions preventing access to properties, bad weather, customer error and incorrect items being presented, vehicle breakdowns or staff performance. Nevertheless, the collection crews take pride in their work, and it is the intention of every crew member to ensure that all collections are completed by the end of each day.</p>
1.03	<p>Residents are advised to report missed collections either through the website or via the Contact Centre and to verify whether the bin, bag or container has genuinely been missed, they are asked to confirm the following information: -</p> <ul style="list-style-type: none"> • Whether the bin was placed out by 7am on the morning of the collection at the kerbside (where your property/drive meets the pavement/road) (Place it out the night before if necessary and safe.) • Whether the correct bin/container was placed out for collection and whether it was placed out on the correct scheduled collection day • Whether the materials were sorted into the correct containers and whether the bin/container contained items that shouldn't have been in the bin (contaminated) • Whether the correct compostable food waste bags were used for the caddies to ensure that contamination does not occur • Whether the bin was not too heavy, or the lid was properly closed • Whether there was any side waste presented <p>Providing that the above information can be satisfied positively then a missed collection may be reported to the Council.</p>
1.04	<p>There are different policies in place for dealing with missed bins, bags or containers depending on the type of waste presented and reasons for the missed collection.</p> <p>Where a black bin, brown bin or food waste has been genuinely missed because of service failure, we advise that we endeavour to return and collect it within 24 hours of notification.</p> <p>Following Cabinet approval in July 2017, we do not return for reported missed recycling collections and householders are expected to place the recycling out for collection on the next scheduled collection day or take items to their nearest household recycling centre (HRC). The missed recycling collection is then noted against the property.</p>

1.05	<p>There is a process in place for improving services to those properties that report a repeated missed collection, which requires waste supervisors to visit the property on the next scheduled collection day, the crew is educated on the location of the containers to avoid future issues and the property is placed on a monitoring schedule for several weeks until the waste operations manager is satisfied that no further issues are encountered.</p>																																										
1.06	<p>Once reported, missed collections are logged via the internal Customer Relationship Management system (CRM).</p> <p>The number of missed collections reports recorded via the CRM between 01/04/22 and 31/03/23 was 9,646, which equates to an average of 31 missed collections per day across 23,134 planned collections by property per day and across 24 operational rounds, so around 1 missed collection per round per day.</p> <p>Based on the total count of missed receptacles reported, these figures demonstrate a successful collection rate of 99.95%</p> <table border="1" data-bbox="276 779 1420 1272"> <thead> <tr> <th colspan="7">2022-2023</th> </tr> <tr> <th>Properties:</th> <th></th> <th>No. of Weeks</th> <th>Total Number of Planned Collections</th> <th>Total Number of Receptacles Emptied</th> <th>Total Count of Missed Receptacles Reported</th> <th>% Receptacles Missed</th> </tr> </thead> <tbody> <tr> <td>Recycling (x4 receptacles)</td> <td>Weekly</td> <td>52</td> <td>3,766,932</td> <td>15,067,728</td> <td>3,935</td> <td>0.03%</td> </tr> <tr> <td>Black Bin (x1 receptacle)</td> <td>2-weekly</td> <td>26</td> <td>1,883,466</td> <td>1,883,466</td> <td>3,550</td> <td>0.19%</td> </tr> <tr> <td>Garden (x1 receptacle)</td> <td>2-weekly</td> <td>21</td> <td>635,985</td> <td>635,985</td> <td>2,161</td> <td>0.34%</td> </tr> <tr> <td colspan="3">Total</td> <td>6,286,383</td> <td>17,587,179</td> <td>9,646</td> <td>0.05%</td> </tr> </tbody> </table> <p><i>*30,285 properties for garden waste in 2022-2023</i></p> <p>The percentage of missed collections when compared to the total number of collections across all waste streams (excluding AHP) is low, accounting for 0.05%.</p>	2022-2023							Properties:		No. of Weeks	Total Number of Planned Collections	Total Number of Receptacles Emptied	Total Count of Missed Receptacles Reported	% Receptacles Missed	Recycling (x4 receptacles)	Weekly	52	3,766,932	15,067,728	3,935	0.03%	Black Bin (x1 receptacle)	2-weekly	26	1,883,466	1,883,466	3,550	0.19%	Garden (x1 receptacle)	2-weekly	21	635,985	635,985	2,161	0.34%	Total			6,286,383	17,587,179	9,646	0.05%
2022-2023																																											
Properties:		No. of Weeks	Total Number of Planned Collections	Total Number of Receptacles Emptied	Total Count of Missed Receptacles Reported	% Receptacles Missed																																					
Recycling (x4 receptacles)	Weekly	52	3,766,932	15,067,728	3,935	0.03%																																					
Black Bin (x1 receptacle)	2-weekly	26	1,883,466	1,883,466	3,550	0.19%																																					
Garden (x1 receptacle)	2-weekly	21	635,985	635,985	2,161	0.34%																																					
Total			6,286,383	17,587,179	9,646	0.05%																																					
1.07	<p>Members of the Environment and Economy Overview and Scrutiny Committee have requested information on fleet reliability in relation to missed waste and recycling collections.</p> <p>Reliable fleet operations are crucial for ensuring the smooth functioning of all departments and services within the Council. Fleet reliability directly impacts service delivery, efficiency, and customer satisfaction.</p> <p>This report focuses on assessing the status of fleet reliability for waste and recycling services, and specifically concentrates on fleet age, reliability, and options for replacement, whilst acknowledging that we are currently moving into the procurement of a new fleet contract, and additional costs on the basis that we need to replace some fleet vehicles in the next two years.</p>																																										

