



To: Chair & Members of the Healthy  
Safe Clean & Green Communities  
Scrutiny Committee

The Arc  
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Friday, 28 August 2020

Dear Councillor

**HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Healthy Safe Clean & Green Communities Scrutiny Committee of the Bolsover District Council to be held as a virtual meeting and live stream on Tuesday, 8th September, 2020 at 10:00 hours.

Members will be sent the details on how to access the Virtual Meeting by email.

Virtual Attendance and Hybrid Meetings

I have provided the Leader and Deputy Leader with advice on the holding of "hybrid" meetings outlining the risks including to employees dealing with the Chamber and to Members. Hybrid meetings are those where some attendance is in person in the Council Chamber and some is virtual.

I would encourage you all to attend virtually.

Accordingly if you attend in person you will be deemed to have accepted the following disclaimer (overleaf) as applying.



**We speak your language**

Polish **Mówimy Twoim językiem**  
Slovak **Rozprávame Vaším jazykom**  
Chinese **我们会说你的语言**

**If you require this agenda in large print  
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

### Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001

*Both documents have been emailed to Members and are available on the Modern.Gov App library.*

The same advice is given to officers who are also encouraged to participate in the meeting remotely.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 3 onwards.

Yours faithfully

A handwritten signature in black ink, reading "Sarah Stenberg". The signature is written in a cursive style with a large, looped 'S' at the beginning and a long, sweeping tail on the 'g'.

Solicitor to the Council & Monitoring Officer

**HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE  
AGENDA**

**Tuesday, 8th September 2020 at 10:00 hours taking place as a virtual meeting**

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies For Absence</b>	
<b>2.</b>	<b>Urgent Items of Business</b>	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
<b>3.</b>	<b>Declarations of Interest</b>	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
<b>4.</b>	<b>Minutes</b>	
	To consider the minutes of the last meeting held on 6 <sup>th</sup> March 2020.	4 - 12
<b>5.</b>	<b>List of Key Decisions and Items to be Considered in Private Document.</b>	13 - 21
	<i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information. <b>NB:</b> If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only).</i>	
<b>6.</b>	<b>Corporate Ambitions Performance Update - April to June 2020 (Q1 - 2020/21).</b>	22 - 31
<b>7.</b>	<b>Impact of Covid-19 on Waste Collection Services.</b>	32 - 53
<b>8.</b>	<b>Scrutiny Committee Work Programme 2020/21.</b>	54 - 59

## Agenda Item 4

### **HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE**

Minutes of a meeting of the Healthy, Safe, Clean and Green Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, High Street, Clowne on Friday 6<sup>th</sup> March 2020 at 1000 hours.

#### **PRESENT:-**

Members:-

Councillor David Downes in the Chair

Councillors Anne Clarke, Natalie Hoy and Evonne Parkin.

Officers:- Karen Hanson (Joint Strategic Director - Place), Deborah Whallet (Housing Enforcement Manager), Sally Turner (Community Safety Officer), Matt Liddy (Anti-Social Behaviour Case Officer), Michelle Collins (Community Safety Manager – DCC), Kevin Gillott (Deputy Police & Crime Commissioner, Derbyshire), Glenn Hoggard (Chief Inspector – Communities, Derbyshire Police), Joanne Wilson (Scrutiny & Elections Officer) and Alison Bluff (Governance Officer).

Also in attendance at the meeting to Minute No. 0718 were Councillors Sandra Peake (Portfolio Holder for Housing & Community Safety), Deborah Watson (Portfolio Holder for Streetscene & Environmental Health) and Clive Moesby (Portfolio Holder for Finance and Resources).

#### **0712. APOLOGIES**

Apologies for absence were received on behalf of Councillors Janet Tait, Tom Munro and Peter Roberts.

Committee stood for one minute silence in respect of Councillor Pat Cooper who had recently passed away.

#### **0713. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

#### **0714. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **0715. MINUTES – 7<sup>th</sup> FEBRUARY 2020**

Moved by Councillor Natalie Hoy and seconded by Councillor Anne Clarke

**RESOLVED** that the Minutes of a Healthy Safe Clean & Green Communities Scrutiny Committee meeting held on 7<sup>th</sup> February 2020 be approved as a correct record.

## HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE

### 0716. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE

Committee considered the List of Key Decisions and items to be considered in private document.

Moved by Councillor Natalie Hoy and seconded by Councillor Evonne Parkin  
**RESOLVED** that the List of Key Decisions and items to be considered in private document be noted.

### 0717. ANNUAL REVIEW OF THE COMMUNITY SAFETY PARTERSHIP

Committee considered presentations provided by officers from the Bolsover Community Safety Partnership, Derbyshire County Council Community Safety, the Police and the Deputy Police and Crime Commissioner (Derbyshire). The presentations highlighted some of the work carried out in relation to community safety, current service demands and impact on resources.

Community Safety Partnerships were made up of local representatives from the Police, local authorities, Fire and Rescue Service, Health and Probation Services, and were known as the 'responsible authorities'. The responsible authorities worked together to protect their local communities from crime and to help people feel safer.

The Bolsover CSP looked at trends from statistics in relation to recorded crime. Other factors taken into account were information held on the Derbyshire Observatory and Police.uk websites. These provided interactive maps on reported crime and antisocial behaviour in the Derbyshire area which could be broken down further into individual areas such as Bolsover and Clowne.

The Bolsover CSP strategic priorities for 2017-2020 were;

- Acquisitive Crime
- Anti-Social Behaviour
- Child Abuse and Child Sexual Exploitation
- Cyber Crime
- Domestic Abuse
- Domestic Extremism
- Fraud
- Modern Slavery and Organised Immigration Crime, Human Trafficking and Exploitation
- Organised Crime
- Sexual Violence
- Substance Misuse

The Community Safety Officer was currently preparing a statement for the Council's website in relation to modern slavery which would detail the Council's action in making sure there was no slavery or human trafficking in its business or supply chains.

The Salt Mine Trust had been commissioned to visit schools in the District to teach pupils how to use the internet safely. The Trust had also visited Shirebrook Academy where they had given a talk to pupils on anti-knife crime.

## **HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE**

Domestic abuse in the District was high and an ever increasing work load for the Council's Independent Domestic Violence Advisor & Outreach Worker. Two awareness campaigns had been promoted by Peak FM Radio on behalf of the CSP and the Police - one to encourage the reporting of domestic abuse including cohesive and controlling behaviour and the second regarding taxi and private hire safety. The campaigns had been targeted at the times when people would be driving to work or school and also because it was usual for a radio to be playing during the day in hairdressing salons. The CSP was awaiting information from the Safer Derbyshire Research & Information Team (SDRI) regarding how successful the campaigns had been. The Independent Domestic Violence Advisor & Outreach Worker also worked with the Freedom Project which empowered people to make better decisions for their children. GP surgeries were also a key partner in relation to domestic violence work and an appointment with a GP was an opportunity for someone to be able to talk about being in this type of situation without their partner being there.

Partnership working was also a big part of how the Anti-Social Behaviour team worked in the District. The CSP carried out a huge amount of work in relation to anti-social behaviour.

Under the Anti-Social Behaviour, Crime and Policing Act 2014, anti-social behaviour was defined as conduct that has caused, or was likely to cause, harassment, alarm or distress to any person; conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises; or conduct capable of causing housing related nuisance or annoyance to any person.

Community Protection Warnings (CPWs) could be served on adults in relation to any behaviour seen as a detriment. If the behaviour was not modified then a Community Protection Notice (CPN) could be served. A breach of a CPN was a criminal offence.

In response to a Member's query, the Housing Enforcement Manager noted that fines for breaches were £100.

For prolific offenders, a Criminal Injunction could be applied for through the courts. However, if someone's behaviour was so significant then the Council would go to court. A Criminal Behaviour Order (CBO) was a substantive criminal offence and carried up to 5 years in prison.

Public Space Protection Orders (PSPO) helped make local areas safer places to live and the Council currently had 3 active PSPO's in the District.

A Closure Power was an order obtained from the court to close down a property and Absolute Ground Possession was applying to the court for possession of a property.

The ASB Case Worker provided some recent case examples to the meeting in relation to 2 civil injunctions and a closure order made in the District.

For young people, Acceptable Behaviour Contracts (ABCs), were negotiated contracts in place for 6 months and monitored every 2 months.

A Member queried what evidence the CSP had to show that ABCs worked. The Housing Enforcement Manager advised that to a degree this was based on anecdotal

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evidence. The ASB Case Worker added that ABCs were not a lasting record and were usually successful.

In response to a Member's question, the ASB Case Worker advised that there were other incentives to address young peoples' behaviour including boxing, gym and Extreme Wheels. However, these came with conditions and attendance would be expected as part of a contract. Street Games was a charity which brought sport to disadvantaged young people and the Community Safety Officer was looking to see if there was any provision in the District and also if they would take on a disruptive child as a positive lead rather than a sanction. The Deputy Police and Crime Commissioner added that this was also about finding out the cause of the bad behaviour.

A Member commented that there was a group which met up at a social club in her ward for single parent families who had children with ADHD.

Members were aware that the MAT (Multi Agency Teams) were disappearing and the CSP was looking at other voluntary organisations and services to use, for example, with regard to substance misuse. The Portfolio Holder for Housing & Community Safety noted that some schools were employing their own MAT worker and these were undertaking work previously carried out by the MAT teams. The Housing Enforcement Manager added that there was significant increase in complex cases which was impacting on the Senior Parenting Practitioner.

A Member felt that the profile of the CAN Ranger Service needed raising as she and other Councillors received calls in relation to antisocial behaviour. She had also found through her parish council meetings that some local residents were unaware that the Rangers dealt with reports of anti-social behaviour.

Other projects in partnership with the Police were with their Rural Crime Unit, such as vehicles 'off roading' and damaging crops and a 'counter terrorism in the community' project (with DCC) in relation to reporting items such as suspicious packages etc. The CSP also worked with the Fire and Rescue Service via the Deliberate Fires Action Group.

The CSP was currently working with the responsible authorities to identify local priorities for the Partnership Plan 2020 – 2023. Behind each priority would be an action plan. A copy of the draft plan was attached to the agenda for Members information.

Michelle Collins, Community Safety Manager, Derbyshire County Council provided a presentation on the statutory duties of CSPs.

The definition of Community Safety was protecting people's right to live in confidence and without fear for their own or other people's safety.

