



Strategic Planning & Environment

Overview & Scrutiny

Agenda

TUESDAY 14 JUNE 2016 AT 7.30 PM

Council Chamber - Civic Centre

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor G Adshead
Councillor Anderson (Chairman)
Councillor Ashbourn
Councillor Bateman
Councillor E Collins
Councillor Fisher
Councillor S Hearn

Councillor Hicks
Councillor Howard
Councillor Matthews
Councillor Ransley
Councillor Riddick
Councillor Timmis
Councillor C Wyatt-Lowe (Vice-Chairman)

Substitute Members:

Councillors Birnie, Link, Ritchie, R Sutton and Tindall

For further information, please contact Katie Mogan or Member Support

AGENDA

1. MINUTES

To agree the minutes of the previous meeting.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest.

4. PUBLIC PARTICIPATION

None.

5. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN

None.

6. PROVISIONAL OUTTURN 2016/17 (Pages 3 - 11)

7. ENVIRONMENTAL SERVICES Q4 PERFORMANCE REPORT (Pages 12 - 23)

8. PLANNING, DEVELOPMENT AND REGENERATION Q4 PERFORMANCE REPORT

Report to follow

9. REGULATORY SERVICES Q4 PERFORMANCE REPORT (Pages 24 - 36)

10. ENVIRONMENTAL HEALTH PRESENTATION (Pages 37 - 38)

11. WORK PROGRAMME (Pages 39 - 42)

12. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms: That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the items in Part II of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to:



AGENDA ITEM: SUMMARY

Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	14 June 2016
PART:	1
If Part II, reason:	

Title of report:	Provisional Outturn 2015/16
Contact:	Cllr Graeme Elliot, Portfolio Holder for Finance and Resources James Deane, Corporate Director (Finance & Operations) David Skinner, Assistant Director (Finance & Resources) Richard Baker, Group Manager (Financial Services)
Purpose of report:	To provide details of the provisional outturn position for the: <ul style="list-style-type: none"> · General Fund · Housing Revenue Account · Capital Programme <p>To provide details of the proposed transfers to and from earmarked reserves.</p>
Recommendations	That Committee note the provisional outturn position.
Corporate objectives:	Delivering an efficient and modern council
Implications:	Financial and Value for Money implications are included within the body of the report.
Risk Implications	Risk implications are included within the body of the report.

Equalities Implications	There are no equality implications.
Health And Safety Implications	There are no health and safety implications.
Glossary of acronyms and any other abbreviations used in this report:	GF – General Fund HRA – Housing Revenue Account

1. Introduction

1.1 The purpose of this report is to outline the Provisional Outturn for 2015/16, prior to the closure of the accounts. Outturn is reported for the following:

- General Fund
- Capital Programme

1.2 The Accounts and Audit Regulations 2011 require local authorities to have prepared their annual Statement of Accounts, complete with certification from the Section 151 Officer, by 30 June. The Statement of Accounts must be published by 30 September, following an audit to be undertaken by Ernst & Young.

1.3 The Council's outturn position is a primary source of information for the production of the Statement of Accounts. The provisional outturn position detailed in this report may be subject to further amendment as work continues on the preparation of the Accounts. The final outturn position, along with movements in reserves, will be reported to Cabinet at its meeting of 28 June 2016 if there are any material variances. If there are no material variances, then the Final Outturn will be reported only to the Audit Committee for final sign off at its meeting of 29 June 2016.

2. General Fund Revenue Account

2.1 The General Fund revenue account records the income and expenditure associated with all Council functions except management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA).

2.2 Appendix A provides an overview of the General Fund provisional outturn position, separating expenditure into controllable and non-controllable categories in order to focus scrutiny on those areas that officers are able to influence, i.e. the controllable.

2.3 The majority of non-controllable costs result from year-end accounting adjustments, e.g. depreciation charges. These are required to show the true value of resources used to provide the Council's services, but do not result in a cash charge to taxpayers. The provisional adjustments that have been completed to date are explained in section 4 of this report.

