

WASTE STRATEGY TASK AND FINISH GROUP SCOPING DOCUMENT

Review Topic	
New Waste Strategy	
Origins of Review Group	Review Group Membership
Scrutiny Management Committee Planning Group	2:2:2 Cllr Douglas McCall (LD)- Chair Cllr Vanessa McPake (LD) Cllr David Hosking (C) Cllr David Hopkins (C) Cllr Martin Petchey (L) Cllr Alan Webb (L)
Overview & Scrutiny Officer	Initial Scoping of Review
Dwight McKenzie Scrutiny Management Committee Planning Group Budget Scrutiny Committee	26 th July 2016 4 th February 2016 15 th October 2015
1. Purpose	
<p>What is the purpose of the Review?</p> <ul style="list-style-type: none"> To help provide local Councillor input, feedback and comments into the development of the Council's new Waste Strategy 	
2. Rationale	
<p>What does the Review hope to achieve?</p> <ul style="list-style-type: none"> The Waste Strategy will have a particular focus on addressing the Council's financial position to reduce the Council's revenue costs whilst providing the best sustainable outcomes for the residents of Milton Keynes within the resources available. Review will ensure that Waste services of the highest quality are provided to the residents of Milton Keynes, including identifying any area where there is scope for service improvement. <p>Why is the Review taking place?</p> <ul style="list-style-type: none"> At the Council's meeting on 17th February 2016 the Council agreed that the current provision of pink sacks be kept until the Waste Strategy Task 	

and Finish Group had reported upon the results from pilots into alternative forms of provision.

- The Council agreed to one-off funding of £0.400m being provided to allow for a delay to changes to recycling containers (S92), to allow for a potential second phase of pilots; full evaluation of the results of ongoing pilots; and scrutiny by the Waste Strategy Task and Finish Group before committing to details of any replacement scheme. The £0.400m savings are expected to be delivered in the 2017/18 budget.
- Work on the new Waste Strategy is in its early stages and is due to be considered by Cabinet in March 2017. All waste services are in scope including collections, community recycling centres and waste disposal.

This is a service that is very public-facing and effective Councillor involvement will provide a significant and positive benefit in the development of the Strategy.

What is the community importance and benefit?

- Waste collection and disposal is a statutory service that affects all households and some businesses in Milton Keynes. It is a vital service for good public health and protection of the environment.

How does it fit in with the Council's corporate priorities / scrutiny priorities?

- Budget: in light of ongoing significant Conservative government funding reductions, securing a balanced medium-term budget that mitigates as far as possible against impacting adversely on the most vulnerable.
- Waste: to review our Waste Strategy to ensure recycling rates are increased and waste is minimised.

What are the opportunities to make a distinctive impact?

- To provide comments and feedback on the emerging options for future waste management services in Milton Keynes to help deliver a service that is effective, sustainable and affordable within the resources available.

How will the Review influence what the Council does?

- The impact of this review should help in the development of sustainable waste services in Milton Keynes.
- The Council will consider the input put forward during this Strategic Review, which may have an impact on the waste services provided by the Council.

3. Proposed Outcomes

What are the proposed outcomes of the Review?

- To ensure that future waste services are fit for purpose, meet the needs of the local population and can be provided in a sustainable cost effective manner, addressing the Council's financial position.

4. Background

Is the Review looking at existing policy or a new policy?

- The new policy is currently being developed by officers and it is hoped that the review will provide value in the development of options within the strategy.

How does it relate to existing policy?

- The existing policy is being replaced.

Has the need for the Review come about from an issue arising from national or local events?

- The previous Strategy is out of date and doesn't reflect the current and future financial constraints the Council is facing.

How does the issue relate to the Overview & Scrutiny Work Programme?

- The issue has been an item for consideration since the Budget Scrutiny Committee meeting of September 2015. The Committee as a part of its report on the pressures being faced in compiling the 2016/17 budget discussed the option of moving to fortnightly waste collections and associated issues such as how much it would cost. The Committee at its October 2015 meeting requested that the Scrutiny Management Committee establish a Task and Finish Group to look at the development of a new Waste Strategy for Milton Keynes to replace the existing Waste Strategy which has approximately one year left to run. The Scrutiny Management Committee at its February 2016 meeting agreed to the Budget Committee's request.

Are there any relevant community views to refer to? e.g. any previous consultation?

- The Council measures resident satisfaction with waste and recycling services by the "Serco Tracker"; a quarterly satisfaction survey.
- Parish and Town Council views
- No public consultation on the Strategy has been undertaken since 2005, therefore public consultation is recommended.

What is the gap between provision and need?

- The Council needs to deliver significant financial savings over the next 4 years and the statutory requirement to collect and dispose of household waste is a large cost. The Council has already invested heavily providing a

new Material Waste Recycling Facility and Residual Waste Treatment Plant which reduces the Council's disposal costs greatly. The development of the new strategy will identify what the opportunities are for further financial reductions and when they would generate the maximum benefit.