1.08	<p>To compile this report, data was collected from various sources, including fleet management systems, maintenance records, and vehicle telematics systems. The data analysis covers the following key aspects:</p> <ol style="list-style-type: none"> a. Fleet Age: reviewing the purchase date of the vehicles in the groups in question. b. Vehicle Downtime: examining the frequency and duration of fleet vehicles' unscheduled downtime, including breakdowns and repairs, along with the scheduled maintenance. c. Available Fleet: reviewing the available fleet against the operational need. Note: To cover the impact of maintenance and repairs downtime, the contractor provides additional vehicles to the fleet to cover interruptions. d. Vehicle Utilisation: analysing the utilisation patterns of fleet vehicles, including average mileage and average daily usage.
1.09	<p>Based on the analysis conducted, the following key findings have been identified:</p> <p>a. Fleet Age</p> <ul style="list-style-type: none"> • Recycling Recovery Vehicles (RRVs) x 16: Average age – 6 years <i>(The two oldest RRVs are owned by FCC, which were procured with WG grant funding and are 8 years old. These two vehicles are being replaced by 2 no. Electric-RRVs – newly arrived)</i> • Refuse Collection Vehicles (RCVs) x 11: Average age – 6 years <i>(There is one 11-year-old vehicle, which is provided by the contractor at their expense for contract support, other contractor support vehicles are considerably younger)</i> <p>The industry standard renewal period for these types of vehicles is around 5-9 years. Not all vehicles will age in the same way or will have been treated uniformly, so an average age of the fleet balances the impact of the outliers.</p>
1.10	<p>During a review of the fleet by the Welsh Government Energy Service (WGES) in April 2021 for ultra-low emission vehicle (ULEV) transition, it was acknowledged that the majority of the Flintshire HGV fleet, which included the waste and recycling vehicles, would not anticipate being changed until after 2024. It was recognised by WGES that Flintshire's fleet was a comparatively modern fleet with a low average age and reflected the contractual arrangements with our fleet contractor, who provide the vehicles under seven-year lease arrangements.</p>
1.11	<p>b. Vehicle Downtime</p> <p>There are a range of reasons why a vehicle would not be available to the operational service, which is known as downtime, and this unavailability can fluctuate due to planned or unplanned maintenance, including service intervals being at 6-weekly intervals, repairs, accidents, parts replacement or driver/vehicle violations.</p>