CSPs had a number of statutory requirements including the undertaking of an Annual Strategic Assessment, the development and implementation of a 3 year Partnership Plan (refreshed annually) to tackle crime and disorder, anti-social behaviour and reducing reoffending and substance misuse; to cooperate with the Police and Crime Commissioner (reciprocal duty) and to undertake a domestic homicide review -

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however, in Derbyshire this had been delegated to the Safer Communities Board with the process overseen by the Head of Community Safety at DCC.

At County level, in addition to the above, statutory requirements included having a Countywide Strategy Group (in Derbyshire this was the Safer Communities Board), the production of a 3 year rolling Countywide Community Safety Agreement and to have provision of an Information Sharing Agreement and share specified data sets.

A countywide review of community safety had previously been undertaken and included a review of safer community board structures, local working arrangements and a Police internal review of partnership working. The review had shown that significant amounts of activity were being delivered by multiple partners at a local level and against a number of work streams. Board structures needed updating and streamlining but were fundamentally fit for purpose. There was a strong commitment to partnership working but no appetite to merge CSPs. Some action in addressing the findings of the review had already been undertaken.

In January 2020, a Strategic Risk and Threat event was held with the following priorities being agreed;

- Domestic Abuse and Sexual Violence
- Anti-Social Behaviour
- Modern Slavery
- Prevent (Counter Terrorism)
- Hate Crime

Two development priorities had been identified which included organised crime including County Lines. It was recognised during the process that community safety harm caused by substance misuse and cyber-crime, whilst not strategic priorities in their own right, were intrinsically linked to the delivery of the priorities identified and would therefore need to continue to be resourced. In delivery of the priorities outlined above, specific focus on prevention and early intervention and data and information sharing would be required.

Glenn Hoggard, Chief Inspector - Communities, Derbyshire Police provided a presentation outlining a typical working day for the police and the impact it had on resources.

- Around 5,300 collisions each year – 367 people killed or seriously injured. The cost of 1 collision to all was £2m and the police also had to report to the coroner.
- Organised crime groups.
- Terror threats - any attack affected Police resources.
- Sometimes covert police officers were put on the streets.
- The night time economy - alcohol and related violence.
- Substance abuse.
- County Lines – the supply of drugs from gangs from the cities into smaller towns.
- Partnership working.
- Violent crime.
- Sexual offences.
- Child exploitation and abuse.



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- Missing people – this was a massive demand on the Police. Around 1700 people went missing each year. Also the use of the Police Helicopter, drone and media. If a missing person was found deceased this had an emotional impact on officers too.
- High risk response - costs around £606 each officer
- Modern slavery
- Fraud and cyber crime
- Cybercrime - it's a global crime
- Antisocial behaviour
- Technology and the internet have transformed how people live.
- Tactical commitments.
- EMSOU (East Midlands Special Operations Unit) one of the largest collaborative units in the country, delivering specialist capabilities on behalf of the five East Midlands police forces - Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire.
- Burglary – for example, a shed or a garage – the reality was could the Police fully investigate all of these types of burglaries with everything else that was happening.
- Traffic Management – Highways Agency – the Police picked up some slack regarding this.
- Social Care and Mental Health – because the Police were a 24 hour service and social care were 9 to 5, the Police were often contacted outside of hours.
- Dynamic demand.

The Government had made Domestic Abuse a priority for the Police and a significant amount of resource had been put into this. MARAC was a Multi-Agency Risk Assessment Conference which was a victim focused information sharing and risk management meeting attended by all key agencies where high risk cases were discussed.

The role of the MARAC was to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety. In a single meeting, MARAC combined up to date risk information with a timely assessment of a victim's needs and linked those directly to the provision of appropriate services for all those involved in a domestic abuse case: victim, children and perpetrator.

In response to a Member's query, Glenn advised the meeting that the percentage of men reporting domestic abuse was increasing, however, it was still an issue as men were not comfortable with reporting it. Michelle noted that she could provide Committee with this percentage data and added that a new publicity campaign was being looked at to encourage men to report domestic abuse which would be promoted by Peak FM Radio. The Portfolio Holder for Housing and Community Safety agreed that this was an area which needed more publicity.

Members noted that Police 'Specials' were a vital part of Police work. Kevin noted that police officers were being recruited in Derbyshire, however, the number of 'Specials' had gone down. Glenn added that more PCSOs were wanting to become 'Regulars'. This frequency of progression within the force was then leaving gaps in the supporting PCSO posts, which was another challenge for the force to deal with.

A Member noted that Police Call Handlers were adept at knowing when someone was ringing 999 in relation to domestic violence but was pretending to be ordering a pizza.

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Glenn and Kevin agreed that call handlers were good at looking behind what was really happening with a call.

Kevin Gillott, Deputy Police & Crime Commissioner for Derbyshire, provided a short slide presentation on the Police Budget and Police numbers for Derbyshire between 2010 and 2021.

### **2020/2021**

- Council Tax cap raised to £10pa for a band D property.
- Home Office Minister, Kit Malthouse, told MPs that PCCs must raise the precept.
- Open letter from the Chief Constable to the PCC outlining the consequences to Derbyshire of not putting the precept up.
- 50 extra police officers by end March 2020 and a further 35 by March 2021 plus 20 PCSOs.
- Savings still need to be made to balance the budget.
- Out of the extra 20,000 police officers, Derbyshire's allocation was 283 – 85 between now and March 2021 and the balance over the following 2 years.
- No additional funding to replace the lost PCSOs and police staff.
- Risk of police officers having to undertake work currently carried out by police staff.
- Funding for the additional police officers only guaranteed for 1 year.

The Police & Crime Commissioner (PCC) although a key agency, did not attend CSP meetings. The PCC gave £25k each year to each CSP in Derbyshire to spend on priorities. The PCC also gave funding to the specialist services.

A Member queried if drugs such as 'spice' and 'mamba' were prevalent in the District. Glenn advised that this was mainly a problem in cities but not confined to them. These drugs were also presented to the homeless because they were cheap drugs.

Glenn noted that the Police were committed to putting resources into youth provision but Kevin added that the Police were not youth workers.

The Chair asked if there was anything the Committee could do to support the CSP more.

The Community Safety Officer noted that the Acquisitive Crime Group meetings had lapsed. New partners had now been invited, including Trading Standards, and it was hoped this would reinvigorate this area of work.

Due to the previous changes to the delivery of probation services, engagement with local provision had been difficult. The current reconfiguration of the Probation service at a national level was also not impacting engagement. It was noted that a letter lobbying the Head of Probation for Derbyshire would be beneficial.

CCG attendance was also not consistent, potentially due to the recent structural changes. Again a letter lobbying for better engagement may be helpful.

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The Community Safety Officer also noted concerns for the workload of domestic abuse and the volume of referrals being received at a local level by BDC staff. Additional resources may need to be considered.

Moved by Councillor Natalie Hoy and seconded by Councillor David Downes  
**RESOLVED** that the presentations be received.

The Housing Enforcement Manager, Community Safety Officer, Anti-Social Behaviour Case Officer, Michelle Collins, Kevin Gillott and Glenn Hoggard left the meeting.

### **0718. POST SCRUTINY MONITORING: REVIEW OF THE AUTHORITY'S PERCEPTION OF YOUNG PEOPLE – FINAL REPORT**

Committee considered a report which was the final post scrutiny monitoring report of the Committee's Review of the Authority's Perception of Young People.

The Review was part of the Scrutiny Committee's 2018/19 Work Programme with the aim of establishing the current approach across frontline services when interacting with young people and to ensure the Council portrayed a positive image.

Committee had made 2 recommendations, subsequently agreed by Executive, which aimed to assist the Council in maintaining and further enhancing its positive approach when dealing with young people. The report acknowledged progress made by officers implementing the recommendations, following a twelve month monitoring period. Both recommendations had been achieved.

In relation to recommendation HSCGC18/19 1.1, Members were asked to consider if a further recommendation should be made for the Portfolio Holder - Partnerships & Transformation, to consider additional funding to offer incentive/taster sessions for parish councils in order to increase the coverage of community leisure provision. The approximate costings of such provision would be £75 per incentive/taster session. This proposal would require a minimum of £600 but could be set higher dependent on the number of sessions Members were willing to fund. This was not contained within existing budgets and would need to be agreed via submission of a business case to the Transformation Reserve or via a business case as part of the budget setting/review process.

Clowne and Shirebrook parish councils had not engaged with the offer and this was due to the leisure provision already in place at the Arc, Clowne and Kissingate Leisure Centre, Shirebrook. Currently 10 out of 16 parishes were engaged, with a further 4 where coverage could be extended. If parish councils took advantage of the offer, grant schemes were available that they could bid for through Derbyshire Voluntary Action on behalf of Derbyshire CC Public Health department. The Scrutiny & Elections Officer could send the link to Members and the Partnership Team should also inform Members as part of their news circulars on external funding.

Moved by Councillor Natalie Hoy and seconded by Councillor Anne Clarke  
**RESOLVED** that (1) progress against the Review recommendations be noted,

## HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE

(2) the Portfolio Holder - Partnerships & Transformation be asked to consider additional funding to offer incentive/taster sessions for parish councils in order to increase the coverage of community leisure provision in the District, as outlined at 5.1.1 of the report,

(3) the findings of the Review be made public in accordance with Part 4.5.17(3) of the Council's Constitution.

(Scrutiny & Elections Officer)

### **0719. WORK PROGRAMME 2019/2020**

Committee considered their Work Programme for 2019/20.

The Scrutiny & Elections Officer noted that work was being undertaken in relation to Licensing Policies and she would present any necessary information to the Committee.

Members would soon receive the work pack and guidance notes for review selection and work planning and Members were requested to submit new topics for review.

Moved by Councillor Natalie Hoy and seconded by Councillor Anne Clarke  
**RESOLVED** that the Work Programme 2019/20 be noted.

The meeting concluded at 12.45 hours.



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High Street  
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## **Key Decisions & Items to be Considered in Private**

**To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**Published on: 28 August 2020**

## INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Joint Head of Service for Corporate Governance, Solicitor to the Council & Monitoring Officer at this address or by email to [sarah.sternberg@bolsover.gov.uk](mailto:sarah.sternberg@bolsover.gov.uk). The list can also be accessed from the Council's website at [www.bolsover.gov.uk](http://www.bolsover.gov.uk).