5. Timetable

How frequently will the Task and Finish Group need to meet?

- The Group will meet every 3 - 4 weeks leading up to 7th March 2017 to provide valuable feedback and comments to the emerging strategy.

What are the key deadlines?

- The new Waste Strategy is due to be considered by Cabinet on 7th March 2017.

Who needs to see the analysis and who needs to contribute to the report?

- It is envisaged that feedback and comments will be provided through the development of the new strategy.

When will the Task and Finish Group report back to the Scrutiny Management Committee and Cabinet?

- It is hoped that the Group will report back to the Scrutiny Management Committee and Cabinet respectively at their meeting on 25th January 2017 and 7th March 2017.

When is the proposed end date?

- 7th March 2017

6. Methodology / Approach

What method of enquiry will be most suitable for the Review?

Consider some of the following:

- Desk-based review of papers
As options are developed
- Site visits / observations
If required
- Comparisons with other authorities
As required
- Workshops / Focus Groups
The review will take the form of ongoing workshops

- Interview officers
Within the presentation of options through the development
- Calling witnesses to give evidence
As required

7. Evidence Sources

What types of evidence will be needed.

In order to understand and consider options effectively, evidence will need to be provided which might include but not be limited to;

- Results of pilots
- Government guidance / legislation
- Independent research articles, papers and websites (Environment Agency and letsrecycle.com)
- Serco satisfaction surveys (2009 onwards) so as to identify what residents want
- Statistics from the Call Centre and website (complaints/commendations)
- Historical data regarding waste, and projected future trends
- Government efficiency savings requirement
- Existing Serco contract performance
- Other Local Authorities (Lesson learning and best practice)
- Waste data (flytipping, litter etc)
- Justification/rational for pilot selection and rejection
- Looking at external information sources so as to identify future trends

8. Witnesses

Apart from representatives from the agencies working on the Review, who else does the Task and Finish Group wish to invite to its meetings?

- As required but possibly partners including Serco and Amey.
- Waste and Resources Action Programme (WRAP)
- Cabinet Member- Public Realm

9. Site Visits / Observations

Is there scope for potential site visits / observations?

- Yes- Residual Waste Treatment Facility (Old Wolverton)

10. Public Meetings

Should the meetings be held in public / private / mixture of both?

- Meetings will be held in public.
- Where there is a potential disclosure of confidential and commercially sensitive contractual information for example from partners in the

consideration of different options, that segment of the meeting will be held in private.

11. Officer Support

Identify Scrutiny Officer and any other officers that will be of assistance to the review process.

- Dwight McKenzie- Overview and Scrutiny Officer
- David Proctor (Waste Contracts Manager) and other officers as required

12. Resource Requirements

Estimate the amount of 'person' time required and the potential costs involved?

- Scrutiny Officer overtime for evening meetings where applicable.

13. Risk Assessment

Identify potential obstacles to an effective Review:

- Short timeline within which to feed into Cabinet budget decision (7 March 2017)
- Management of expectations
- Limited Member availability
- Limited officer availability
- Review steps outside terms of reference
- Additional, duplicated or conflicting desires

14. Proposed Terms of Reference

1. Provide constructive local Councillor feedback and comments in the development of the Council's new Strategy to deliver a sustainable future waste service within the constraints of the Council's finances and resources available.
2. Assist in the development of the new strategy which will receive cross party agreement when presented to Cabinet on 7th March 2017.
3. Evaluation of the types of containers used for collection in the various waste streams (reusable/non-reusable bags/pink sacs, bins/boxes etc) in accordance with Minute CL103 of the Council meeting of 17 February 2016 (attached).

TASK AND FINISH GROUP PROTOCOL / OPERATING GUIDELINES

(Approved by the Overview & Scrutiny Management Committee Planning Group on 21 October 2013)

1. Introduction

- 1.1 Task and Finish Groups are set up to undertake an in-depth investigation or review of an issue and operate on a relatively informal basis. Most detailed investigative Overview and Scrutiny work takes place in this type of working environment. Task and Finish Groups are a forum for information gathering and discussion between the Group and officers rather than a formal, decision making body and have no delegated powers.
- 1.2 This document sets out Milton Keynes Council's Operating Protocol for Task and Finish Groups.

2. Membership

- 2.1 Membership of each Task and Finish Group is politically balanced and numbers usually vary between a minimum of 3 to 6 elected Members.
- 2.2 All non-Executive Members of the Council are eligible to participate in Task and Finish Groups, regardless of whether or not they are members of the 'parent' Select Committee.
- 2.3 Where appropriate, Task and Finish Groups can co-opt non-Members with a particular expertise / experience / interest to participate in the review being undertaken, eg the Older Persons' Champion.
- 2.4 The members of the Task and Finish Group will elect a Chair for the duration of the review its full first meeting.

3. The Review Process

An initial planning meeting will be held involving the Overview and Scrutiny Officer facilitating the Task and Finish, the elected Members nominated to sit on the Task and Finish Group, and where appropriate, other Council officers and representatives of Partners or other outside organisations who may be expected to make a significant contribution to the work of the Task and Finish Group, in order to scope the review and agree a plan for the task.