2.4 The current budget is the original budget approved by Cabinet in February 2015, plus the following approved amendments:

Amendments	£000	Approved
2015/16 Original budget	17,534	
Ambassadors' Programme	36	Council July 2015
Grant Funded Staff Costs in Revenues and Benefits	70	Council September 2015
Office Accommodation	53	Council September 2015
Reserve Funded Staff Costs	(10)	Council September 2015
Local Development Framework	(50)	Council September 2015
Grant Funded Costs in Electoral Registration	42	Council January 2016
Reserve Funded Election Budget	(30)	Council January 2016
2015/16 Current Budget	17,645	

2.5 The table below provides an overview by Scrutiny area of the current forecast outturn for controllable budgets within the General Fund.

	Current Budget £000	Provisional Outturn £000	Variance	
			£000	%
Finance & Resources	7,365	7,142	(223)	-3.0%
Strategic Planning & Environment	7,748	7,706	(42)	-0.5%
Housing & Community	2,532	2,393	(139)	-5.5%
Total	17,645	17,241	(404)	-2.3%

2.6 The following sections provide an analysis of the projected outturn and major budget variances shown by Scrutiny area.

3. Strategic Planning and Environment

Strategic Planning and Environment	Current Budget £000	Provisional Outturn £000	Variance	
			£000	%
Employees	9,199	9,416	217	2.4%
Premises	1,065	1,025	(40)	-3.8%
Transport	1,445	1,436	(9)	-0.6%
Supplies & Services	3,932	4,267	335	8.5%
Third-Parties	132	128	(4)	-3.0%
Income	(8,024)	(8,566)	(542)	-6.8%
	7,748	7,706	(42)	-0.5%

3.1 **Employees - £217k over budget (2.4%)**

Pressure of £140k – There is a pressure of £140k in the budget for Employee costs in Waste Services. The budgeted efficiencies to be delivered through the new waste service (£420k budget reduction) were not fully realised from the start of the year, as the new structure took time to bed in.

A specific Waste Performance group was set up in June 2015 to address why productivity was below the anticipated level, and consequently why there was an overspend. During the first quarter of the financial year, two additional waste collection rounds were being utilised over and above the anticipated round structure. As at Quarter 2 this had been reduced to one additional round, and by the end of Quarter 3 this last additional round had been removed, to leave the service operating within budget at no additional resource or cost. Whilst the budget pressure cannot be reversed for this financial year, it is expected that the service will operate within budget for financial year 2016/17.

Pressure of £100k – There is a pressure of £100k in Planning and Building Control, due to a number of vacant posts within the services. This work has been carried out by agency staff, but at a more expensive rate. A service review is being undertaken with a view to improving processes within the service and making efficiency savings going forward.

3.2 **Supplies and Services - £335k over budget (8.5%)**

Pressure of £120k – This pressure has arisen in the budgets for uninsured losses in Environmental Service and in Planning, where a number of insurance claims have been received, particularly for damage to properties from subsidence due to tree roots.

Pressure of £65k – There is an unbudgeted cost of £65k for the disposal of recycled material. This cost has arisen due to a downturn in the market for recycled materials due to the fall in the price of plastic, steel and glass.

Pressure of £40k – The Council commissioned V4 services to carry out a review of Waste Services, with a view to making service improvements. The initial findings of this review have been received and a number of the suggested improvements have been factored into the budget for 2016/17.

Pressure of £60k – A pressure of £60k has arisen in Development Control due to additional costs for consultancy support on more complex planning cases. There has also been an increase in the volume of challenges from the public which has led to higher than anticipated legal costs.

3.3 **Income - £542k surplus (6.8%)**

Surplus of £250k – A surplus of £250k has been generated in Planning and Building Control. This is due to a high volume of large one-off applications having been received during the financial year.

Surplus of £115k – In Waste Services, there is a surplus of £115k from the Alternative Financial Model. This is an incentive payment made by the waste disposal authority Herts County Council, to reward local authorities for increases in their recycling rates which saves the county council in disposal costs.

Surplus of £95k – A surplus of £95k has arisen in the Waste Transfer Site at Cupid Depot from efficiencies implemented by the service in waste disposal. The variance has arisen in the Income category because of a new arrangement with Herts County Council concerning street sweepings.

