

Runnymede Borough Council

CORPORATE MANAGEMENT COMMITTEE

Thursday 2 December 2004 at 7.30 pm

In the Council Chamber, Civic Offices, Addlestone

SUPPLEMENTARY AGENDA

10. STAFF SURVEY (CEO)

At its meeting on 11 November 2004, the Personnel Services Member Working Group (minutes attached at Appendix '1') noted the generally positive responses by staff but recognised that in some areas there remained scope for improvement, particularly in terms of certain aspects of communications. It was hoped that the new Communications Officer, when in post would be able to advise on ways in which this could be addressed. This issue is referred to in paragraph 4.1.3 of the report.

12. REVIEW OF STAFF TERMS AND CONDITIONS (CEO)

Further to paragraph 6 of the report, the views of UNISON are attached at Appendix '2' (attached).

The recommendations contained within the report were supported by the Personnel Services Member Working Group at its meeting on 11 November 2004.

14. PROPOSED WORKSHOP FACILITY AT CHERTSEY DEPOT (DTS)

1. Purpose of Report

- 1.1 **To seek approval for a Planning Application to be made for the construction of a workshop building at Chertsey Depot if, on assessment of the tenders, it proves to be a viable option in procuring the new vehicles for the Refuse and Street Cleansing fleet.**
- 1.2 **This report would normally be for the Economic Development Committee. In view of the possible need to obtain Planning Permission before that Committee meets, subject to 1.1. above, it comes to this Committee with the agreement of the Chairman of the Economic Development Committee.**

2. Background Information

- 2.1 The Street Cleaning and Refuse Collection services are operated by the Council's DSO. The current Street Cleansing arrangement ended in October 2004 and the Refuse Collection arrangement ends in July 2005.
- 2.2 At its meeting on 20 May 2004 the Leisure and Environment Committee resolved that the refuse collection and street cleansing functions remain with the in-house DSO rather than being externally tendered when the current arrangements end.
- 2.3 Most of the commercial vehicles currently used by the DSO in operating the contracts are leased from a single supplier and the leases end on the same day as the current service arrangements.
- 2.4 The existing street cleansing vehicle lease has been extended and all of the vehicles will be renewed when the current refuse arrangement ends.
- 2.5 All of the DSO's vehicles are based at the Chertsey Depot in Ford Road.

3. Report

- 3.1 Approximately twenty-five vehicles are required. The types of vehicles fall into three categories, refuse, street cleansing and general operations vehicles.

- 3.2 In order to comply with the Council's Standing Orders and legislation an advertisement was placed in the European Journal in June 2004 inviting vehicle supply companies to express their interest in submitting tenders for the supply of these vehicles.
- 3.3 Twenty-one companies responded to the European Journal advertisement. A questionnaire and the required vehicle specifications were sent to these companies to gain specific information about the parts of the required services that they could supply.
- 3.4 Officers used a selection criteria model to assess the resulting submissions for quality and value for money and chose seven preferred tenderers.
- 3.5 At its meeting on 16 September 2004 the Leisure and Environment Committee approved the shortlist of seven companies and the tender documents were sent to these companies during the week beginning 22 November 2004.
- 3.6 The servicing and maintenance of the vehicles are key elements of the services as the vehicles have to undergo frequent safety checks and servicing. The equipment on the vehicles is becoming increasingly sophisticated and is vulnerable to breakdown in the conditions in which the equipment is used. It is vital that the time in carrying out the checks, servicing and repairs is minimal but experience has shown that servicing facilities in the Runnymede area are difficult to find.
- 3.7 The DSO vehicles are currently serviced at Spelthorne Borough Council's Depot. Staff time and vehicle use is lost in delivering vehicles to and collecting them from that depot and this arrangement cannot be guaranteed in the future. Routine safety checks are usually carried at the Chertsey Depot in the open and usually at night during the winter months.
- 3.8 Tenderers are being asked to specify the maintenance arrangements they would prefer and their effect on the tender price. Their attention is being drawn to the possibility of creating a proper maintenance workshop at the Chertsey Depot. A broad range of options for provision and use is identified, including Council build and contractor build.

#### 4. Planning and Technical Implications

- 4.1 If the Council provides it, the proposed building would be a standard manufactured unit. The elements are manufactured in a factory and brought to site and assembled. It could be located at the eastern end of the Depot adjacent to the adjoining scrap metal site and away from neighbouring residential properties, as shown in Appendix '3' (to follow).
- 4.2 Planning Permission would be required for the new unit. The Committee's authority is requested to submit a Planning Application as soon as possible so that time can be saved in erecting the building if this proves to be the most favourable option when the tenders have been assessed. In the event that the most favourable tenderer does not wish to use such a workshop facility and wants to make other arrangements, then the Planning Application for the new unit will not be made.