The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council's website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

Members of Executive are as follows:

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- Councillor Steve Fritchley - Leader and Portfolio Holder - Policy, Strategy, Resources and Media
  - Councillor Duncan McGregor - Deputy Leader and Portfolio Holder - Corporate Governance
  - Councillor Mary Dooley - Portfolio Holder - Partnerships and Leisure
  - Councillor Clive Moesby - Portfolio Holder - Finance and Resources
  - Councillor Sandra Peake Portfolio Holder - Housing
  - Councillor Nick Clarke - Portfolio Holder - Carbon Reduction Efficiencies
  - Councillor Deborah Watson - Portfolio Holder – Environmental Health and Licensing
  - Councillor Liz Smyth - Portfolio Holder – Economic Development

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council's website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Council Chamber at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list also shows the reports intended to be dealt with in private and the reason why the reports are exempt or confidential. Members of the public may make representations to the Joint Head of Corporate Governance & Monitoring Officer about any particular item being considered in exempt and why they think it should be dealt with in public.

The list does not detail *all* decisions which have to be taken by the Executive, only “Key Decisions” and “Exempt Reports”. In these Rules a “Key Decision” means an Executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £75,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £75,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £150,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £150,000 or more

(3) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

15 In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is significant.

The dates for meetings of Executive can be found here:

<https://committees.bolsover.gov.uk/ieListMeetings.aspx?CommitteeId=1147>

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
<b>Insurance Policies Renewal</b>	Head of Finance and Resources and Section 151 Officer	Not before 17th Sep 2020	Report of the Portfolio Holder for Portfolio Holder - Finance & Community Safety	Theresa Fletcher, Head of Finance and Resources & Section 151 Officer	Key  It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	
<b>The provision of Positive Input Ventilation Systems for Bolsover District Council Housing Department</b> To seek approval for EnviroVent Ltd to Install Positive Input Ventilation Systems for Bolsover District Council Housing Department as and when required.	Executive	28 Sep 2020	Report of the Portfolio Holder for Portfolio Holder - Housing	Mark Dungworth, Strategic Repairs Manager	Key  It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Open
<b>Purchase of Facilities module for the existing IDOX (Uniform) EDMS system</b>	Executive	28 Sep 2020	Report of the Portfolio Holder for Portfolio Holder - Economic Development	Ian Barber, Property Services Manager	Non-Key	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)



Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
<b>Selling Services</b> To present to executive our 'selling services' brochure, with a view to sending this to our parish councils.	Executive	28 Sep 2020	Report of the Portfolio Holder for Councillor Mary Dooley	Oliver Fishburn, Payroll and Systems Manager	Non-Key	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Future of Creswell Station Building</b>  17	Executive	28 Sep 2020	Report of the Portfolio Holder for Councillor Liz Smyth	Chris Fridlington, Assistant Director of Development and Planning	Key  It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Demolition of flats at High Street, Tibshelf</b>	Executive	28 Sep 2020	Report of the Portfolio Holder for Councillor Sandra Peake	Chris Fridlington, Assistant Director of Development and Planning	Key  It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
<b>Purchase of Section 106 Properties from Avant off Skinner Street – Creswell</b> To agree to the purchase of 9 properties from Avant as part of their S106 obligation.	Executive	28 Sep 2020	Report of the Portfolio Holder for Portfolio Holder - Housing	Karl Apps, Acting Head of Economic Development	Key  It is likely to result in the Council making capital savings or incurring capital expenditure of £150,000 or more.	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Sale of land at Shirebrook</b>  18	Executive	28 Sep 2020	Report of the Portfolio Holder for Councillor Liz Smyth	Chris Fridlington, Assistant Director of Development and Planning	Key  It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)
<b>Establishment of an Economic Loan Fund</b>	Executive	28 Sep 2020	Report of the Portfolio Holder for Portfolio Holder - Economic Development	Chris Fridlington, Assistant Director of Development and Planning	Key  It is likely to result in the Council making revenue savings or incurring Revenue expenditure of £75,000 or more.	Fully exempt  Information relating to the financial or business affairs of any particular person (including the authority holding that information)



Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
						contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

**SCHEDULE 12A**  
**ACCESS TO INFORMATION: EXEMPT INFORMATION**

**PART 1**  
**DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND**

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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## Bolsover District Council

### Healthy, Safe, Clean and Green Communities Scrutiny Committee

8<sup>th</sup> September 2020

#### **Council Targets to Deliver the Ambition 2020-2024**

#### **Performance Update – April to June 2020**

**(Q1 – 2020/24)**

### Report of the Information, Engagement & Performance Manager

This report is public

#### Purpose of the Report

- To report the quarter 1 outturns for the Council Plan 2020-2024 targets and relevant supporting service indicators.

#### **1 Report Details**

1.1 The attached contains the performance outturn for the relevant targets which sit under the three Council Ambitions and reflect the Committee's priority areas, as of 30<sup>th</sup> June 2020. Also included are the Q1 outturns for the relevant service indicators (Information compiled on 3<sup>rd</sup> August 2020).

1.2 A summary is provided below:

- 11 targets in total
- 7 targets are on track
- 1 target has been achieved:
  - **ENV.10** - *Develop a wild planting policy for parks and public open spaces where appropriate by March 2021* – The Council's Streetscene Policy now includes a statement (4.1.7) setting out the Council's consideration in establishing wild flora and/or diverse vegetative planted areas.
- 3 targets have been affected by Covid:
  - **ENV.06** - *Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% per year.* - Face to face issuing of fixed penalties was suspended due to COVID-19, and therefore no fixed penalties were issued for these offences in Q1.
  - **CUS.09** - *Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.* - All activities have been suspended since the lockdown due to Coronavirus. We will be

opening the Go Active facility on Saturday 25th July 2020 with limited access to the gym, swimming pool and exercise classes.

- **CUS.10** - *Deliver a health intervention programme which provides \*\*\* adults per year with a personal exercise plan via the exercise referral scheme* - The health referral programme has been suspended due to the lockdown and closure of the leisure facilities because of Coronavirus. It is not anticipated that the programme will resume when we open the Go Active facility on 25th July 2020 as the majority of clients will be classed as at risk. We will monitor the situation and introduce the programme when advice and guidance allows us to do so safely.

### 1.3 Service Indicators

- 12 indicators in total
- 6 indicators have positive outturns
- 4 indicators have been affected by the Covid 19 pandemic
- 2 indicator have a negative outturn

- 1.4 Details have been provided in the appendix for those at exception including Covid 19 affected.

## 2 **Conclusions and Reasons for Recommendation**

- 2.1 Out of the 11 council plan targets 6 (50%) are on track and 3 (27%) have been affected by Covid 19 and 1 (9%) is achieved.
- 2.2 Out of the 11 service indicators 6 (54%) have a positive outturn, 4 (33%) have been affected by Covid 19, 2 (13%) has had a negative outturn.
- 2.3 This is an information report to keep Members informed of progress against the Council plan targets noting achievements and any areas of concern.

## 3 **Consultation and Equality Impact**

- 3.1 None

## 4 **Alternative Options and Reasons for Rejection**

- 4.1 Not applicable to this report as providing an overview of performance against agreed targets.

## 5 **Implications**

### 5.1 **Finance and Risk Implications**

None

## 5.2 Legal Implications including Data Protection

None

## 5.3 Human Resources Implications

None

## 6 Recommendations

- 6.1 That outturns against the Council Ambition 2020-24 targets and relevant service indicators be noted.

## 7 Decision Information

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC:</i> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <i>NEDDC:</i> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>Has the relevant Portfolio Holder been informed</b>	Yes
<b>District Wards Affected</b>	Not applicable
<b>Links to Council Plan priorities or Policy Framework</b>	Links to all Ambition 2020-2024 aims and priorities

## 8 Document Information

Appendix No	Title
1.	Council Ambition Performance Update – Q1 April to June 2020
Background Papers	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager	01246 242280



**Bolsover District Council**  
**Council Ambition Performance Update – Q1 – April to June 2020**

<b>Target Status</b>	Usage
<span style="background-color: yellow;">On Track</span>	The target is progressing well against the intended outcomes and intended date.
<span style="background-color: green;">Achieved</span>	The target has been successfully completed within the target date
<span style="background-color: purple;">Covid Affected</span>	The target has been affected by the Covid 19 Pandemic

**Aim: Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity**

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<b>Council Target</b>	<b>Directorate</b>	<b>Status</b>	<b>Q1 2020/21 Progress Update</b>	<b>Target Date</b>
ENV.01 - Develop an externally facing climate change communication strategy targeting communities and stakeholders by October 2020 and deliver an annual action plan	Corporate Resources	On track	<span style="background-color: yellow;">The Communications Strategy is currently being written and a draft will be ready for circulation by the end of August 2020.</span>	Sun-31-Mar-24
ENV.02 - Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21 -Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21	Corporate Resources	On track	<span style="background-color: yellow;">The most substantial impact on the Council's 20/21 Carbon reduction target is lockdown measures and Working from Home. April to June 2020 saw a significant reduction of travel to work and in work travel supported by virtual meetings. Work is ongoing to understand the full impact but from staff surveys and payroll data it is estimated that CO2 emissions reduced by 50 Tonnes. Work is now ongoing to embed some of these working practices in an effort to secure a 100 Tonne per annum ongoing reduction.</span>	Sun-31-Mar-24
ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2023.	Environment	On track	<span style="background-color: yellow;">Performance is estimated based on Q1 2019/20 Waste Data Flow figures at 4268.65 recyclable materials collected, this equates to a combined recycling and composting rate of 46.8%. This will be updated when the actual figures become available from WDF at the end of September.</span>	Fri-31-Mar-23
ENV.04 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Environment	On track	<span style="background-color: yellow;">LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards and within the 4% target standard set.</span>	Sun-31-Mar-24

Council Target	Directorate	Status	Q1 2020/21 Progress Update		Target Date
ENV.05 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Environment	On track		LEQS's established 0% of streets and relevant land surveyed fell below grade B cleanliness standards and within the 2% target standard set.	Sun-31-Mar-24
ENV.06 - Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% per year.	Environment	Covid Affected		Face to face issuing of fixed penalties was suspended due to COVID-19, and therefore no fixed penalties were issued for these offences in Q1.	Sun-31-Mar-24
ENV.09 - Increase the use of organic herbicide treatments within the StreetScene Service by 2023	Environment	On track		Glyphosate herbicide based treatments reviewed in favour of adopting organic (i.e. Acetic Acid) herbicide treatments, which found that approach presented increased risks to staff applying organic alternatives due to their toxicity and not offering the same environmental, effectivity, control and performance of Glyphosate. On reviewing Glyphosate products, no scientific evidence for was found to support some concerns reported and further to consulting with DCC (BDC Highways Agency Client) were comfortable with continued use of Glyphosate products and reducing its usage where possible in the interim of its license review and/or other like performing products and systems identified. <b>This target to be withdrawn</b>	Fri-31-Mar-23
ENV.10 - Develop a wild planting policy for parks and public open spaces where appropriate by March 2021	Environment	Achieved		The Council's Streetscene Policy now includes a statement (4.1.7) setting out the Council's consideration in establishing wild flora and/or diverse vegetative planted areas.	Sun-31-Mar-21
ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by <i>date to be confirmed</i> .	Environment	On track		Since 1st April 2020 we have served 5 Community Protection Warnings (CPWs) one has successfully resolved the situation, three are currently within their monitoring period and one has not had the required effect. This has been progressed to a Community Protection Notice being served. Current success rate is 80%. (Awaiting confirmation of target date).	