4 Non-Controllable Expenditure

4.1 Appendix A includes the provisional outturn for non-controllable expenditure. These are largely year-end accounting adjustments. There will be further adjustments as work on the Statement of Accounts continues, but major variances identified to date include:

Deficit of £50k on recharges to the HRA – waste from the Housing repairs contract is no longer being disposed of at Cupid Green Depot, which leads to a reduction in the recharge from the General Fund to the HRA of £50k.

4.2 At the time of writing, the depreciation and support services recharge calculations for the year have yet to be finalised and included within the non-controllable expenditure section of Appendix A. At this stage, both have been included as on budget.

4.3 The depreciation charge is an accounting adjustment which has no impact on the taxpayer. However, the recharge calculation is likely to result in the charge to the HRA deviating from budget. Any changes resulting from the recharge calculation will be reported to the Audit Committee as part of the Final Outturn report.

5 Capital Programme

5.1 Appendix B shows the provisional capital outturn in detail by scheme.

The table below summarises the overall capital outturn position by Scrutiny area.

The 'Rephasing' column refers to those projects where expenditure is still expected to be incurred, but it will now be in 2016/17 or future years rather than 2015/16, or conversely, where expenditure planned initially for 2016/17 will now be in 2015/16.

The 'Variance' column refers to those projects which are now complete, but have come in under or over budget and those projects which are no longer required.

	Current Budget £000	Provisional Outturn £000	Rephasing £000	Variance £000 %	
Strategic Planning & Environment	14,651	7,041	(6,146)	(1,464)	-10.0%
G F Total	14,651	7,041	(6,146)	(1,464)	-10.0%

5.2 General Fund Major Variances

The final position for the General Fund comprises the following:

- £1,464k - underspends on completed projects
- £6,146k - slippage on incomplete projects (42%)

£6,146k of slippage represents 42% against the budget compared to 12% of slippage in 2014/15. This increase is primarily due to slippage on a few high value projects including the Water Gardens, the Fleet Replacement Programme, and the Maylands Urban Realm project. Further details follow below.

5.3 Net underspend of £1.46m comprises the following:

- Line 172: an overspend of £93k on Regeneration of the Town Centre which equates to 2% of the overall project budget. During the course of the work at the Marlowes Shopping Zone, many issues were identified including previously unidentified underground utilities and changes made by Herts County Council to the design and materials, which had a substantial impact on the time and budget for this project. Unbudgeted grant income has been received from Herts County Council of £60k which partially offsets this overspend.
- Line 175: an underspend of £403k on the Bus Interchange project. Following the issues identified during the course of the works at the Marlowes Shopping Zone, a large contingency was put in to the Bus Interchange project, with a high expectation that unforeseen issues might arise. Fortunately this did not turn out to be the case and a large saving has been made. Unbudgeted grant funding of £180k from Herts County Council has also been secured which reduces the overall cost to the council.
- Line 176: an underspend of £1m on the Heart of Maylands project. This scheme was intended to support the provision of highway access and infrastructure serving DBC's landholding on the Maylands Gateway, however this work is no longer required and the budget will not be spent.

5.4 Slippage of £6.15m comprises the following:

- Line 155: slippage of £107k on the Play Area Refurbishment Programme. The programme of work has been reviewed many times, particularly as individual amounts of section 106 funding are being identified that can be used to fund particular sites. The requirements have now been reworked and the anticipated spend for 2015/16 is £107k less than the budgeted £397k. Any unused funds will be slipped into 2016/17 to fund the programme of works for that year.
- Line 156: slippage of £75k on Waste & Recycling Service Improvements. This budget was slipped forward from 2014/15 and was intended to be used for new bins for the second phase of the new waste service which is the roll out to communal properties. The project has been delayed due to the complexities of dealing with a variety of communal properties but it is expected that this funding will be required in 2016/17.