#### 5. Environmental Implications

- 5.1 In the proposed location the environmental impact of the workshop on neighbouring properties is minimised.
- 5.2 For anything other than minor work a vehicle has to be left at the workshop. If a remote workshop facility is used the process of collecting the driver from and delivering them to the workshop involves two vehicles and two drivers in making two round trips. Maintaining vehicles at Chertsey Depot would avoid the added pollution and contribution to congestion that the DSO vehicles would make in their journey to and from a remote facility.
- 5.3 The routine safety checks are currently carried out in the open in the Depot yard in all types of weather and often at night. Having a covered workshop facility at the Depot would improve the standard of these checks and would improve working conditions for the technicians that carry out the checks.

6. Resource Implications

- 6.1 The Council's Building Services team has confirmed that the proposed building is the most cost effective type of building for this purpose.
- 6.2 The estimated cost of erecting such a building at the Depot is approximately £110,000.
- 6.3 An Options Assessment and a business case will be prepared when the tenders have been assessed, if the workshop proves to be a viable option.

7. Legal Implications

- 7.1 Planning Permission is required before a workshop can be erected at the Depot.

**OFFICERS' RECOMMENDATION that -**

**that approval be given to the submission of a Planning Application for the erection of a workshop building of the type described in the report in case, on assessment of the tenders, this proves to be a viable option in procuring the new vehicles for the Refuse and Street Cleansing fleet.**

**(TO RESOLVE)**

Background Papers

None stated

16. PILOT COLLECTION OF GREEN WASTE - ADDITIONS TO THE ESTABLISHMENT (DTS)

1. Purpose of Report

1.1 The purpose of this report is to

- i) seek approval for the establishment of four posts, initially to undertake a pilot scheme for the collection of green waste in part of the Borough;
- ii) seek approval for the waiving of Contract Standing Order C2 in order to purchase a suitable green waste collection vehicle which has already been identified by Officers.

2. Background Information

- 2.1 At its meeting on 18 November 2004, the Leisure and Environment Committee approved the introduction of a pilot scheme for the collection of green waste in the Borough and the establishment of an additional four posts to operate the scheme, as it could not be absorbed within existing resources, subject to the approval of this Committee.
- 2.2 For the pilot scheme to be effective it was agreed that an Assistant Recycling Officer should be recruited within the Environmental Protection department to co-ordinate the scheme.
- 2.3 A part-time administrative post would be needed at Chertsey Depot to deal with the additional enquiries and associated administrative work which would be generated by the pilot scheme. In addition, a Driver and Loader, also employed at Chertsey Depot, would be required.
- 2.4 Officers have identified a suitable green waste collection vehicle for use in the pilot scheme. The waiving of Contract Standing Order C2 is sought in order to purchase the vehicle without undertaking a tendering exercise as there will not be time to undertake this in view of the timescale imposed by DEFRA (see paragraphs 5.1 and 6.4 of this report).
- 2.5 Participation in the green waste kerbside scheme will be voluntary and chargeable. Experience of other authorities providing a chargeable scheme is that between 10 and 20 percent of residents would be prepared to pay for a kerbside collection service. The charge will be set at a level, in the region of £30 a year, which will ensure that the service breaks

even. It is envisaged that the service will be fortnightly and up to 26 collections a year will be made to residents taking part in the scheme.

- 2.6 The scheme will be carried out as an extension to the refuse collection service. The introduction of a kerbside scheme for green waste, in addition to the kerbside scheme already in place for glass, cans, newspapers and textiles, means there will be a reduction in the amount of residual waste collected in the wheeled bin. This could enable savings to be made on existing household refuse collection rounds once the service becomes established.

### 3. Report

- 3.1 Government funding has been secured for the capital expenditure involved in purchasing a suitable refuse collection vehicle and re useable polypropylene bags for a pilot green garden waste kerbside collection scheme. The funding will also cover all revenue costs incurred in establishing the service in this financial year. However, from April 2005 onwards no further funding will be available.
- 3.2 The cost of employing a Recycling Assistant to promote participation in the service, would be included in the annual charge of the scheme to residents. Funding is also available for publicity and promotion of the scheme. A driver and loader for the refuse collection vehicle, and part-time assistance at the Depot to deal with green waste enquiries, will also be required and these costs would also be covered by the charge to residents. In order to attract staff of sufficient quality, the posts will be permanent. Current levels of staff turnover would enable staff to be redeployed to other posts in the event that the pilot service was not successful and had to be withdrawn.
- 3.3 If the pilot scheme is successful the potential to extend the service to other parts of the Borough will be considered. The possibility of joint working with neighbouring Spelthorne Borough Council is being investigated.