**Aim: Our Customers – Providing excellent and accessible services**






Council Target	Directorate	Status	Q1 2020/21 Progress Update	Target Date
CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Corporate Resources	Covid Affected	All activities have been suspended since the lockdown due to Coronavirus. We will be opening the Go Active facility on Saturday 25th July 2020 with limited access to the gym, swimming pool and exercise classes.	Sun-31-Mar-24
CUS.10 - Deliver a health intervention programme which provides *** adults per year with a personal exercise plan via the exercise referral scheme	Corporate Resources	Covid Affected	The health referral programme has been suspended due to the lockdown and closure of the leisure facilities because of Coronavirus. It is not anticipated that the programme will resume when we open the Go Active facility on 25th July 2020 as the majority of clients will be classed as at risk. We will monitor the situation and introduce the programme when advice and guidance allows us to do so safely. A target number will be assigned at that point.	Sun-31-Mar-24

## Service Indicators

Target Status	Usage
 Positive outturn	The outturn is above target or positive (for some targets a positive outturn requires the result to be below the target set).
 Within target	The outturn is within 10% of the target set.
 Negative outturn	The outturn is below target or negative (for some targets exceeding the target results in a negative outturn).
 Covid Affected	The target has been affected by the Covid 19 Pandemic



## Streetscene

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Streetscene	Q1 Target	Q1 Outturn	Status	.....
SS 01 Remove 95% of hazardous Fly Tipping within 24 hours of being reported (Quarterly)	86%	95%		Above Target (Negative)
SS 02 Remove 95% of non-hazardous Fly Tipping within 5 working days of being reported (Quarterly)	95%	97%		Above Target
SS 03 Undertake Local Environmental Quality Surveys Detritus (Quarterly)	12%	9%		Below Target (Positive)
SS 04 Undertake Local Environmental Quality Surveys Weeds (Quarterly)	14%	9%		Below Target (Positive)
SS 05 Amount of residual household waste disposed of by way of landfill (Quarterly)	135	135		On/Above Target

## Exceptions

SS 01 Remove 95% of hazardous Fly Tipping within 24 hours of being reported (Quarterly)

Quarter	Value	Target		Commentary
Q1	86%	95%		7 incidents of hazardous waste fly tipping were experienced in Q1 and 6 where completed within target.
Q4 2019/20	100%	95%		

## Environmental Health

Environmental Health	Q1 Target	Q1 Outturn	Status
EH 01 - Percentage of noise complaints responded to within 3 working days. (Quarterly)	90%	81%	Below Target
EH02 - Percentage of complaints about licensable activities responded to within 3 working days. (Quarterly)	90%	100%	On / Above Target
EH03 - Percentage of high risk food interventions undertaken against programme (A, B and C rated premises) (Quarterly)	100%	0%	COVID-19 Affected
EH04 - Percentage of business enquiries responded to within 3 working days. (Quarterly)	90%	90%	On / Above Target
EH07 - Percentage of LA-IPPC(A20/LAPPC(Part B) processes inspected in accordance with risk rated inspection programme (Quarterly)	100%	0%	COVID-19 Affected
EH09 - Enforcement visits to business premises to check compliance with waste arrangements	45	0	COVID-19 Affected

## Exceptions

**EH 01 - Percentage of noise complaints responded to within 3 working days.**

Quarter	Value	Target	Commentary
Q1	81%	90%	Of the 150 complaints received for BDC area, 121 were responded to within the target time (81%) Note there has been a significant rise in noise complaints during the lockdown period.
Q4 2019/20	87%	90%	

### EH03 - Percentage of high risk food interventions undertaken against programme (A, B and C rated premises)

Quarter	Value	Target		Commentary
Q1	0%	100%		The Food Intervention Programme has been suspended due to the Coronavirus Pandemic. A revised, Covid-19 Food Intervention Programme is to be implemented from July following new guidance from the Food Standards Agency. This measure should change to reflect that revised intervention requirement. A Food Service Plan will be published by the end of August to detail the revised intervention programme and what would be appropriate to measure in the performance management framework. <b>This measure to be suspended until September 2020 when revised objectives can be published and reported upon.</b>
Q4 2019/20	100%	100%		

### EH07 - Percentage of LA-IPPC (A20/LAPPC (Part B) processes inspected in accordance with risk rated inspection programme

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Quarter	Value	Target		Commentary
Q1	0%	100%		The inspection programme has been suspended due to the Coronavirus pandemic. The programme is not likely to restart until August 2020.
Q4 2019/20	86%	100%		

### EH09 - Enforcement visits to business premises to check compliance with waste arrangements

Quarter	Value	Target		Commentary
Q1	0	45		Visits were suspended in Q1 due to Covid 19.
Q4 2019/20	127	45		

## Leisure

Leisure	Q1 Target	Q1 Outturn	Status	
LE1 Number of people participating in Council leisure, sport, recreational, health, physical and cultural activity each year (quarterly)	183,750	0		COVID-19 Affected

## Exceptions

LE1 Number of people participating in Council leisure, sport, recreational, health, physical and cultural activity each year (quarterly)

Quarter	Value	Target	Commentary
Q1	0	185,000	<p>The new target for 2020/21 would have been 740,000 based on the increase of 5000 visits per year.</p> <p>Zero attendance has been recorded between April-June within Facilities due to <u>closures through COVID-19</u>.</p> <p>We still await Government approval to re-open the Leisure Centres but nothing is confirmed at this stage.</p>
Q4 2019/20	176,593	183,750	

## STREETSCENE SERVICES COVID-19 SECOND WAVE PLAN

The following plan sets out Streetscene service delivery arrangements within the ongoing risk presented by Covid-19 and in meeting Government advise ‘*Sometimes it will not be possible as not everyone can work from home. Certain jobs require people to travel to, from and for their work, for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.*’

Function	Comment	Control Measures
Waste Collection (In-house)	<u>Black Bins</u> – collection of residual household waste will have need to be undertaken to maintain the Council’s statutory duty and safeguard public health.	<ul style="list-style-type: none"> <li>• Where LGV (Category C) driver staffing levels reduce to 50% other LGV waste collection functions may have need to be suspended and/or frequency reduced (i.e. bulky waste\green bins) to maintain refuse vehicle driver availability.</li> <li>• Staff from other service functions may have need to be temporarily redeployed in the waste collection function(s) to maintain the Council’s statutory duty.</li> <li>• Maintain communications with Waste Disposal Authority (WDA) Derbyshire County Council to ensure access to Waste Transfer Stations (WTS) is available for all in-house function waste delivery.</li> </ul>
	<u>Green Bins</u> - collection of organic (garden\food) household waste will have need to be undertaken to maintain the Council’s statutory duty and safeguard public health.	<ul style="list-style-type: none"> <li>• LGV (Category C) qualified staff may be deployed to maintain residual (black bin) waste collections arising from green bin collections suspended and/or frequency reduced.</li> <li>• Green bins suspended from ending November and resource deployed undertaking extra (Christmas) black bin collections up to mid-January. Where LGV driver resource levels is unable to sustain this, black bins may have need to revert back to fortnightly.</li> <li>• Green bin collections resume from early March. Where resource prohibit, suspension may be extended.</li> <li>• Garden and food waste must be collected to maintain Council’s statutory duty. This may be met by diverting garden and food waste to black bin (residual) collections.</li> </ul>



33 Waste Collection  
(In-house)

	<p><u>Bulky Waste</u> - collection of bulky waste will have need to be undertaken to maintain the Council's statutory duty, mitigate risk of fly-tipping and safeguard public health.</p>	<ul style="list-style-type: none"> <li>• Where LGV (Category C) is redeployed to maintain residual (black bin) waste collections, bulky collections may be suspended and/or frequency reduced.</li> <li>• Service is demand driven and reduced by 50% during 1<sup>st</sup> Covid-19 wave lock-down.</li> <li>• Demand may be affected where DCC close and/or reduce access to Household Waste Recycling Centres (HWRC).</li> <li>• Other service resource may be deployed to assist collecting smaller household items.</li> </ul>
	<p><u>Clinical Waste</u> - collection of waste from households receiving medical care within their home will have need to be undertaken to maintain the Council's statutory duty and safeguard public health.</p>	<ul style="list-style-type: none"> <li>• Joint service will be maintained to BDC and NEDDC households will be maintained to household receiving medical health care in their home and separate waste collections organised to avoid residents presenting infectious waste in normal black bin collections.</li> <li>• Relief cover is available in the event established staff member is absent.</li> <li>• Customer disposing of waste known or suspected to have come into contact with Covid-19, will be required to:               <ul style="list-style-type: none"> <li>(a) <u>Category E Waste</u> (i.e. incontinent pads) ensure waste is double-bagged (Tiger Bags) before collection and stored securely for 72 hours before being placed in the general waste (black bin) for collection.</li> <li>(b) <u>Category B Waste</u> (i.e. sharps/blood stained) ensure waste is double-bagged (Yellow Bags) before collection and stored securely for 72 hours before presented for separate/special collection and sent for incineration disposal.</li> </ul> </li> </ul>
	<p><u>Commercial Waste</u> - collection of waste from businesses by way of wheeled bins and/or skips will have need to be undertaken to maintain the Council's statutory duty and safeguard public health.</p>	<ul style="list-style-type: none"> <li>• Business waste demand will reduce arising from staff home working and/or under lockdown arrangements, resulting in reduced collection frequencies.</li> <li>• Staff from other service functions may have need to be temporarily redeployed in the waste collection function(s) to maintain the Council's statutory duty.</li> <li>• Increased administration from varying customer contracts/accounts to reflect reduced service level.</li> <li>• Maintain communications with Waste Disposal Authority (WDA) Derbyshire County Council to ensure access to Waste Transfer Stations (WTS) is available for all in-house function waste delivery.</li> </ul>