1.12	<p>The waste vehicle fleet is made up of 11 operational vehicles and a review of the first five months of 2023 (January-May 2023) shows an average downtime of around 150 hours per month for all vehicles i.e. 13.6 hours of downtime per vehicle on average per month, and a peak over the last 5 months of just under 250 hours, i.e. less than 23 hours of downtime per vehicle on average in April 2023. Although, it needs to be noted that one vehicle may have contributed heavily to the monthly figures beyond the average figures.</p>
1.13	<p>Similar analysis has been carried out on the recycling vehicle fleet, which is made up of 16 operational vehicles and this shows an average downtime of less than 300 hours per month for all vehicles i.e. 18.75 hours of downtime per vehicle on average per month, and a peak over the 5-month period of around 350 hours i.e. less than 22 hours of downtime per vehicle on average in May 2023. Again, individual vehicles may contribute beyond the average on occasions.</p>
1.14	<p>c. Available Fleet</p> <p>As well as the operational fleet vehicles available to deliver the service, the contractor provides additional support (spare) vehicles to key operational services such as waste, recycling, sweeping and gritting operations. These are permanently dedicated spare vehicles available to the services to support planned maintenance (servicing and MOTs) and other reasonable factors for downtime, which the contractor is required to maintain in readiness and for immediate service.</p> <p>However, the contractor is not required nor expected to provide additional support vehicles for unreasonable downtime events, such as insurance write-offs or driver violation issues that cause vehicles to be unavailable for service.</p> <p>In terms of the additional support vehicles for waste and recycling services, three spare vehicles are provided for waste collections and two spare vehicles are provided for to recycling collections.</p> <p>These vehicles are available 24/7, but for the purposes of showing the additional vehicle support, only 10 hours per day Monday to Saturday have been considered for the calculation of monthly availability below, which reflects the workforce availability and shift patterns:</p> <p>10 hours x 6 days x 4.3 weeks = 258 hours per month x 3 waste support vehicles = 774 hours additional support (waste collections)</p> <p>10 hours x 6 days x 4.3 weeks = 258 hours per months x 2 recycling support vehicles = 516 hours additional support (recycling collections)</p>
1.15	<p>When removing the downtime of these vehicle for these services the remaining availability is as follows:</p> <p>Waste: 774 hours – maximum downtime (April 2023 = 41 hours) = 733 hours additional support per month (waste collections)</p> <p>Recycling: 516 hours – maximum downtime (January 2023 = 53 hours) = 463 hours additional support per month (recycling collections)</p>

1.16	<p>When comparing the downtime demand against the contract support (spare) vehicle availability we can see the following:</p> <p>Waste: Downtime Demand = 150 hrs average (250 hrs peak) Vs contract support availability = 733hrs <u>At least 480 hours monthly surplus</u></p> <p>Recycling: Downtime Demand = 300 hrs average (350 hrs peak) Vs contract support availability = 463hrs <u>At least 160 hours monthly surplus</u></p>
1.17	<p>d. Vehicle Utilisation:</p> <p>This includes the analysis of the fleet vehicle telematics data relating to utilisation levels between the operating hours of 7am to 5pm, which reflects the working patterns of the collection services. It is evident from the telematics data available that the vehicles average a utilisation level of greater than 72% within these hours, which equates to 7.2 hours of the vehicle moving, with the rest of the hours being attributable to breaks and tipping times.</p>
1.18	<p>There are vehicles that have averaged below this figure, and these have likely been affected adversely by maintenance issues, but it is clear that those vehicles that remain available have covered the full operational service need for 16 recycling vehicles and 11 waste vehicles, when including the availability of spare vehicles.</p>
1.19	<p>Consequently, it is reasonable to conclude from the above analysis that there are no reliability issues beyond normal operating issues at this time, and the operational services are supported by additional spare vehicles on site within the coverage of the contract and within the parameters expected and anticipated.</p>
1.20	<p>On rare occasions, operational issues may overlap and these are covered by the contingency measures at the cost of the contractor, such as additional hire vehicles (these may take a couple of hours to mobilise or with more bespoke and specialist vehicles, possibly a day or so to put in place), but these are exceptional circumstances that exist alongside other factors, such as parts availability, driver availability, road closures, staff turnover and other issues that are hard to predict and difficult to mitigate against on a daily basis beyond that already done so and described above.</p>

2.00	RESOURCE IMPLICATIONS
2.01	None – this is an operational performance report requested by members of the Environment & Overview Scrutiny Committee.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	None – this is an operational performance report requested by members of the Environment & Overview Scrutiny Committee.