- Line 160: slippage of £1.72m on the Fleet Replacement Programme. The requirements of the service for communal properties are still being scoped out.
- Line 170: slippage of £813k on Maylands Phase 1 (Maylands Urban Realm). A revised project cost was approved at Cabinet 20 October 2015, and approval was given to award the contract for the construction of the project. £233k has been spent in 2015/16 with the balance now anticipated to be spent in 2016/17.
- Line 171: slippage of £300k on Urban Park. This project will not be completed in 2015/16 now due to other projects such as the Water Gardens taking priority.
- Line 173: slippage of £335k on Maylands Business Centre. Initial bids on this scheme were received earlier in the financial year, but were in excess of the allocated budget. A request to increase the level of budget was approved at Cabinet on 24 November, and revised quotes are currently being evaluated, with the aim of awarding the contract early in the new financial year.
- Line 174: slippage of £2m on the Water Gardens. Delays have been experienced on the project due to the complexity of the work. It had been intended that the bridges would be refurbished in September 2015, however after structural surveys and a planning review, it was decided that these would all be replaced with new bridges which will now take place in summer 2016. The removal of silt has also taken longer than anticipated due to lack of storage space.
- Line 175: slippage of £300k on the Bus Interchange project. Although the project is practically complete, there remains some enhancement work to be carried out. There have been some delays in agreeing the final specification for this work and these costs will now be incurred early 2016/17.
- Line 178: slippage of £508k on Town Centre Access Improvements project. Options for the scheme have been received and are currently being considered. Pre-assessment work of £14k has been carried out in 2015/16, but the majority of the work will now be in 2016/17.

	Month			Year-to-Date			Full Year Forecast		
	Adjusted Budget £000	Actuals £000	Variance £000	Adjusted Budget £000	Actuals £000	Variance £000	Adjusted Budget £000	Forecast Outturn £000	Variance £000
Controllable									
Finance and Resources	718	535	(183)	7,365	7,142	(223)	7,365	7,142	(223)
Strategic Planning and Environment	253	158	(95)	7,748	7,706	(42)	7,748	7,706	(42)
Housing and Community	181	365	184	2,532	2,393	(139)	2,532	2,393	(139)
Controllable	1,152	1,058	(94)	17,645	17,241	(404)	17,645	17,241	(404)
Non-Controllable									
Finance and Resources	(2,413)	(1,675)	738	(3,712)	(679)	3,033	(3,712)	(4,017)	(305)
Strategic Planning and Environment	583	0	(583)	3,865	(5)	(3,870)	3,865	3,915	50
Housing and Community	563	1	(562)	1,450	6	(1,444)	1,450	1,450	0
Non-Controllable	(1,267)	(1,674)	(407)	1,603	(678)	(2,281)	1,603	1,348	(255)
General Fund Service Expenditure	(115)	(616)	(501)	19,248	16,563	(2,685)	19,248	18,589	(659)
Reversal of Capital Charges							(4,125)	(4,125)	0
Interest Receipts							504	378	(126)
Revenue Contributions to Capital							4,106	4,106	0
Contributions to / (from) Reserves							(897)	(561)	336
Contributions to / (from) Working Balance							(152)	465	617
Budget Requirement:							18,684	18,852	168
Met From:									
Revenue Support Grant							(2,070)	(2,070)	0
Retained Business Rates							(3,986)	(3,986)	0
New Homes Bonus							(2,611)	(2,620)	(9)
Other General Government Grants							(112)	(271)	(159)
Council Tax Surplus							(80)	(80)	0
Requirement from Council Tax							(9,825)	(9,825)	0
Total Funding:							(18,684)	(18,852)	(168)

Interpreting this report

General Fund Service Expenditure

This subtotal includes those costs which are directly attributable to specific Council services.

Budget Requirement

This subtotal shows the total cash requirement to operate the Council for one year. It includes the General Fund Service Expenditure plus corporate costs and income.

Total Funding

This subtotal shows how the Council receives sufficient funding from different sources to meet the Budget Requirement. In order to 'balance the budget', Total Funding must equal the Budget Requirement.