Waste Collection (External)	<p><u>Burgundy Bin</u> - collection of recyclable waste from households will have need to be undertaken to maintain the Council's statutory duty and safeguard public health.</p>	<ul style="list-style-type: none"> <li>• Ward Recycling Ltd have pool staff in place to mitigate risk of disruptions to kerbside collections.</li> <li>• Bunkered fuel in place with access to private filling stations in event supplies restricted.</li> <li>• From October 2020, Ward's new sorting station at their Corbriggs WTS facility will be operational and reduce reliance on their Teesside Mechanical Recycling Facility (MRF).</li> <li>• Where UK and/or Global materials market end-processors unable to meet demands, temporary waste transfer arrangements may be arranged with Derbyshire County Council (WDA) to sustain burgundy bin collections.</li> <li>• Alternate recyclable waste transfer arrangement may be organised via 3<sup>rd</sup> party processor and may require Council assistance in meeting increased waste treatment costs.</li> <li>• In event burgundy bin waste not sent for recycling, households may be required to place waste for collection via residual (black bin) waste stream.</li> <li>• Maintain communications with Ward Recycling Ltd to anticipate and/or mitigate risk to service delivery.</li> </ul>
Street Cleansing	<p><u>Litter/Animal Waste Bins</u> – collection of litter and animal pet waste from bins will have need to be maintained to meet Council's Principal Litter Authority duty and safeguard public health.</p>	<ul style="list-style-type: none"> <li>• Service resource prioritised to maintain service demand from people exercising and walking pets.</li> <li>• Emptying frequency may require increasing in 2<sup>nd</sup> lock-down event to meet increased bin usage (i.e. dog walkers) to mitigate risk of overflowing bins and wider wind-strewn littering.</li> <li>• Some service staffing resource may be utilised in other priority (i.e. waste collection) functions.</li> </ul>
	<p><u>Street Sweeping &amp; Litter Picking</u> – Service maintained to meet Council's Principal Litter Authority duty.</p>	<ul style="list-style-type: none"> <li>• Service maintained subject to demand and resourcing other priority functions.</li> <li>• Littering may reduce in event of 2<sup>nd</sup> lock-down influencing reduced sweeping/litter collection frequency.</li> <li>• Some service staffing resource (i.e. Class C License holders) may be utilised in other priority (i.e. waste collection) functions.</li> </ul>

	<p><u>Fly Tipping</u> - Service maintained to meet Council's Principal Litter Authority duty.</p>	<ul style="list-style-type: none"> <li>• Demand driven and reduced 50% during 1<sup>st</sup> Covid-19 wave lock-down.</li> <li>• Hazardous waste posing public health\ safety issues collected in 48 hours. Non-hazardous, subject to demand, may relax 5 day collection target.</li> <li>• Demand may be affected where DCC close and\ or reduce access to Household Waste Recycling Centres (HWRC).</li> <li>• Some service staffing resource (i.e. Class C License holders) may be utilised in other priority (i.e. waste collection) functions.</li> </ul>
Street Cleansing	<p><u>Gully Cleansing</u> - Service maintained to meet Council's Highway Agency requirement.</p>	<ul style="list-style-type: none"> <li>• Service maintained subject to demand\ type (i.e. drainage culverts\ silt traps) and resourcing other priority functions.</li> <li>• Demand may increase in event of high rainfall influencing pluvial (surface water) flooding.</li> <li>• Staff resource (i.e. Class C License holder) may be utilised in other priority (i.e. waste collection) functions.</li> </ul>
Fleet Transport	<p><u>Fleet Maintenance</u> - Service maintained to safeguard Council's Operator License Duty, support wider frontline service delivery, duty of care and public safety.</p>	<ul style="list-style-type: none"> <li>• Bunkered fuel stocks maintained with re-order levels at 50% to sustain wider frontline service delivery.</li> <li>• Demand on workshop may reduce throughout winter period arising from green bin suspension and grass cutting not undertaken.</li> <li>• In event small staff team affected, external agencies used for support staff and\ or consider extended working arrangements (i.e. Strategic Alliance).</li> <li>• Fleet roadworthiness and the Council's Operator License (statutory obligation) is maintained to support key frontline service delivery and wider community support arrangements.</li> </ul>
	<p><u>Vehicle Testing Service</u> - Hackney Carriages, Taxis and fleet vehicles will continue to be tested to meet our licensing arrangements and maintain public safety.</p>	<ul style="list-style-type: none"> <li>• Continued testing to meet service demand, fleet vehicle road worthiness and public safety.</li> <li>• Service demand may be affected in event government suspend MOT requirement.</li> <li>• Council's Licensing Team may extend and\ or put in place alternate license arrangements reducing service demand.</li> <li>• Vehicle fumigation (V-San) system used to mitigate increased risk from external vehicles delivered to testing station.</li> </ul>

	<p><u>Grass Cutting</u> – seasonal service arrangements sustained to maintain highway visibility splays, mitigate road traffic safety risks in front facing highway verges, public open space and recreation grounds for people undertaking physical exercise, pet walking to support their health, wellbeing and mental health.</p>	<ul style="list-style-type: none"> <li>• Some service staffing resource may be utilised in other priority (i.e. waste collection\street cleansing) statutory functions.</li> <li>• Service resource prioritised to maintain service demand from people exercising and walking pets in front facing highway verges, public open space and recreation grounds.</li> <li>• General amenity grass cutting to highway verges, public open space and recreation grounds undertaken mid-March to mid-October (30wks).</li> <li>• Fine turf (bowling green's\cricket squares) receive monthly grass cutting (topping) through winter to maintain grass sward to meet amateur sporting body requirements and mitigate professional surface degradation.</li> </ul>
	<p><u>Hedge Cutting</u> - seasonal service arrangements sustained to maintain highway visibility, mitigate highway user obstruction and Assisted Garden Maintenance customer's health, wellbeing and mental health in mitigation of hedge encroachment\property access.</p>	<ul style="list-style-type: none"> <li>• Some service staffing resource may be utilised in other priority (i.e. waste collection\street cleansing) statutory functions.</li> <li>• Hedge cutting undertaken November to March.</li> <li>• Service resource may be prioritised to mitigate obstruction from tenant (Assisted Garden Maintenance) hedgerows to adopted footways, housing (HRA) link paths, highways and property access.</li> </ul>
	<p><u>Tree Pruning</u> - seasonal service arrangements sustained to maintain public safety and Council's duty of care.</p>	<ul style="list-style-type: none"> <li>• Some service staffing resource may be utilised in other priority (i.e. waste collection\street cleansing) statutory functions.</li> <li>• Tree pruning undertaken November to April.</li> <li>• Service resource may be prioritised to dealing with dangerous and\or emergency conditions and general formative pruning delayed.</li> </ul>
	<p><u>Amenity Shrub\Floral Beds</u> - seasonal service arrangements sustained to mitigate risk to highway visibility and obstruction to front facing public open space, recreation grounds, communal assisted living accommodation and car parks.</p>	<ul style="list-style-type: none"> <li>• Some service staffing resource may be utilised in other priority (i.e. waste collection\street cleansing) statutory functions.</li> <li>• Shrub, rose, flower beds maintained throughout 12 months to meet seasonal (planting\pruning) requirements and mitigate obstructions.</li> <li>• Service resource may be prioritised to dealing with dangerous and\or emergency conditions and general formative pruning delayed.</li> </ul>

Burial Service	<u>Interment of the dead</u> - maintained to ensure deceased arising from natural and Coronavirus cause are interred.	<ul style="list-style-type: none"> <li>• Staff from the wider grounds maintenance team will be deployed to this function subject to demand.</li> <li>• Service demand may be affected by extent of Covid-19 impact on society and undertakers.</li> </ul>
Drainage	<u>Drains Jetting\Cleaning</u> – service maintained to meet HRA (Housing) landlord duty and support tenant occupancy needs.	<ul style="list-style-type: none"> <li>• Staff from the wider grounds maintenance team will be deployed to this function subject to demand.</li> <li>• Service requests from tenants for unblocking of toilets, drains and sinks will continue to operate subject to service demand received by way of the Councils' Engineering Teams.</li> <li>• Service demand may be affected by extent of Covid-19 impact on society and require increased support and/or control measure when entering property of customers affected by Covid-19.</li> </ul>
Streetscene Back Office	<u>Frontline Service Management &amp; Supervision</u> - staffing arrangements will be in place to support wider frontline service delivery as set out herein.	<ul style="list-style-type: none"> <li>• Staffing arrangements with at least 50% of each grounds\street cleansing\waste collection\transport positions in place to support continued service delivery.</li> <li>• Rota system (50\50) for staff working alternate day in office and onsite.</li> </ul>

## CORONA VIRUS METHOD STATEMENT

### FRONTLINE SERVICE DELIVERY

#### **Scope of Works:**

Location of Works: Depot and outdoor working arrangements district wide with associated vehicle operations.

Description of works: Waste Collection, Street Cleansing, Grounds Maintenance and Transport Operations.

#### **Personnel:**

Waste Collection, Street Cleansing, Grounds Maintenance, Transport and back office staff.

Manager: Joint Head of Streetscene, Joint Waste & Streetscene Services Manager

#### **Method of Work:**

- Inform staff of known or reported incidents of staff or visitors either testing positive for COVID-19 or displaying symptoms of COVID-19.
- Staff will report to their line manager immediately if they display any of the known symptoms of COVID-19 and remain at home in self-isolation and arrange Covid-19 Testing via the HNS scheme. Symptoms include the following:
  - A high temperature – feeling hot to touch on the chest or back
  - A continuous cough (coughing repeatedly)
  - Feeling weak and not being able to do anything they normally would be able to do.
- Where staff report they are displaying symptoms, they may be required to undertake a Covid-19 test for 'key workers' and share results of any test outcome to facilitate their return to the workplace as soon as possible

To mitigate risk of viral transfer, observe the following control measures:

- Social distancing of 2m (1m minimum) is to be observed where practical to do so. Where not practical or reasonable, other control measures and/or PPE should be considered.
- Follow on-site guidance of social distancing at Council facilities and/or other 3<sup>rd</sup> party facilities (i.e. waste transfer stations) accessed as part of service delivery.
- Raise awareness of social distancing requirements to 3<sup>rd</sup> parties visiting Council premises to deliver service (i.e. delivery drivers) and acceptable permitted numbers in facility areas (i.e. mess facilities, toilets, showers, reception areas).
- Regular hand washing should be undertaken with soap and hot water for at least 20 seconds.
- Use hand sanitiser gel/wipes if soap and water are not available
- Always wash hands when you get home or arrive at work and removing protective clothing.
- Clean frequently touched areas and surfaces of immediate work station and/or vehicles such as door handles, switches, grab rails, telephones, printers and vending machines with disinfectant and/or steri-wipes.
- Fumigation (V-San) of customer vehicles (i.e. taxis) due to increased risk from unfamiliar footfall. Where operators refuse to accept cleansing system, they will be required to self-wipe frequently touched contact points on their vehicles presented for MOT and Safety Inspections.
- Operational vehicles fumigated (V-San) where delivered to/from external service supply (i.e. test station/dealer warranty support) and/or Council team/staff member isolating with suspected symptoms.