The scoping document / plan should set out:

- (a) A clear statement of the scrutiny topic;
- (b) Proposed outcomes of the review;
- (c) The aim (or purpose) of the review;
- (d) The scope of the review – what will be included and excluded;
- (e) Agreed Terms of Reference;
- (f) Any specific outcomes to be achieved;
- (g) Specific concerns or issues, which should be addressed;
- (h) How the review will contribute to achieving Corporate Priorities;
- (i) An initial list of key stakeholders, partners or other agencies to be involved;

- (j) An initial list of witnesses;
- (k) How evidence will be gathered;
- (l) Any risks which may delay progress;
- (m) A timescale for completion of the task;
- (n) A suggested mechanism for following up / monitoring progress of recommendations which may be made in the final report.

3.3 As well as receiving evidence from witnesses and scrutinising printed matter, consideration should be given to the use of site visits, workshops and other activities in order to gain first hand knowledge of the topic under review.

4. Witnesses

- 4.1 A Council's Overview and Scrutiny function has the power under Section 21(13) of the Local Government Act 2000 to require the attendance of members of the Executive and Council officers at Scrutiny meetings.
- 4.2 There is a statutory duty (Section 21(14) of the same Act for any member of the Executive or Council officer invited to attend a Scrutiny meeting to comply with the request.
- 4.3 Other witnesses from external organisations may also be invited to give evidence to Task and Finish Groups.
- 4.4 The Task and Finish Group should identify:
 - (a) the persons to be invited;
 - (b) the issue in respect of which the person's attendance is requested;
 - (c) the reason why the attendance of the person would assist the Task and Finish Group in its task.
- 4.5 The Overview and Scrutiny Officer facilitating the review will endeavour to give both internal and external witnesses as much notice as is practicable of the Task and Finish Group's request to attend a meeting.
- 4.6 The invitation will give details of the review being undertaken, including any supporting documents which may be relevant, state why the witness has been invited to attend and whether or not the Task and Finish Group requires written reports in support of the witness's evidence.

5. Conduct of Meetings

- 5.1 Meetings of the Task and Finish Group shall be scheduled to enable the Group to complete its task within the timeframe identified in the scoping exercise. However, it is recognised that on occasion additional time may be needed to complete a task, but the agreement of the Overview and Scrutiny Management Committee should be sought for this.
- 5.2 Task and Finish Groups should aim, where possible, to hold the necessary meetings within as short a timeframe as possible so that findings do not become out of date before completion of the task.

- 5.3 Unless the evidence given to a Task and Finish Group is likely to be confidential or exempt information within the meaning of Schedule 12A Local Government Act 1972, all Task and Finish Group meetings will be treated as public meetings and arrangements made to accommodate any members of the public who might attend.
- 5.4 No witness giving evidence to a Task and Finish Group will be under any obligation to disclose publicly personal information about an employee, a looked after child, or any supplier or recipient of council services.
- 5.5 All Task and Finish Group meetings will be Chaired in a manner which ensures mutual respect between all those participating.
- 5.6 The Chair will ensure that questions put by members of the Task and Finish Group relate solely to the issue in respect of which the person's attendance has been requested.
- 5.7 Questioning should be aimed at trying to understand and explore issues rather than at catching witnesses out.
- 5.8 Members of the Task and Finish Group should avoid making statements rather than asking questions.
- 5.9 Witnesses, including Executive Members, are not members of the Task and Finish Group and should confine themselves to answering questions put to them by the Task and Finish Group or supplying evidence requested by the Task and Finish Group.
- 5.10 Members of the Task and Finish Group should operate within the agreed plan for the task and should not disclose or use any information/knowledge obtained through involvement in the group for any other purpose.
- 5.11 The Overview and Scrutiny Officer facilitating the Task and Finish Group will take notes to record the evidence given at meetings and at site visits which will be used to form the basis of the final report.

6. Reports, Conclusions and Recommendations

- 6.1 Final reports need to be written in clear English which can be easily understood by the lay reader. Over use of jargon and acronyms should be avoided and, if necessary, a glossary should be included as part of the report.
- 6.2 Final reports should be based on facts collected, give a full picture of the issues scrutinised and contain both conclusions and clear recommendations.
- 6.3 Reports should be an expression of the views of the Task and Finish Group on the basis of the evidence received and it is therefore important that members of the Task and Finish Group express their views at the drafting stage.
- 6.4 When reaching conclusions and making recommendations, the members of the Task and Finish Group should endeavour to reach agreement by consensus. However, if agreement cannot be reached, a minority view on a particular issue may be included in the final report, or as part of a minority report.
- 6.5 Depending on the topic scrutinised by the Task and Finish Group and the recommendations made, the final report will be presented to Cabinet, Council, an Overview and Scrutiny Select Committee or even an outside organisation for consideration and action.