CAPITAL PROGRAMME PROVISIONAL OUTTURN 2015/16

APPENDIX B

Scheme	Budget Holder	Original Budget	Prior Year Slippage	In-Year Adjustments	Current Budget	YTD Spend	Provisional Outturn	Proposed Slippage	Projected Over / (Under)	Slippage into 2016/17	Slippage into 2017/18 & future	
General Fund												
Strategic Planning and Environment												
Environmental Services												
154	Wheeled Bins & Boxes for New Properties	Craig Thorpe	20,000	0	0	20,000	0	0	0	(20,000)	0	
155	Play Area Refurbishment Programme	Craig Thorpe	350,000	46,558	0	396,558	289,642	289,642	(106,916)	(0)	(106,916)	
156	Waste & Recycling Service Improvements	Craig Thorpe	0	75,000	0	75,000	0	0	(75,000)	0	(75,000)	
157	Play Areas & Open Spaces - replace equipment	Craig Thorpe	20,000	14,510	0	34,510	19,788	19,788	(14,722)	0	(14,722)	
158	Cupid Green Depot - new parking area	Craig Thorpe	15,000	0	0	15,000	11,456	11,456	0	(3,544)	0	
159	Cupid Green Depot - Security Gates Upgrade	Craig Thorpe	0	0	0	0	10,645	10,645	0	10,645	0	
160	Fleet Replacement Programme	Craig Thorpe	2,573,000	(288,432)	36,675	2,321,243	594,012	594,012	(1,727,231)	0	(94,231)	(1,633,000)
			2,978,000	(152,364)	36,675	2,862,311	925,543	925,543	(1,923,869)	(12,899)	(290,869)	(1,633,000)
Regulatory Services												
164	Disabled Facilities Grants	Chris Troy	588,000	(105,167)	0	482,833	544,179	544,179	61,346	0	61,346	
165	Home Improvement Grants	Chris Troy	150,000	0	0	150,000	0	0	(8,894)	(141,107)	(8,894)	
166	Air Quality Monitors	Chris Troy	0	0	21,000	21,000	20,735	20,735	0	(265)	0	
			738,000	(105,167)	21,000	653,833	564,914	564,914	52,453	(141,371)	52,453	0
Strategic Planning and Regeneration												
170	Maylands Phase 1 Improvements	Chris Taylor	750,000	294,000	2,275	1,046,275	233,019	233,019	(813,256)	0	(813,256)	
171	GAF - Urban Park/Education Centre	Chris Taylor	170,000	129,720	0	299,720	0	0	(300,000)	280	(300,000)	
172	Regeneration of Hemel Town Centre	Chris Taylor	1,659,000	718,868	4,000	2,381,868	2,474,687	2,474,687	0	92,819		
173	Maylands Business Centre	Chris Taylor	350,000	0	0	350,000	15,050	15,050	(335,000)	50	(335,000)	
174	Water Gardens	Chris Taylor	2,804,148	48,105	2,275	2,854,528	849,268	849,268	(2,005,260)	0	(2,005,260)	
175	Bus Interchange	Chris Taylor	2,550,000	(15,113)	(4,550)	2,530,337	1,827,308	1,827,308	(300,000)	(403,029)	(300,000)	
176	Heart of Maylands	Chris Taylor	1,000,000	0	0	1,000,000	0	0	0	(1,000,000)	0	
177	Heath Park Gardens Improvements (Fully funded from S106)	Chris Taylor	0	0	130,000	130,000	117,108	117,108	(12,892)	(0)	(12,892)	
178	Town Centre Access Improvements	Chris Taylor	520,000	2,280	0	522,280	14,319	14,319	(507,961)	0	(507,961)	
179	Market Canopies	Chris Taylor	10,000	0	10,000	20,000	19,884	19,884	0	(116)		
180	Digital High Street Software	Chris Taylor	10,000	0	(10,000)	0	0	0	0	0		
			9,823,148	1,177,860	134,000	11,135,008	5,550,644	5,550,643	(4,274,369)	(1,309,996)	(3,974,369)	(300,000)
			13,539,148	920,329	191,675	14,651,152	7,041,101	7,041,100	(6,145,786)	(1,464,266)	(4,212,786)	(1,933,000)
Total Strategic Planning and Environment												



Item 7

Report for:	SPAE Overview & Scrutiny Committee
Date of meeting:	7 June 2016
PART:	1
If Part II, reason:	