- Cover mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing and place used tissues in the bin and wash your hands afterwards.
- Avoid moving furniture and obstacles in tenant gardens (mow around them).
- Respectfully ask members of the public to maintain their distance if they approach you onsite (i.e. when undertaking assisted bin collections and assisted tenant garden maintenance).
- Do not touch your eyes, nose or mouth unless hands have been washed/sanitised
- Wear disposable gloves when handling waste receptacles and dispose/change these when re-entering vehicle cabs.
- Where possible, operate vehicles with driver and passenger door window in the open or part open position to increase in-cab air flow and ventilation to dissipate potential aerosols.
- Use screens or barriers to separate people from each other where practical and reasonable; for instance, reception areas and front/rear seated vehicle compartments.
- Where possible, ensure static team staffing arrangements are maintained (max 3 persons) to ensure familiarity and reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Use back-to-back or side-to-side working (rather than face-to-face) where possible. Where this is not practical or reasonable to do so and staff must work face-to-face for a sustained period, then consider additional control measures and/or PPE (i.e. face masks).
- Where obeying the 1 metre minimum (2 metre optimum) rule of Social Distancing is difficult and impractical all of time; in particular, staff who travel together in vehicle cabs, PPE (face masks) will be provided and/or one staff may use their own car to follow operational vehicles to and from site during the working day with mileage payments authorised where necessary.
- Fit screens in crew-cab type vehicles with front and rear seating to mitigate risk of forward projection of Covid-19 aerosols; in particular, where 'side by side' seating arrangements cannot be fully maintained.
- Where staff have concerns in taking breaks in vehicles, they may take breaks at depots and/or other facilities, insofar as this is not detrimental to service delivery and completion of their daily task (i.e. waste collection round).
- When pre-arranging service at and/or within customer premises (i.e. Drainage Team Works) the customer will be asked if anyone in the household is self-isolating, displaying symptoms or fall in to one of the 'vulnerable groups'.
- If a customer is self-isolating due to Coronavirus and/or either of the wider residents, then we may enter household to undertake the service wearing extended PPE (i.e. face mask, full body disposable coverall, surgical type gloves) to mitigate risk to our staff and/or wider residents. In doing so, ensure the resident(s) moves to another area or room of the property to maintain social distancing and avoid any close proximity with each other. When having completed the works, staff will 'double bag' PPE they used (i.e. face mask, full body disposable coverall, surgical type gloves) and return them back to the depot to be stored for 72 hours (i.e. in wheeled bin) before disposing in the normal residual waste stream.
- Winter extreme weather events (i.e. snow & ice) may present increased operational delivery pressure on frontline (Streetscene) service, which will be managed in accordance with Streetscene's Severe Weather Contingency Arrangements.

**If staff feel unwell:**

1. Do not leave your house and do not have visitors – Self Isolate for the proscribed period 7/14 days.
2. Contact 'Test and Trace' and organise a Covid-19 test and update your manager when results received.
3. Protect others DO NOT go to a GP, pharmacy or Hospital.
4. Keep at least 2 metres from other people in your home.
5. Ask friends and family and delivery services to deliver things like food shopping and medicines – but avoid contact with them.
6. Sleep alone if possible.
7. Regularly wash your hands with soap and warm water for at least 20 seconds.
8. Stay away from older people and those with long-term health conditions.
9. Drink plenty of water and take everyday painkillers such as paracetamol.
10. ONLY call the NHS 111 service if you feel you cannot cope with your symptoms at home, your condition gets worse, or if your symptoms do not get better after 7 days.
11. To help maintain the safety of our visitors and staff during the COVID-19 pandemic, all visitors will be asked to provide the Council with their contact details. This information will be used for the purpose of 'NHS Test and Trace' in line with Government guidance. Data will be held in accordance with the provision of the Data Protection Act 2018 for a period of 21 days.





Virus Spread (Cont'd)	6	4	24	<ul style="list-style-type: none"> <li>• Allow 1m (2m optimum) circulation routes where possible to limit contact with others.</li> <li>• Avoid moving furniture and obstacles in tenant gardens (mow around them).</li> <li>• Record all office users and length of time for tracking.</li> <li>• Pedestrian flow routes demarcated</li> <li>• Turn face away when passing in corridors or limit inhaling when passing others within a 2m distance.</li> <li>• Communicate the rules</li> <li>• Documented, enhanced cleaning regime in place for ALL areas; in particular, contact points (i.e. handles).</li> <li>• Cleaning products are accessible for staff to use</li> <li>• Clean workstations regularly</li> <li>• Disinfectant stations with disposable cloths provided; in particular, shared areas.</li> <li>• Doors held open where safe to do so to increase air ventilation\circulation</li> <li>• Adherence to building protocol and procedures.</li> <li>• Staff in 'high risk' categories have option to stay away from workplace and\or adopt other ways of working</li> </ul>	6	2	12
				<ul style="list-style-type: none"> <li>• Raise awareness of social distancing requirements to 3rd parties visiting Council premises to deliver service (i.e. delivery drivers).</li> <li>• Minimise un-necessary contact between employee teams restricting instruction issue to Team Leaders and\or supervisor communication via phones where necessary.</li> <li>• Site\position vehicle keys outside Supervisors office to prevent gathering in office.</li> <li>• Exclude members of public from depot and respectfully ask to maintain their distance and leave premises if not on official business.</li> <li>• Where new license plates issues\fitted to taxis, driver to remain outside transport garage facility and asked to remain in car when plate being fitted.</li> <li>• Fumigation (V-San) of customer vehicles (i.e. taxis) due to increased risk from unfamiliar footfall. Where operators refuse to accept cleansing system, required to self-wipe frequently touched contact points on their vehicles presented for MOT and Safety Inspections.</li> <li>• Operational vehicles fumigated (V-San) where delivered to\from external service supply (i.e. test station\dealer warranty support) and\or Council team\staff member isolating with suspected symptoms.</li> </ul>	6	2	12

Meetings rooms	6	4	24	<ul style="list-style-type: none"> <li>• Avoid face to face meetings</li> <li>• Use Video Conferencing in the first instance</li> <li>• Face to Face meeting room numbers limited – inform by signage</li> <li>• Meeting rooms locked off to avoid use, where possible</li> </ul>	6	2	12
Face Coverings	3	3	9	<ul style="list-style-type: none"> <li>• May be worn at work.</li> <li>• Wash hands before donning (putting on)</li> <li>• Wash hands after doffing (taking off)</li> <li>• Replace if you touch it; in particular, when hands not cleansed.</li> <li>• Replace when damp</li> <li>• Dispose in residual waste stream; or, if used in known high risk Covid19 situation (i.e. in isolating customer property) place in sealable bag and dispose as infectious waste or double bagged and left separately for 72 hours before placing in normal household waste stream.</li> <li>• Wash hands or use alcohol sanitiser when leaving the premises.</li> <li>• Wash reusable coverings daily</li> </ul>	3	2	6
Common Areas including kitchens, canteens, Changing facilities, showers, lifts, stairs and corridors	6	4	24	<ul style="list-style-type: none"> <li>• Communal eating areas restricted to acceptable user numbers at any one time and tables\chairs arranged to meet 2m distancing where possible.</li> <li>• Stagger staff break times (i.e. Housing\Rykneld\Transport)</li> <li>• 1 person in confined kitchen areas at a time with clear access and egress</li> <li>• Clean frequently touched points</li> <li>• Clean equipment after use</li> <li>• Disinfectant stations with disposable cloths provided</li> <li>• Clear signage posted</li> <li>• Limit contact points</li> <li>• Disinfect communal fridge handles after access</li> <li>• Wash hands after using equipment before eating or drinking</li> <li>• No access to communal cupboards</li> <li>• Employees use and store their own cutlery/pots etc.</li> <li>• Lift capacities limited to one person only</li> </ul>	6	2	12
Ventilation	6	4	24	<ul style="list-style-type: none"> <li>• Ensure air circulation is not recycling air</li> <li>• Open windows and doors for fresh air</li> <li>• Fresh air to blow away residual particles</li> <li>• Operate vehicles with driver and passenger door window in the open or part open position to increase in-cab air flow and ventilation to dissipate potential aerosols.</li> </ul>	6	1	6

Use of toilet facilities	6	4	24	<ul style="list-style-type: none"> <li>• Toilets are single use where possible.</li> <li>• Restrict use of urinals by blocking alternate urinal.</li> <li>• 1m (2m optimum) markings for wait areas</li> <li>• Clear signage on all toilets</li> <li>• Ensure ventilation at all times (where possible\appropriate)</li> <li>• Ensure toilet lids are fully closed prior to flushing</li> <li>• 1 in 1 out due to corridor pinch points or place signage advising others not to enter.</li> <li>• All rooms have adequate ventilation at all times</li> </ul>	6	1	6
External areas including car parks and smoking shelters	6	4	24	<ul style="list-style-type: none"> <li>• Park in alternate bays where possible and\or maintain social distancing when accessing\egressing personal vehicles.</li> <li>• Staggered start and finish times of service functions dependant on numbers</li> <li>• Where provided, cycle racks/shelters accessed by 1 person at a time whilst maintaining social distancing</li> <li>• Smoking and vaping at facility access – maintain social distancing</li> </ul>	6	1	6
Vehicle Cabs	6	4	24	<ul style="list-style-type: none"> <li>• Operate vehicles with driver and passenger door window in the open or part open position to increase in-cab air flow and ventilation to dissipate potential aerosols.</li> <li>• Regular hand washing with soap\water for 20 seconds or hand sanitiser where soap and water not available, ensuring to include backs of hands, fingertips, top of wrists</li> <li>• Maintain vehicle cleanliness, in particular attention contact points (i.e. handles).</li> <li>• PPE provided (i.e. disposable gloves, face masks)</li> <li>• Cover mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing and place used tissues in the bin and wash your hands afterwards.</li> <li>• Wear disposable gloves when handling waste receptacles and dispose\change these when re-entering the vehicle cab.</li> <li>• Staff offered alternative transport if available or use of own car to meet on site with public transport mileage rate approved where required.</li> <li>• Use 'back-to-back' or 'side-to-side' working (rather than face-to-face). Where this is not practical or reasonable and staff must work face-to-face additional control measures and\or PPE (i.e. face masks) to be considered.</li> <li>• Welfare facility list provided to remove need for staff taking breaks in vehicle cabs.</li> <li>• Facilitate lone working where service arrangements permit and alternate lone working assessments are followed.</li> </ul>	6	2	12