### 4. Council Policy

- 4.1 The Leader's Position Statement for 2004/2005 includes 'to investigate the viability of extending the (recycling) scheme to additional materials including green waste.'

### 5. Resource/Financial Implications

- 5.1 Government funding of £225,000 has been secured for this project from the Department for Environment, Food and Rural Affairs (DEFRA) consisting of £200,000 for the purchase of a refuse collection vehicle and re useable polypropylene bags and a further £25,000 for the start up costs for the current financial year. No funding will be available for future years. Financial details of the funding and the proposed service are attached at Appendix '4'.
- 5.2 The Council has the ability to withdraw or suspend the service if there is poor take up which would make the service unviable and with the agreement of DEFRA reallocate the resource to another project of like kind. It is unlikely that DEFRA will seek the return of the funding, particularly if another project can be agreed, but the standard conditions of grant do provide that if the grant is used for any purposes other than those for which it was approved, DEFRA may, at its sole discretion, terminate the agreement forthwith and recover all or any part of the grant previously paid.

### 6. Legal Implications

- 6.1 See paragraph 5.2 above.
- 6.2 The BVPI recycling targets set for the Council are mandatory. The Government's Landfill Allowance Trading Scheme for Surrey which limits the amount of biodegradable municipal waste (BMW) going to landfill from next April is also mandatory. The maximum level for Surrey for next year has been set at 308,000 tonnes and the permitted amount decreases over the next few years to ensure that the UK will meet the EC Directive target of BMW going to landfill by 2009/10 reducing to only 75 per cent of the amount that went to landfill in 1995/96. The penalty for Surrey if the amounts are exceeded are £200 per tonne.

- 6.3 The proposed pilot scheme is a discretionary service. However, Officers anticipate that BVPI targets from 2006/07 onwards will increase considerably, and by introducing the service now, considerable costs of introducing a service in future years will be avoided.
- 6.4 It is a DEFRA requirement that the scheme is operational in February 2005, and therefore approval is sought to the waiving of Contract Standing Order C2 in order to purchase a suitable green waste collection vehicle.
7. UNISON Views
- 7.1 UNISON welcomes the introduction of a pilot collection of green waste, and is pleased that the Council is taking the lead in promoting these important environmental issues. The proposed additions to the staffing establishment in order to accommodate the scheme are sensible and UNISON hopes that the scheme is successful.

**OFFICERS' RECOMMENDATION that -**

- i) **the establishment of four posts, initially to undertake a pilot scheme for the collection of green waste in part of the Borough be approved as set out below:-**
- an Assistant Recycling Officer, to be recruited within the Environmental Protection department, on pay scale C/D to co-ordinate the scheme;**
- a part-time administrative post, on pay scale B, based at Chertsey Depot to deal with the additional enquiries and associated administrative work which will be generated by the pilot scheme; and**
- a driver and loader, on standard DSO refuse collection service pay scales also based at Chertsey Depot; and**
- ii) **Contract Standing Order C2 be waived in order to purchase a suitable green waste collection vehicle without undertaking a tendering process, to comply with the timescale set down by DEFRA.**

**(TO RESOLVE)**

Background Papers

None

**RUNNYMEDE BOROUGH COUNCIL**

**PERSONNEL SERVICES MEMBER WORKING GROUP**

**6.15 p.m. Thursday 11<sup>th</sup> November 2004, Members Room, Civic Offices**

In attendance: Councillors Roger Habgood, Rod Pate, Cherith Simmons & Peter Waddell.  
Chief Executive Officer, Tim Williams & Personnel Officer, David Thomas

1. Apologies for Absence  
Councillor Linda Gillham
2. Minutes of Meeting 29<sup>th</sup> July 2004  
Agreed
3. Matters Arising from the Minutes  
None
4. The Greater London Job Evaluation Scheme  
The Personnel Officer had drafted a report for the Corporate Management Committee on 2<sup>nd</sup> December which recommended the adoption of the GLPC Job Evaluation Scheme and identified the resources required.

Members supported the recommendations and suggested that the report could also usefully rehearse the background to the project for the benefit of Members of the Committee.