4.00	CONSULTATIONS REQUIRED / CARRIED OUT
4.01	With the Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy

5.00	APPENDICES
5.01	None

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Chris Goddard, Streetscene Service Manager Telephone: 07867 192311 E-mail: christopher.goddard@flintshire.gov.uk</p> <p>Contact Officer: Barry Wilkinson, Highway Network Manager Telephone: 01352 704656 Email: barry.wilkinson@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
8.01	None

This page is intentionally left blank



ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Tuesday, 10 th October 2023
Report Subject	Highways Structures (Audit Report)
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Streetscene and Regional Transport Strategy
Report Author	Chief Officer (Streetscene & Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

The Streetscene and Transportation portfolio is committed to ensuring the safety of highway network structures, which are currently recorded as assets that are related to highways such as bridges, including footbridges, underpasses, culverts, and retaining walls.

As part of the agreed Internal Audit Plan for 2021/2022, an internal audit review of the 'Inspection and Maintenance of Highway Structures and Bridges Part Two' was conducted and the report was issued in March 2023.

The purpose of the audit was to assess whether adequate controls were in place, and whether all actions from the Service Action Plan and those agreed in the interim audit report have been implemented and embedded. The overall findings from the audit were that the controls in operation at the time provided some assurance, but key controls to mitigate the strategic risks were found to be not effective or applied consistently and several areas for further improvement were recommended.

This report provides Cabinet members with an overview of the Highway Network service, with particular focus on the management of highways structures, along with assurances regarding the recommended action taken and controls put in place following the audit.

RECOMMENDATIONS

1.	That Scrutiny notes and supports the work of the Streetscene and Transportation Highway Network team and acknowledges the required support from the wider technical team to deliver the action plan.
2.	That Scrutiny notes and supports the action taken and controls put in place in response to the internal audit recommendations.

REPORT DETAILS

1.00	BACKGROUND TO THE REPORT
1.01	The Well Managed Highway Infrastructure Code of Practice 2016 states that: <i>“It is not in the public interest to allow highway structures to deteriorate in a way that compromises the functionality of the highway network, be it through restrictions or closures caused by unsafe structures or the disruption of traffic through poor planning of maintenance work.”</i> Failure of a structure is its inability to meet this function.
1.02	Highway related structures normally includes bridges (including footbridges), tunnels, underpasses, retaining walls, environmental barriers (including noise barriers and fencing), and all drains, piped and box culverts, sewers and drainage structures that have a diameter or clear span of more than 900mm.
1.03	<p>A highway related structure is either any structure built in, under, or over, the highway; or any retaining wall or structure which supports the highway and where the structure, or any retaining wall is built within 3.65m of the highway boundary where the retained height above the adjacent highway is 1.4m, or more, as set out in S167 Highways Act 1980.</p> <p>Note: The definition of ‘highway’ used above includes the carriageway, footways, and all verges.</p>
1.04	The Council has a statutory duty to maintain ‘passage’ along adopted highways. Section 41 of the Highways Act 1980 imposes the familiar, absolute duty on the highway authority to maintain the highway, a breach of which may give rise to a private law claim for damages; maintenance is to be interpreted as including repair, by virtue of section 329(1) of the Act.
1.05	Highways structures in Flintshire are managed by the Operational Manager - South and Structures, within the highway network team. The operational manager has responsibility for three area coordinators and their respective geographical areas, whose role is to deliver on the Streetscene principles, along with overall responsibility for winter maintenance service plans and operations, public open space management and maintenance, verge mowing and weed-spraying contracts, football pitch bookings, and local toilets.
1.06	<p>The operational manager relies on the support of the technical team to implement and manage the inspection of structures to ensure that they are functioning correctly and that repairs are carried out promptly and meet corporate targets and standards, whilst also ensuring accurate daily recording of data for performance indicators. This technical support is also required to review, plan, and prepare works programmes and method statements for the implementation of works to ensure that all activities comply with guidelines, policy, and legislation. The general inspection of assets is carried out by the eight area coordinators, who are responsible for the assets in their respective areas, and these returns are analysed by the technical support.</p> <p>This relatively small team are required to manage and control the Council’s structures assets and ensure that the asset information is current and updated, whilst developing and maintaining the asset database to provide a timely and accurate point of reference and ensure that bridge and retaining wall records are well maintained.</p>