Vehicle Cabs (Cont'd)	6	4	24	<ul style="list-style-type: none"> <li>Where possible, maintain static team staffing arrangements to ensure familiarity and reduce number of people each person has contact with by using 'fixed teams or partnering' so each person works with only a few others.</li> <li>Use screens or barriers to separate people from each other where practical and reasonable; for instance, reception areas and front/rear seated (crew-cab) vehicle compartments.</li> <li>Maintain static team staffing arrangements (max 3 persons) to ensure familiarity and reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> <li>Use back-to-back or side-to-side working (rather than face-to-face) where possible. Where this is not practical or reasonable to do so and staff must work face-to-face for a sustained period, then consider additional control measures and/or PPE (i.e. face masks).</li> </ul>	6	2	12
Onsite Site Working (Open Air)	6	4	24	<ul style="list-style-type: none"> <li>Maintain social distancing (2m optimum) where practical and reasonable subject to one/two person task.</li> <li>Open air working environments provide greatly reduced risk of aerosol spread due to faster dissipation and ultra violet light desecration.</li> <li>Regular hand washing with soap and water for 20 seconds or hand sanitiser\ sterile wipes where soap and water is not available</li> <li>PPE provided (i.e. coveralls, gloves, face masks)</li> <li>Respectfully ask members of the public to maintain distance if they approach onsite (i.e. when undertaking assisted bin collections or assisted tenant rear gardens).</li> <li>Avoid touching eyes, nose or mouth where ever possible; in particular, if hands are not clean and/or sanitised.</li> <li>Avoid moving furniture and obstacles in tenant gardens (mow around them).</li> <li>Wear disposable gloves when handling waste receptacles and dispose/change these when re-entering the vehicle cab and dispose appropriately.</li> </ul>	6	1	6

Onsite Site Working (Open Air) Cont'd	6	4	24	<ul style="list-style-type: none"> <li>• Wear disposable gloves when handling waste receptacles and dispose\change these when re-entering the vehicle cab and dispose appropriately.</li> <li>• Staff offered alternative transport if available or may use of own car to meet on site.</li> <li>• Use back-to-back or side-to-side working (rather than face-to-face) where possible. Where this is not practical or reasonable to do so and staff must work face-to-face, then consider additional control measures and\or PPE (i.e. face masks).</li> <li>• Welfare facility list provided to remove need for staff taking breaks in vehicle cabs.</li> <li>• Staggered breaks where service allows.</li> <li>• Modify working hours\arrangements to minimise exposure to employees (i.e. job rotation).</li> <li>• Only undertake essential operations as governed by Council's priorities.</li> <li>• Facilitate lone working where service arrangements permit and alternate lone working assessments are followed.</li> <li>• Where possible, ensure static team staffing arrangements to ensure familiarity and reduce number of people each person has contact with by using 'fixed teams or partnering' so each person works with only a few others.</li> </ul>	6	1	6
Onsite Site Working (Within Customer Properties)	6	4	24	<ul style="list-style-type: none"> <li>• When pre-arranging service at and\or within customer premises (i.e. Drainage Team Works) establish with customer if anyone in the household is self-isolating, displaying symptoms or fall in to one of the 'vulnerable groups'.</li> <li>• Confirm whether resident is self-isolating due to Covid19 symptoms or vulnerable person via telephone and\or contact centre (scripts updated).</li> <li>• Provide resident with estimate time of arrival and request household is ventilated for 20 minutes by opening windows and doors.</li> <li>• On arrival all residents in household to be asked to move to separate room in house.</li> <li>• Ensure hands are washed or use alcohol hand sanitiser before they enter the premises.</li> <li>• Take detergent and disposable cloths or appropriate cloths to wipe down the work area before commencing work.</li> <li>• Wear PPE provided i.e. disposable gloves, disposable boiler suit, face mask/shield</li> <li>• Wipe down work area afterwards with detergent and disposable cloths\wipes.</li> <li>• Wipe down tools, equipment and non-disposable personal protective equipment such as goggles, face shield with detergent and disposable cloths or appropriate wipes after use and before being put into any vehicle.</li> </ul>	6	2	12

Onsite Site Working (Within Customer Properties) Cont'd	6	4	24	<ul style="list-style-type: none"> <li>Wipe down tools, equipment and non-disposable personal protective equipment such as goggles, face shield with detergent and disposable cloths or appropriate wipes after use and before being put into any vehicle.</li> <li>Waste placed in sealable bag and dispose as infectious waste or double bagged and left separately for 72 hours before placing in normal household waste stream.</li> <li>Wash hands or use alcohol sanitiser when leaving the premises.</li> </ul>	6	2	12
Lone Working	5	3	15	<ul style="list-style-type: none"> <li>Ensure operator's work mobile is full charged and operational at all times.</li> <li>Make sure mobile phone is readily accessible at all times whilst undertaking tasks.</li> <li>Ensure ID badge is visible at all times and appropriate work wear is worn.</li> <li>Vehicle fitted with GIS tracking system.</li> <li>Operator\supervisor to maintain contact throughout working period.</li> </ul>	3	1	3
First aid provision	6	4	24	<ul style="list-style-type: none"> <li>Sufficient First Aiders on site</li> <li>Appointed person when First Aider not available</li> <li>No hazardous procedures on site</li> <li>PPE to be issued to first aiders in case of an emergency</li> <li>Wash hands before and after treatment</li> </ul>	6	2	12
Emergency procedures	6	4	24	<ul style="list-style-type: none"> <li>Leave building by nearest emergency exit</li> <li>Gather at Assembly point</li> <li>Maintain social distancing so far as possible</li> <li>Fire evacuation drills will take place</li> <li>Wash hands on re-entry to building</li> <li>Senior person on each floor/depot building to assume role of Fire Warden</li> <li>Senior person on site to assume role of Fire Coordinator</li> </ul>	6	1	6
Anxiety and stress	3	3	9	<ul style="list-style-type: none"> <li>Any return to work is sensitively managed</li> <li>Consult HR for stress risk assessment</li> <li>Individual risk assessments available to staff</li> <li>Consider vulnerabilities and anxieties</li> <li>Teams managed throughout the process when back at work</li> <li>Staff stress and anxiety kept under constant review</li> </ul>	3	2	6

Communication	3	3	9	<ul style="list-style-type: none"> <li>Tell employees what is happening</li> <li>Inform employees what they must do</li> <li>Provide signage to remind</li> <li>Visible marking of distancing areas</li> <li>Regularly update and remind employees</li> <li>Clear and consistent</li> </ul>	3	2	6
Facilities maintenance by contractors	6	4	24	<ul style="list-style-type: none"> <li>Request contractor COVID19 risk assessments prior to carrying out specific works</li> <li>Raise awareness of Council Social Distancing arrangement with contractor and check their health and safety standards where required</li> <li>RAMS approved prior to any contractor\project commencing on site.</li> <li>Stagger contractor working</li> <li>Designate toilets subject to regular cleaning</li> <li>Contractors' and/or external suppliers delivering goods and service to adhere to the Council's social distancing arrangements.</li> </ul>	6	1	6

RISK RATINGS:

48 H = High M = Medium L = Low

		LIKELIHOOD					
SEVERITY		CERTAIN (6)	VERY LIKELY (5)	LIKELY (4)	MAY HAPPEN (3)	UNLIKELY (2)	VERY UNLIKELY (1)
MULTIPLE DEATH	(6)	36	30	24	18	12	6
SINGLE DEATH	(5)	30	25	20	15	10	5
MAJOR INJURY	(4)	24	20	16	12	8	4
LOST TIME INCIDENT	(3)	16	15	12	9	6	3
MINOR INCIDENT	(2)	12	10	8	6	4	2
DELAY ONLY	(1)	6	5	4	3	2	1



ASSESSMENT REVIEW				
REVIEW	DATE	ASSESSMENT STILL SUITABLE	REVIEW CARRIED OUT BY	POSITION
1 <sup>ST</sup> REVIEW	1.6.20	Yes (included control measure on moving tenant garden obstacles & lone working)	Head of Streetscene	Head of Streetscene
2 <sup>nd</sup> REVIEW	23.7.20	Yes (included vehicle V-San fumigation system and sneeze-screens for crew-cab vehicles with front and rear seating.	Head of Streetscene	Head of Streetscene
3 <sup>rd</sup> REVIEW				
4 <sup>th</sup> REVIEW				

THE RISK LEVELS HAVE BEEN REDUCED AS LOW AS IS REASONABLY PRACTICABLE					
SIGNED	Head of Streetscene	DATE	28.5.20	POSITION	Head of Streetscene

## **SEVERE WEATHER CONTINGENCY ARRANGEMENTS**

### **STREETSCENE SERVICES**

In the event of further severe weather resulting in significant snow falls the following contingency arrangements will be effected.

#### **DOMESTIC HOUSEHOLD WASTE COLLECTIONS**

Significant snow fall will restrict and / or suspended waste collections, which will be further compounded where scheduled collections fall on black bin or burgundy bin collection days.

In anticipation of significant snow fall which may result in service suspension we will endeavour to collect missed collections over a period of 7 calendar days following the suspension. This will be subject to ongoing weather conditions.

Residents should be advised to:

##### **Wheelie (Black) Bin Collections**

Present your bin as normal (6.am BDC & 6.30am NEDDC) on the nominated collection day. If your bin is not emptied and you do not have sufficient capacity in the bin to contain your waste until the next scheduled collections, leave it out (making sure it is not blocking the footway) and we will endeavour to collect it.

##### **Wheelie (Burgundy) Bin Collections**

Present your bin as normal (6.am BDC & 6.30am NEDDC) on the nominated collection day. If your bin is not emptied and you do not have sufficient capacity in the bin to contain your waste until the next scheduled collections, you may present bagged recyclable wastes along with your burgundy bin at the next scheduled collection.

##### **Bulky Waste Collections**

Bulky collections may be suspended and customers advised by the Streetscene Team of a rescheduled date.

If required, excess waste can be taken to the Household Waste Recycling Centres at Stonegravels, Chesterfield, or Buttermilk Lane, Duckmanton. These are open as usual from 8.30am to 6pm every day.