Title of report:	Quarter 3 Performance
Contact:	Councillor Janice Marshall, Portfolio Holder for Environmental Services and Sustainability Craig Thorpe, Group Manager, Environmental Services
Purpose of report:	1.To report on Quarter 4 performance
Recommendations	1.That the report be noted
Corporate objectives:	To provide a clean, safe and green environment
Implications:	<u>Financial</u> None as a result of this report
'Value For Money Implications'	<u>Value for Money</u> None as a result of this report.
Risk Implications	None as result of this report
Equalities Implications	N/A
Health and Safety Implications	None as a result of this report
Consultees:	Officers within Environmental Services

Background papers:	Waste Tonnages – Appendix 1 Corvu Report - Sickness – Appendix 2 Corvu Report – Performance - 3 Operational Risk Register – Appendix 4
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	This report has been produced to provide an update to Members on performance against key objectives and an overview of progress on a number of ongoing projects
Glossary of acronyms and any other abbreviations used in this report:	CSG – Clean, Safe and Green

Environmental Services Overview and Scrutiny Quarter 4 – Performance Review

Introduction

1. Environmental Services consists of the following:

1.1 Refuse and Recycling – Domestic and Commercial Waste Collections.

- Providing scheduled collections of waste and recycling materials from over 62,000 domestic properties and 800 commercial waste customers
- Collection of over 5000 “paid for” bulky collections per annum upon request

2. Waste Transfer Site – ISO 14001 compliant

- Storage and bulking of over 24,000 tonnes of recycling materials for onward processing
- Separation, storage and disposal of hazardous waste including asbestos, dead animals, paints and flammables.

3. Clean, Safe and Green (CSG)

- Scheduled grass cutting on behalf of Herts County, Housing Landlord and on Dacorum owned land
- Maintenance of hedges, shrub beds and some roundabouts
- Maintenance of parks and open spaces including play equipment
- Maintenance of sports pitches
- Weed spraying
- Clearance of fly tips
- Removal of graffiti

- Removal and disposal of road kill
- Management of Trees on behalf of Herts County, Housing, Dacorum owned land, parks and open spaces and woodlands
- Management of Rights of Way and Countryside access

4. Educational Awareness

- Initiating campaigns to promote the waste hierarchy through school talks and other initiatives. Also undertakes anti littering campaigns with local residents and businesses.

5. Vehicle Repair Shop (VRS)

- Servicing and maintenance of all the Councils fleet of vehicles to ensure legal compliance with Road Transport Law and effective running of front line services.

6. Performance Indicators

- Setting and monitoring of performance indicators including tonnages, reports from public and sickness figures which are shown as part of this report.

7. Waste Services

- Successful “pick-up” after Christmas
- Commenced work on projects such as:
 - Commercial waste charging mechanisms and anomalies
 - Bulky waste charges
 - Waste Haulage efficiencies
 - Round configuration and route optimisation
- Carried out refresher training to all frontline waste staff
- Installed digital radio system to vehicles and ops office
- Completed intake for current vacancies
- Refresher training for forklift truck for two staff

8. Waste Development

- Towards the end of February we applied ‘No food waste’ stickers on every household residual bin. We have seen an 85 tonne increase in food waste in the month of March (420.28t) when compared to March last year (335.20t) and 1 50 tonne increase on the previous month.
- In February, a team of 16 Environmental Operatives from the Clean Safe and Green team litter picked and collected 10.5 tonnes of litter and bulky rubbish from the A41 in six days. These items had been thrown from vehicles, fallen from insecure lorry loads or simply been dumped.
- The Clean Safe and Green Department encouraged 1,336 people from across the borough to take part in Keep Britain Tidy’s biggest ever clean-up of the country for Her Majesty The Queen’s 90th birthday in April. A total of 45 community groups, schools and youth groups took part and they collected 450

bags of litter and 112 recyclable litter (plastic bottles and cans). The most unusual litter pick has been with the Chiltern Canoe Club, who canoed and collected four bags of litter and a frying pan from the Bulbourne river and Grand Union Canal.