1.07	<p>An internal audit review of the 'Inspection and Maintenance of Highway Structures and Bridges Part Two' was included in the approved Internal Audit Annual Plan for 2021/22. The report was issued in March 2023.</p> <p>The purpose of the audit was to assess whether adequate controls were in place, and whether all actions from the Service Action Plan and those agreed in the interim audit report have been implemented and embedded.</p> <p>The overall findings from the audit were that the controls in operation at the time provided some assurance, but key controls to mitigate the strategic risks were found to be not effective or applied consistently and several areas for further improvement were recommended.</p>
1.08	<p>An update was provided to the Governance and Audit Committee in July 2023, which provided details of the challenges and issues that the teams were facing, along with an update of progress to date.</p> <p>The agreed action plan is detailed in Appendix 1.</p>
1.09	<p>Since the update provided in July 2023, progress has been constrained by annual leave and the conflicting priorities faced by the portfolio to deliver on other major projects (such as 20mph). However, the audit system has been updated with progress to date and evidence has been provided to confirm the closure of actions, with work continuing to improve the record keeping on the dedicated software system AMX. The timescales for the audit action plan had been amended accordingly to reflect the available resources where necessary. Additionally, the highway network team has been experiencing resilience and capacity issues for the technical support for highway structures, due to the secondment of the technical officer who was supporting the operational manager to another temporary role within the portfolio. That technical officer has now returned to the service (with effect from 18th May 2023) and has continued to address the actions agreed in the audit since returning to the substantive post, whilst transitioning back into the role.</p>
1.10	<p>Work has continued with the software supplier to integrate a mobile solution that will allow inspection records to be inputted and updated on site, which will improve the timeliness and accuracy of records as well as reduce the admin burden back-office and avoid duplication and manual interventions. Flintshire IT Services have committed to resolving this by the end of September 2023. The reporting function within the software has been enhanced to create dashboards that identify risk and performance standards, which will begin to be reported to the senior management team on a regular basis after September 2023.</p>
1.11	<p>A review of historical documents, plans, and photographs has been undertaken to create electronic records that will improve asset data held and make the process of retrieving information much more efficient. The work to link this information to the asset register will follow and the timescales for completion will be subject to available resources.</p>