5. Competencies and Performance Pay  
The Personnel Officer provided a brief verbal update to Members on progress since the last meeting.

Essentially, the Director of the South East Employers Organisation had been invited to prepare a costed options report for Members consideration and this would be brought forward in due course.

6. Staff Survey  
The Personnel Officer had drafted a report for the Corporate Management Committee on 2<sup>nd</sup> December based on the findings of the recent staff survey.

Members were pleased to note the generally positive responses by staff but recognised that in some areas there remained scope for improvement, particularly in terms of certain aspects of communications. It was hoped that the new Communications Officer, when in post, would be able to advise on ways in which this could be addressed

7. Any Other Business  
None

8. Date of Next Meeting  
The Personnel Officer would convene a meeting when sufficient progress had been made on Evaluations or when the report from South East Employers was available. He would in the meantime keep Members of the Working Group updated on progress.

# UNISON

Runnymede Branch  
Civic Offices  
Station Road  
Addlestone  
Surrey  
KT15 2AH

Our ref: REVIEW OF STAFF TERMS AND CONDITIONS

Your ref:

Tel: 01932 838383  
ext. 5946 or  
01932 425946 (24hrs)

When telephoning  
please ask for

**Branch Secretary**  
Claire Pinnock

23 November 2004

David Thomas  
Personnel Officer

Dear David

Thank you for the continued consultation with UNISON on Job Evaluation. Set out below are the Runnymede Branch of UNISON's comments on the report to Corporate Management Committee on the review of staff terms and conditions.

In accordance with national UNISON's requirements, the Runnymede Branch of UNISON has conducted a 'quick ballot' of all its Members, asking them whether they wished to accept the GLPC scheme in principle prior to the determination of a points to grading relationship.

46% of the membership voted.  
72% voted to accept the scheme in principle and 25% voted not to accept it. 3% abstained.

Therefore, the Runnymede branch of UNISON accepts in principle the introduction of the GLPC job evaluation scheme.

UNISON is very keen for the GLPC scheme to be implemented successfully, and is continuing to work with the Personnel Officer to ensure that this can be done, through:

- training
- the drawing up of suitable conventions, which it is anticipated will be agreed shortly,
- a draft Procedural Agreement and Code of Practice and
- by giving all staff the opportunity to learn more about the scheme through information on the Council's intranet and by making ourselves available to answer questions on the scheme.

UNISON welcomes potential evaluators to come forward. Now that the ballot has been conducted the Branch Committee will appeal to the wider membership of the union for volunteers to get involved in the scheme as evaluators. People who know the organisation are ideally placed to assist.

UNISON accepts the Officers' recommendation as set down, but in doing so would like to state its wish, which is supported by the Regional branch of UNISON, for elected Members to be trained in the scheme so that they will be qualified to consider any appeals made on the process, as outlined in paragraph 6.13 of the Code of Practice, without having to rely on an extensive Officer's report explaining the scheme to them.

In addition, UNISON considers that if Members were trained in the scheme there would also be the opportunity for a second stage of appeal to be in place which might lessen the

incidence of employees resorting to an Employment Tribunal with an equal pay claim if unsuccessful at a first stage hearing.

UNISON is confident that the scheme can be properly applied and hopes that the number of appeals will be very low as a consequence.

Runnymede UNISON Branch Committee  
November 2004

**Green Garden Waste Collection**  
**Anticipated Annual Running Costs**

APPENDIX '4'

<u>Expenditure</u>	£
Staffing Costs:	
Asst Recycling Officer	24,000
P/T Administrative Post (Depot)	12,000
Vehicle Crew	44,200
	<u>80,200</u>
Vehicle Costs	25,800
Supplies and Services	3,400
<b>Total Expenditure</b>	<b><u>109,400</u></b>

<u>Income</u>		
Net Recycling Credit income	25,500	(See Note 1)
Charge to residents	82,500	(See Note 2)
<b>Total Income</b>	<b><u>108,000</u></b>	
<b>Net Expenditure</b>	<b><u>£1,400</u></b>	

	£
Net Expenditure of new scheme	1,400
Less: Existing budgetary provision	<u>-3,000</u>
<b>Net Saving</b>	<b><u>1,600</u></b>

**Note 1** Recycling Credit £40 per tonne minus Gate Fee for material of £23 per tonne = £17 per tonne  
 Assumption that 1,500 tonnes of green waste collected in 2005/06. £17 X 1,500 = £25,500

**Note 2** Based on 2,750 residents joining scheme at £30 a year. 2,750 X £30 = £82,500