

Decision Maker: ENVIRONMENT AND COMMUNITY SERVICES POLICY
DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 16th March 2023

Decision Type: Non-Urgent Non-Executive Non-Key

Title: ECS PDS WORK PROGRAMME AND MATTERS ARISING

Contact Officer: Stephen Wood, Democratic Services Officer
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Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: (All Wards);

1. Reason for report

This report deals with the Committee's business management including:

- Developing the Forward Work Programme; and
- Updating Members on any matters that arose from previous meetings.

2. **RECOMMENDATION(S)**

2.1 **That the Committee reviews and comments on:**

- (1) Forward Work Programme for 2023/2024 (Appendix 2).**
- (2) Updates on any matters arising/outstanding (Appendix 1).**
- (3) Suggests any new items for the Work Programme going forward for the next cycle of meetings**

Impact on Vulnerable Adults and Children

1. Summary of Impact: The services delivered by the Environment and Community Services Portfolio are used by all residents, including vulnerable adults and children. Protection is not their primary purpose but adjustments are made, as required, to ensure services are as accessible as possible and all users are safe.
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Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council Quality Environment:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £366k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours: Variable.
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Legal

1. Legal Requirement: Non-Statutory - Government Guidance
 2. Call-in: Not Applicable: The report does not require an Executive Decision
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Procurement

1. Summary of Procurement Implications: Not applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Whole Borough
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Matters Arising or Outstanding:

- 3.1 **Appendix 1** provides a progress update on matters that have arisen at previous meetings. This list is checked after each meeting so that any outstanding issues can be addressed at an early stage and timely progress made.
- 3.2 **Appendix 2** sets out the Environment and Community Services Portfolio's Forward Work Programme for 2023/2024 including: the provisional report title; the lead report author and the role of the Committee or the Portfolio Holder. Committee members and officers are invited to comment on the proposed schedule and suggest any changes that are considered appropriate and notify the Committee Clerk of such.
- 3.3 Other reports may be added to the Work Programme as schemes and contracts are developed. In addition, there may also be references from other committees, the Environment and Community Services Portfolio Holder, or the Executive. So the work programme is fluid.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

Services delivered as part of the Environment and Community Services Portfolio affect the daily lives of all Bromley residents and tend to be universal in nature - rather than being directed at particular groups within our community. Where vulnerable adults or children may be affected by service delivery, the issues would be covered in the relevant report and not in this business management overview

5. POLICY IMPLICATIONS:

- 5.1 Each PDS Committee is responsible for developing its own Forward Work Programme and Environment & Community Services PDS Committee's future work programme is set out in Appendix 1.
- 5.2 The activities in this report reflect the Council's priorities and aims as set out in:
- Environment Portfolio Plan

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Previous Work Programme, Matters Arising and Minutes Environment Portfolio Plan.

APPENDIX 1

ENVIRONMENT PDS COMMITTEE

PROGRESS REPORT ON MATTERS ARISING/OUTSTANDING

Meeting Date	Committee Request/Matters Arising	Progress
25.01.23 Minutes from 22 nd Nov.	A request was made that the number of FMS requests made from Councillors regarding Pawlene Close be checked.	<p>Response from Jonathan Richards Technical Support & Market Manager:</p> <p>The figures were checked and found to be accurate – the following caveat which applied to the original figures is still valid:</p> <p>There is no set reporting category for the recycling banks and the sites are not defined assets in the system. To narrow the substantial number of street cleansing reports over a year, first the word recycling was used to narrow down the street cleansing enquiries, then those were worked through to find references to banks/bins/site.</p> <p>The numbers are therefore not exact, but indicative, although I would say they are likely to be accurate. With regard to Penge East, the high number was driven by a resident who reported the site on an almost daily basis at times.</p>
25.01.23 PH Update.	It was noted that the Leafing Programme had now ended and so any further leaf collections that were required should be reported on FMS as normal. A Member said that she had been approached by a sixth form student from Harris School who said that the Council had not allowed the school to be part of the recycling campaign. The Member asked if the Portfolio Holder had been approached by any schools in this regard. The Portfolio Holder responded and said this was something she would look into, but she clarified that she had not been approached by any schools.	The request from the Head Girl at Harris Academy was also received by the Neighbourhood Management Team. This was received on the 10 th January, and a response was generated on 11 th January.
Performance Overview	A Member requested that the data concerning the two hour response times from Riney be disseminated to the Committee.	An update will be provided at the meeting.