1.12	A process has been drafted and presented to the operational manager for reconciling both adopted and disposed assets to ensure that the asset register is kept up to date. The existing assets across the county have received principal inspections where appropriate and the general inspections have been allocated across all eight area coordinators. These inspections are being recorded in the asset register for consistent record keeping.										
1.13	Flintshire Bridge (our largest and most expensive structure) was inspected during the Spring, and the general inspection and strand testing has been completed, for which we are awaiting the results. Initial indications are that the structure is in good condition.										
1.14	<p>The overall condition of all our structures is recorded below:</p> <p>487 assets with an average Bridge Condition Index (BCI) from General Inspection of 91.89, with the highest being 100 and the lowest being 63</p> <p><u>Breakdown:</u></p> <p>336 - structures fall within the Very Good category</p> <p>120 - structures fall within the Good category</p> <p>30 - structures fall within the Fair category</p> <p>1 - structures fall within the Poor category</p> <p>0 - structures fall within the Very Poor category</p> <div data-bbox="284 1122 1034 1480" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Structure Condition Index Key</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #006400; color: white; padding: 2px;">Very Good</td> <td style="padding: 2px;">>=90 & <=100</td> </tr> <tr> <td style="background-color: #90EE90; padding: 2px;">Good</td> <td style="padding: 2px;">>=80 & <90</td> </tr> <tr> <td style="background-color: #FFFF00; padding: 2px;">Fair</td> <td style="padding: 2px;">>=65 & <80</td> </tr> <tr> <td style="background-color: #FFA500; padding: 2px;">Poor</td> <td style="padding: 2px;">>=40 & <65</td> </tr> <tr> <td style="background-color: #FF0000; color: white; padding: 2px;">Very Poor</td> <td style="padding: 2px;">>=0 & <40</td> </tr> </table> </div> <p>An annual work programme of capital investment is in place to address those structures with the lowest BCI and the critical elements that require attention.</p>	Very Good	>=90 & <=100	Good	>=80 & <90	Fair	>=65 & <80	Poor	>=40 & <65	Very Poor	>=0 & <40
Very Good	>=90 & <=100										
Good	>=80 & <90										
Fair	>=65 & <80										
Poor	>=40 & <65										
Very Poor	>=0 & <40										
1.15	<p>It is planned that as part of the Highway Asset Management Plan (HAMP) review work that is included in the Forward Work Plan for Q4 2023/24 that Annual Status Reports (ASRs) will be presented for our major highway asset groups, including highways structures.</p> <p>The ASR will present a summary of the council's highway structures assets, which will complement the HAMP. It will provide information regarding the status of the structure in terms of condition, the outputs delivered, the standards achieved and an indication of customer satisfaction.</p>										

2.00	RESOURCE IMPLICATIONS
2.01	<p>Local area coordinators within the Streetscene & Transportation portfolio deliver General Inspections of assets within current allocations, with the structures budget funding the external procurement of Principal Inspections by qualified engineers. Funding of the repair and maintenance of structures is provided through the annual capital allocation to the Highway Asset Management Plan (HAMP). The current level of resource allocated to highway structures will require review as part of the ASR.</p> <p>The service operates on a fixed budget and the cost of maintaining the highways structures detailed as Council owned in this report will be delivered through existing available resources.</p>

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	The internal audit review has highlighted that there are new procedures in place to guide officers to work in a uniform and consistent manner. However, it emphasised that the improvements are in their infancy and controls have not been fully embedded.
3.02	The action plan and work undertaken to date to introduce new systems, processes and controls will ensure that progress continues to be monitored and reported on a monthly basis to the Senior Management Team.

4.00	CONSULTATIONS REQUIRED / CARRIED OUT
4.01	None required

5.00	APPENDICES
5.01	Highways Structures Action Plan

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	Highways Act 1980

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Barry Wilkinson Telephone: 01352 704656 E-mail: barry.wilkinson@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
8.01	<p>HAMP - A Highway Asset Management Plan (HAMP) is a strategic document developed by a local authority or highway authority to systematically manage, maintain, and improve the condition and performance of a network of roads and associated assets within their jurisdiction. The purpose of a HAMP is to optimise the use of available resources while ensuring that the road network meets defined performance and safety standards.</p> <p>BCI - A Bridge Condition Index (BCI) is a numerical rating system used to assess the overall condition of a bridge structure. It provides a quantitative measure of the state of a bridge based on various visual, structural, and functional evaluations. The BCI is a valuable tool for prioritising maintenance, repair, and rehabilitation efforts within a bridge management system.</p>

