

SCRUTINY PROJECT PLAN

APPENDIX B

Review of Littering in the Borough

SECTION ONE – Project Definition Form

<i>Project Title</i>	<i>Review of Littering in the Borough</i>
<i>Executive Summary – What will this review do?</i>	<p>To scrutinise the current levels of litter (including fly tipping and untidy gardens) in the Borough and the measures put in place with the aim of reducing these levels.</p> <p>In particular the review will include an investigation into:</p> <ul style="list-style-type: none">• the enforcement powers available to the Council to tackle untidy and gardens• ways of encouraging food premises to keep their areas around their business clean and tidy e.g. through planning conditions• ways to reduce litter/fly tipping through a communications and education• a certificate scheme for business to encourage them to keep the areas around their buildings clean and tidy• ways to encouraging groups/schools to undertake regular litter picks
<i>What are the benefits to the Council and its residents?</i>	<p>The Council and residents alike benefit from a clean, safe and tidy environment within the Borough.</p>
<i>Link with the Corporate Strategy and Business</i>	<p>Environmental sustainability is one of the key elements of the Council's Corporate Strategy, with a commitment to ensuring the Council will improve neighbourhoods and their environmental quality.</p>

SCRUTINY PROJECT PLAN

Plans	
Methodology	<p>Interviews Interview with key officers</p> <p>Research</p> <p>Collate the following data on litter in the Borough</p> <p><u>Fixed Penalty Notices (FPNs)</u></p> <ul style="list-style-type: none"> • number of FPNs issued • a breakdown on reasons for the FPNs issued • a breakdown of the areas where FPNs have been issued <p><u>CRM Complaints</u></p> <ul style="list-style-type: none"> • A breakdown of the complaints received relating to litter/fly tipping • Details of the response rate for resolving litter/fly tipping complaints <p><u>Untidy Gardens/Land</u></p> <ul style="list-style-type: none"> • number of complaints received regarding untidy gardens/land • number of complaints regarding untidy gardens/land resolved • number of notices issued under Section 215 of the Town and Country Planning Act 1990 <p><u>Private Land (including rear of business premises)</u></p> <ul style="list-style-type: none"> • number of complaints received regarding litter/fly tipping on private land • number of complaints relating to fly tipping/litter on private land resolved

SCRUTINY PROJECT PLAN

Success Criteria	Short survey of all Councillors to understand any litter 'hot-spots' in their respective wards and issues they wish the review to address.		
	The project will be considered successful if by the end of the study, the Panel has investigated any issues in relation to litter in the Borough and is satisfied that action taken, or action proposed by the Panel will ensure any issues do not reoccur.		
SECTION TWO – Who Will Be Involved			
Project Team			
Scrutiny Panel			
Support Team			
Cabinet Lead	Councillors Bains and Hughes		

Witnesses to Interview

Who?	Why?	When?
Tim Pointer, Enforcement Manager	Lead Officer for Enforcement at the Council	TBC
Ryan Gulliver, Community Safety Manager	Lead Officer for community safety	
Cabinet Lead for Neighbourhoods, Safety and Enforcement	Cabinet Lead for neighbourhoods, safety and enforcement	

SCRUTINY PROJECT PLAN

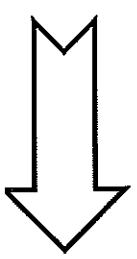
Councillor Gary Hughes, Cabinet Lead for Contracts and Commercial Services	Cabinet Lead for Norse South East	TBC
Carl Mathias, Strategic Procurement Project Manager	Key officer for Norse South East	TBC
Susan Dabbs, Neighbourhood Quality Officer (Team Leader)	Key Officer for Neighbourhood Support	TBC
Leslie Wells, Planning Compliance Officer	Key Officer for planning enforcement	TBC
Peter Vince, Operations Director for Norse South East	Key officer for Norse South East	TBC

Evidence to Gather
(Please identify any information that is key to research for this scrutiny)

- _____ Data of the Council's Litter Collection Programme
- _____ Details from members of any litter 'hot-spots' in their wards
- _____ Data on the litter enforcement

Projected Start Date _____

Projected Timescales for: _____



SCRUTINY PROJECT PLAN

March 2018

**Evidence gathering –
Interviews/Site Visits –
Evidence Analysis –**

Dates for:

**Report to Scrutiny
Board – TBC
Report to
Cabinet/Council – TBC**

Project Report Deadlines

**Draft Report Produced –
Panel to Agree Final Report –**