- With the UK throwing away 1.5 million tonnes of electrical equipment every year, we're piloting three new collection banks to make it easier to recycle unwanted or broken smaller electrical items such as toasters, irons and phones. We're encouraging residents to recycle their small electrical appliances at three new collection banks in the shopping areas of Adeyfield, Chaulden and Bennetts End. The three new banks will join two other small electrical appliance banks already in the borough - at Forge car park in Tring and Markyate Village Hall car park.
- In March, we worked alongside Hertfordshire Waste Partnership, to help 18 schools in Dacorum recycle 536 unwanted or broken electrical items in a county-wide initiative. Micklem School in Hemel Hempstead was one of 128 schools that took part in the Hertfordshire Waste Partnership's free collection service to recycle unwanted or broken electrical items. Overall there were 3,400 items registered for collection during the week of 14-18 March.

9. Clean, Safe and Green

- Started work on site at phoenix roundabout. Site has been cleared and plants are on order, we are just waiting service checks before we start ground shaping.
- Team has completed a number of housing landscapes improvements schemes across the Borough.
- Started works on improvements in Tring to stream and open space along Silk Mill Way after consultation with the local town Council.
- All area teams have now started with grass cutting across all areas.
- Spring bulbs and wild flower displays are looking good especially Heath Park and the Walled Garden.
- All staff have completed annually generic training and have been issued with certificates.
- New 'Reactec' system has been installed and is working. This is used for monitoring of Hand Arm Vibration.
- Weed spraying contract has started and first application has been completed
- Removed approximately 10 tons of litter from the A41.
- Continues work with mapping key areas of responsibility such as litter bins, flower beds and grass verges

10. Personnel

Recruitment:

3 loaders recruited in Waste Services

Sickness:

Long term sickness cases have ended for the quarter at two for CSG and two for Waste services.

Sickness Project continues to manage and identify long term and short term sickness cases to reduce sickness figures

Return to Work Compliance for medical absences:

Department	Jan-16	Feb-16	Mar-16	Total over 12 months	Completed Late	Avg. days to complete
Environmental Services	93.50% (29/31)	78.30% (18/23)	92.90% (26/28)	87.90% (152/173)	9	2.88

On two occasions the Manager was either sick or on annual leave and therefore unable to complete the return to work. On two occasions the employees themselves were on annual leave and the remaining 5 were late due to “conflicting priorities”

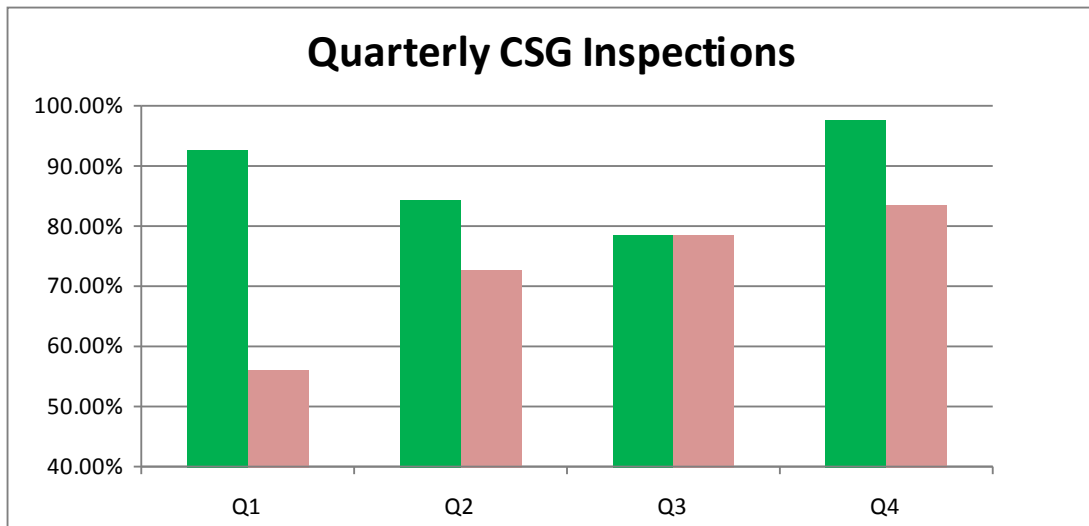
11. Sickness: Days Lost

Department	HCount	Jan-16	Feb-16	Mar-16	Apr-16
Environmental Services Total	186	235.75	229.5	222.25	122.5
Operational Services + GM	4	4	0	0	0
Clean Safe & Green Management	4	2	3	0	1.5
Area Teams	75	128.75	120.5	104.75	78
Refuse & Recycling	4	0	0	0	0
Refuse & Recollection Crews	77	101	97	99	40
Depot Services	4	0	6	14	0
Trees & Woodlands	9	0	3	1	3
Vehicle Repairs	3	0	0	0	0
Resources	4	0	0	2	0
Waste Development (S)	2	0	0	1.5	0