	ISSUE	ALLOCATED OFFICER	COMPLETION DATE	15/05/2023	15/06/2023	28/06/2023	01/08/2023	16/08/2023	
URN 03423									
1	Define and implement process to regularly reconcile ins/outs will be.	IB/LS	31/07/2023	Process to capture new/demolished structures to be developed	Draft process in progress	Draft Complete			
2	Identify available resource to address assets (480+) where ownership is unclear –	IB/LS	Complete	LS allocated to Structures 18/May 2023					
2b	Prioritise on basis of risk to assess whether FCC is liable for unconfirmed assets. Update in AMX	LS	31/07/2023	Desk top exercise to be completed, utilising land ownership plans. Time extensive process due to volume. During this, if any unconfirmed assets are under the responsibility of the Council, immediate inspection to be completed	In progress	In progress - draft action plan to prioritise - i.e carriageway above footway	Risk matrix to be devised	Risk matrix devised	
3	Introduce use of mobile app so AMX can be updated in real time by inspectors	IB	31/07/2023	Chaser sent to IT.	No response received - refer to Senior management	BW contacted IT	Barry Chased again	Meeting scheduled to progress	
4	Ensure AMX data is the only basis for reporting / measuring performance for regular reporting to HAMP (see actions on defining performance indicators, risk management and reporting)	LS	31/07/2023	Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data	complete	Stock reports created within AMX.	
URN 03424									
1	we will define risks and mitigations which are more closely related to the inspection of assets to cycle and completion of repair work to ensure the safety of these structures.	BW				Risk Method Statement to sit beneath corporate - structure performance to Hamp to influence corporate risks alongside other infrastructure 0- Set meeting up LS BW	Risk method statement to be devised	Risk Method Statement devised	
2	Risk management and scores will be based on data extracted from AMX/reported via performance indicators.	BW		Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data		Reports on Condition and Outstandin works available	
3	All Streetscene risks will be reviewed by SMT on a monthly basis.	BW				Dashboard to be created to represent risk and trend, to be reported to Hamp & SMT - Discuss with AMX/benchmarking against othe LA's		Reports on Condition and Outstanding works available	
URN 03437									
1	Schedule meeting with AMX to define standard /bespoke KPI reporting available to cover scheduled inspections / completions, asset condition / repair work.	LS	31/07/2023	Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data		Complete	
2	Produce reports from AMX as basis for all reporting – HAMP, monthly risk and programme Board. Ensure all in team are able to run these reports/datasets.	LS	31/07/2023	Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data		Complete	
3	Identify available resource to reconcile AMX list of principal Inspections to ensure accurate.	BW	Complete	LS allocated to Structures 18/May 2023					
4	Update AMX with all recently completed inspections so AMX reflects most up to date position. report on nature of repair, costs and action to be taken to Chief Officer.	LS	31/07/2023	In progress - target date end of July 2023	On target	On Target		Complete	
5	Address all severity 4/5 repair work specifically - report on nature of repair, costs and action to be taken to Chief Officer.	IB	31/07/2023	In progress	In progress	IB meeting with MD to produce report		Programme to be delivered	
6	Reconcile next scheduled dates with last date of inspection – amend accordingly	LS	31/07/2023	In progress - target date end of July 2023	On target	On target		This action is impacted with the work from action 2526. due to the time required to update anomalies. Target end Nov 23	
URN 03445									
1	Schedule meeting with AMX to define standard /bespoke KPI reporting available to cover scheduled inspections / completions, asset condition / repair work.	LS	31/07/2023	Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data		complete	
2	Produce reports from AMX as basis for all reporting – HAMP, monthly risk and programme Board. Ensure all in team are able to run these reports/datasets	LS	31/07/2023	Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data		complete	
URN 03427									
1	Schedule meeting with AMX to understand how we can better use the system in terms of stock condition, risk prioritisation and repair work..	Complete	31/07/2023	Officers have approached AMX	Further chaser to AMX sent – 13/06/23. Provisional dates of 20/06/23 & 27/06/23 awaiting confirmation from AMX	Appointment scheduled for 30/06/23. Delay due to requirement for AMX to have a copy of Database, to ensure security of data		Complete	

URN 03422										
1	We do not have a dedicated structures team/resource. These responsibilities are part of the role of Operational Manager South and Structures Senior Technical & Performance Manager and the resources allocated to him and his technical officers. We will approach action on risk basis – focussing on principal inspections first. Update policy to reflect the above as well as reference to risk management , performance reporting.	BW							Policy will be updated as part of the HAMP review in March 2024. Risk Method Stateent Completed.	
URN 03443										
1	Develop action plan to address the findings of the audit. Assign actions criteria for completion and implementation dates	BW	31/07/2023	Complete					Complete	
2	Report progress to HAMP/SMT	BW	31/07/2023						complete	