FORWARD WORK PROGRAMME

Appendix 2

Meeting Date: 16th March 2023		
Matters Outstanding and Work Programme	Steve Wood	PDS Committee
Scrutiny of the Portfolio Holders	Portfolio Holders	PDS Committee
Budget Monitoring	Murad Khan	Portfolio Holder
PPE Performance Overview	Lucy West	PDS Committee
South End Road/Park Road/Foxgrove Road Safety Scheme	Angus Culverwell	Portfolio Holder
Fix My Street Update Report	Jonathan Richards.	PDS Committee
Recycling Reduction Plan	Catherine Cooke	Portfolio Holder
Arboriculture - Tree Management Strategy Revision	Hugh Chapman	Portfolio Holder
Update from Cllr Turrell regarding Snow Friends	Cllr Turrell	PDS Committee
Proposals for Sustainable Planting	Hannah Jackson	Portfolio Holder
ECS Draft Portfolio Plan	Lucy West	Portfolio Holder
Contracts Register	Lucy West	PDS Committee
Risk Register	Lucy West	PDS Committee
Meeting Date: June 21st 2023		
Matters Arising and Work Programme	Steve Wood	PDS Committee
Updates from the Portfolio Holders	Portfolio Holders	PDS Committee
Budget Monitoring	Murad Khan	Portfolio Holder
Capital Programme Monitoring	Sean Cosgrove	Portfolio Holder
ECS Performance Overview	Lucy West	PDS Committee
Risk Register	Lucy West	PDS Committee

Contracts Register	Lucy West	PDS Committee
Public Space Protection Orders	Peter McCready	Portfolio Holder
Penalty Charge Notices—Band A Proposal	Chloe Wenbourne	Portfolio Holder
Meeting Date: September 7th 2023		
Matters Arising and Work Programme	Steve Wood	PDS Committee
Updates from the Portfolio Holders	Portfolio Holders	PDS Committee
Budget Monitoring	Murad Khan	Portfolio Holder
Capital Programme Monitoring	Sean Cosgrove	Portfolio Holder
ECS Performance Overview	Lucy West	PDS Committee
Risk Register	Lucy West	PDS Committee
Contracts Register	Lucy West	PDS Committee
AQAP Update Report	Charlotte Hennessy	PDS Committee
Meeting Date: November 16th 2023		
Matters Arising and Work Programme	Steve Wood	PDS Committee
Updates from the Portfolio Holders	Portfolio Holders	PDS Committee
Budget Monitoring	Murad Khan	Portfolio Holder
Capital Programme Monitoring	Sean Cosgrove	Portfolio Holder
ECS Performance Overview	Lucy West	PDS Committee
Risk Register	Lucy West	PDS Committee
Contracts Register	Lucy West	PDS Committee
Depot Improvement Works	Peter McCready	Portfolio Holder
Update Report Regarding the Jubilee Grants Programme	TBC	PDS Committee
Meeting Date: January 23rd 2024		
Matters Arising and Work Programme	Steve Wood	PDS Committee
Updates from the Portfolio Holders	Portfolio Holders	PDS Committee
Budget Monitoring	Murad Khan	Portfolio Holder
Capital Programme Monitoring	Sean Cosgrove	Portfolio Holder
ECS Performance Overview	Lucy West	PDS Committee

Risk Register	Lucy West	PDS Committee
Contracts Register	Lucy West	PDS Committee
Meeting Date: March 13th 2024		
Matters Arising and Work Programme	Steve Wood	PDS Committee
Updates from the Portfolio Holders	Portfolio Holders	PDS Committee
Budget Monitoring	Murad Khan	Portfolio Holder
Capital Programme Monitoring	Sean Cosgrove	Portfolio Holder
ECS Performance Overview	Lucy West	PDS Committee
Risk Register	Lucy West	PDS Committee
Contracts Register	Lucy West	PDS Committee