Customers should be reminded that heavy and overloaded bins may not be collected as they pose health and safety risks to employees - it is common for heavy bins to be thrown from the mechanical lifters when being emptied and lids that are left even one inch ajar can create a health and safety risk for employees, for instance:

- In blustery conditions lids not closed can blow in the face of employees, and/or items from bins can spill on employees causing injury.
- Give callers practical advice to help contain their waste until the next collection by:
  - Tearing/flat packing boxes
  - Squashing plastic containers
  - Using burgundy bins to recycle glass bottles, cans, paper, card and plastics.
  - Taking bottles, cans, papers, and textiles to Household Waste Recycling Centres (as stated above)

In the event of the refuse service being suspended, employees may be allowed to go home if alternative duties are not allocated (i.e., Snow and Ice Policy treatment arrangements); however, this is on the understanding and undertaking that employees will commit to recover missed collections as far as reasonably possible subject to weather conditions at the time.

Where severe weather results in significant missed bins, management will consider allocating extra resource to assist in the recovery operation.

Employees whose normal function is stood down will be deployed in other activities which will be prioritised around Snow and Ice Policy treatment arrangements.

### **COMMERCIAL WASTE**

If their collection is not undertaken and we are unable to recover the collection promptly, we will remove a reasonable level of sidewaste at their next scheduled collection.

Please note that sidewaste presented should not exceed the equivalent number of bags relevant to the capacity of their container as set out below:

<b>Size of Container</b>	<b>Bag Capacity</b>
240 litre	3 black sack
360 litre	5 black sacks
660 litre	9 black sacks
770 litre	10 black sacks
1100 litre	15 black sacks

*(Please note sidewaste will be taken on only one week after the severe weather event if a customers bin was missed and not recovered within 2 o 3 days).*

Try to reassure customers their waste will be collected ASAP so that they do not take their business to other organisations which could affect the viability of our service, and that we are allocating resources to ensure commercial collections are recovered promptly, although advise customers these could be two or three days late.

Employees whose normal function is stood down will be deployed in other activities which will be prioritised around Snow and Ice Policy treatment arrangements.

### **BURIAL SERVICE (NEDDC Only)**

Bookings for interment of the dead which fall on severe weather days will be influenced by the undertaker's decision to proceed or cancel.

In the event of a cancellation, the Streetscene Team will arrange this with the undertaker. In the event the interment proceeds, the Grounds Maintenance Team will ensure the immediate grave side and cortège's path to it is cleared of snow and arrange for other reasonable requests to be undertaken.

### **STREET CLEANSING**

Litter and dog waste bins shall be emptied as normal as far as reasonably possible.

Employees whose normal function is stood down will be deployed in other activities which will be prioritised around Snow and Ice Policy treatment arrangements.

### **GROUND'S MAINTENANCE**

Activities which are able to continue either in whole or in limited capacity shall do so where reasonably possible.

Employees whose normal function is stood down will be deployed in other activities which will be prioritised around Snow and Ice Policy treatment arrangements.

### **TRANSPORT SERVICE**

Bookings for undertaking licensed taxis\hackney carriages will continue to be undertaken, subject to extent of customer's ability to access the Council's MOT Station. In ensuring continuity of MOT Service provision, the Transport Team will give priority consideration to customer's who may be affected by 'service suspension' arising from inclement weather; in particular, where this may detrimentally affected their taxi operating license position.

In the event of customer cancellation, the Transport Team will undertake other fleet transport works which may require bringing forward some vehicle inspections and\or servicing where availability of flee vehicles is permissible.

## **COMMUNICATION AND REPORTING LINES**

Decision to suspend any service, in particular the highest risk service (refuse collection) will be taken by the Joint Strategic Management Team. Prior to such decision being taken, the Joint Head of Streetscene who will liaise with respective service managers and supervisors.

Should service(s) be suspended arising from severe weather, it will be a priority for:

- Frontline service supervisors will provide timely daily reports to their respective service manager at commencement of each working. Service managers will provide a combined service report to the Joint Head of Streetscene by not later than 3.00 p.m. each working day. Reporting frequency will increase subject to events and activities which require reporting immediately (i.e. accidents, changing circumstances requiring changing directions).
- The Joint Streetscene & Waste Services Manager(s) will co-ordinate advice to Communications and Contact Centre Teams in order they may advise customers contacting the Council about services.
- The Joint Streetscene & Waste Services Manager(s) will collate daily reports to advise Strategic Management Team, Elected Members and the Council's Communications Team.
- The Communications Team will produce official media releases and statements which may be posted on the Council's Website and Intranet.

## **STAFFING ARRANGEMENTS**

- Employees whose normal function is stood down will be deployed in other activities prioritised around Snow and Ice Policy treatment arrangements; this will then include estate link footpaths (non-highway authority adopted) and sheltered OAP housing complexes. However, in the first instance arrangements identified in the Snow and Ice Policy will be undertaken.
- All staff is expected to report to their normal place of work to receive instructions and direction; staff normally picked up on site (i.e. refuse collection) will be expected to report to their normal operational working base in the event that service vehicles are not able to operate.
- In the event of 'severe' snow fall which grossly impacts of the districts highway and transport infrastructure; consideration will be given to directing staff to Snow and Ice Policy arrangements in their near (home) locality. However, Managers and Supervisors will satisfy themselves that adequate equipment and tools are available, in particular if they are supporting operational resource undertaking Snow and Ice Policy arrangements in their near (home) locality and that the Council's duty of care afforded to staff is not undermined.
- Staff who decide not attend for work may take annual leave in accordance with;

- (a) Employee (NEDDC) Handbook (Section 25 ss13 Absence During Inclement Weather) which states;

*'Employees who are absent from work because of inclement weather will not be paid for the period of such absence. They will be able to opt, however, for such absence to be taken as part of their paid annual leave, and will be able to anticipate annual leave from the next year's leave entitlement if necessary.'*

- (b) Employee (BDC) Annual Leave Guidelines (Section 5 Absence Due to Emergencies/Transport Disruptions/Severe Inclement Weather)

*'Where an employee is unable to attend work or continue to work due to emergencies (e.g. fire/bomb alert) standard hours shall be recorded. In the case of 'transport disruptions' (e.g. industrial action) or 'severe inclement weather' any lost time will not be credited as working time and employees will be required to use flexi-time or annual leave to cover such absences.'*

Staff working within the Flexi Time scheme may cover such time within the parameters of the Flexi Time Scheme.

Grounds maintenance staff may recover un-worked time on their 'accrued day'. However, this will be subject to sufficient staff numbers requesting this and the degree of lost time and the period over which to recover such.

Time off arrangements are to ensure that staff do not feel pressurised to travel to work in dangerous circumstances, and/or where the impact of other events (i.e. school closures) demand they unable to access the workplace during severe weather (snow fall) conditions.

## **Bolsover District Council**

### **Healthy, Safe, Clean & Green Communities Scrutiny Committee**

**8<sup>th</sup> September 2020**

<b>Scrutiny Committee Work Programme 2020/21</b>
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#### **Report of the Scrutiny & Elections Officer**

This report is public

#### **Purpose of the Report**

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2020/21.

#### **1 Report Details**

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2019/20 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Review Scopes will be submitted agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.4 Members may raise queries about the programme at the meeting or at any time with the Scrutiny & Elections Officer should they have any queries regarding future meetings.

#### **2 Conclusions and Reasons for Recommendation**

- 2.1 This report sets the formal Committee Work Programme for 2020/21 and the issues identified for review.
- 2.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Corporate Plan Ambitions.
- 2.3 Part 3.6(2) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

### **3 Consultation and Equality Impact**

- 3.1 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.
- 3.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.
- 3.3 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 There is no option to reject the report as Part 3.6(2) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

### **5 Implications**

#### **5.1 Finance and Risk Implications**

- 5.1.1 None from this report.

#### **5.2 Legal Implications including Data Protection**

- 5.2.1 In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

#### **5.3 Human Resources Implications**

- 5.3.1 None from this report.

### **6 Recommendations**

- 6.1 That Members note this report and the Programme attached at Appendix 1. All Members are advised to contact the Scrutiny & Elections Officer should they have any queries regarding future meetings.

## 7 Decision Information

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>Has the relevant Portfolio Holder been informed</b>	N/A
<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	All

## 8 Document Information

Appendix No	Title
1.	Work Programme 2020/21
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Previous versions of the Committee Work Programme.	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	2385

Report Reference –



**Healthy, Safe, Clean and Green Communities Scrutiny Committee**

**Work Programme 2020/21**

Performance Review	Policy Development	Policy/Strategy Programme Monitoring	Review Work	Call-In/Review of Executive Decisions	Petition

Date of Meeting	Items for Agenda		Lead Officer
9 <sup>th</sup> June 2020	Part A – Formal	<ul style="list-style-type: none"> <li>CANCELLED</li> </ul>	
7 <sup>th</sup> July 2020 57	Part B – Informal	<ul style="list-style-type: none"> <li>Corporate Plan Targets Performance Update – January to March 2019 (Q4 – 2019/20)</li> </ul>	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> <li>Review Work and Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
8 <sup>th</sup> September 2020	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – April to June 2020 (Q1 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Impact of Covid-19 on Waste Collection Services</li> </ul>	Joint Head of Streetscene
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>CANCELLED</li> </ul>	

Date of Meeting	Items for Agenda		Lead Officer
6 <sup>th</sup> October 2020	Part A – Formal	<ul style="list-style-type: none"> <li>Impact of Covid-19 on Leisure Services</li> </ul>	Joint Head of Transformation & Organisation; Leisure Operations Manager; Physical Activity & Sports Development Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	
3 <sup>rd</sup> November 2020	Part A – Formal	<ul style="list-style-type: none"> <li>Health and Wellbeing Strategy – Monitoring Update and Impact of Covid-19</li> </ul>	HR& OD Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	
15 <sup>th</sup> December 2020	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – July to September 2020 (Q2 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	

Date of Meeting	Items for Agenda		Lead Officer
2 <sup>nd</sup> February 2021	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – October to December 2020 (Q3 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Preparation for Annual Review of the Community Safety Partnership</li> </ul>	Scrutiny & Elections Officer
2 <sup>nd</sup> March 2021	Part A – Formal	<ul style="list-style-type: none"> <li>Annual Review of Community Safety Partnership</li> </ul>	Joint Strategic Director – Place/ Housing Enforcement Manager/ Community Safety Officer
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	
25 <sup>th</sup> May 2021	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – January to March 2021 (Q4 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	