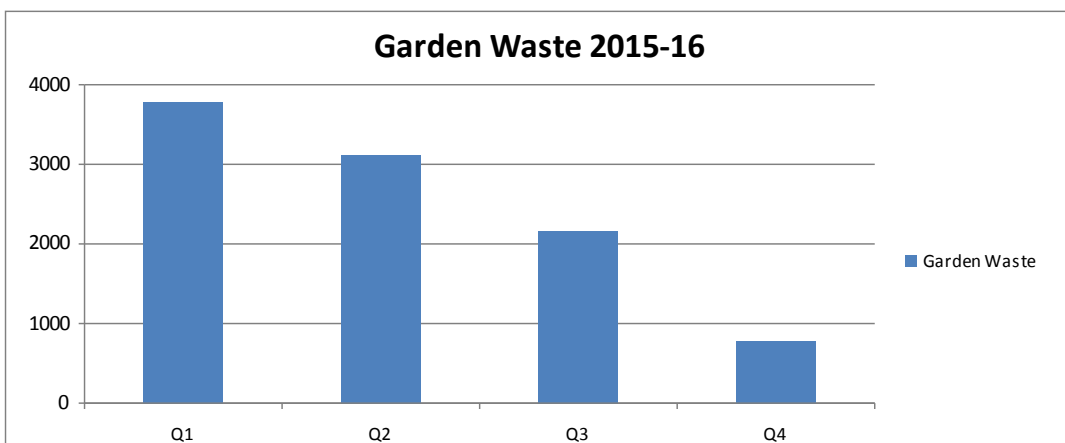
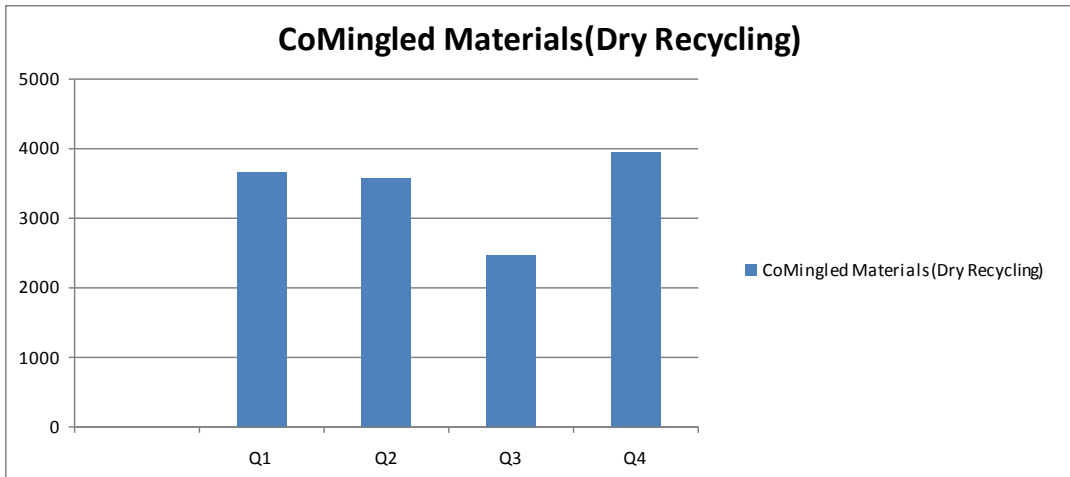
CSG Litter & Detritus Inspections 2015/16

Litter	Detritus	120 Inspections per quarter
Grade A+B	Grade A+B	
111	67	
101	87	
94	94	
117	100	

	Q1	Q2	Q3	Q4
Litter	92.50%	84.17%	78.33%	97.50%
Detritus	55.83%	72.50%	78.33%	83.33%



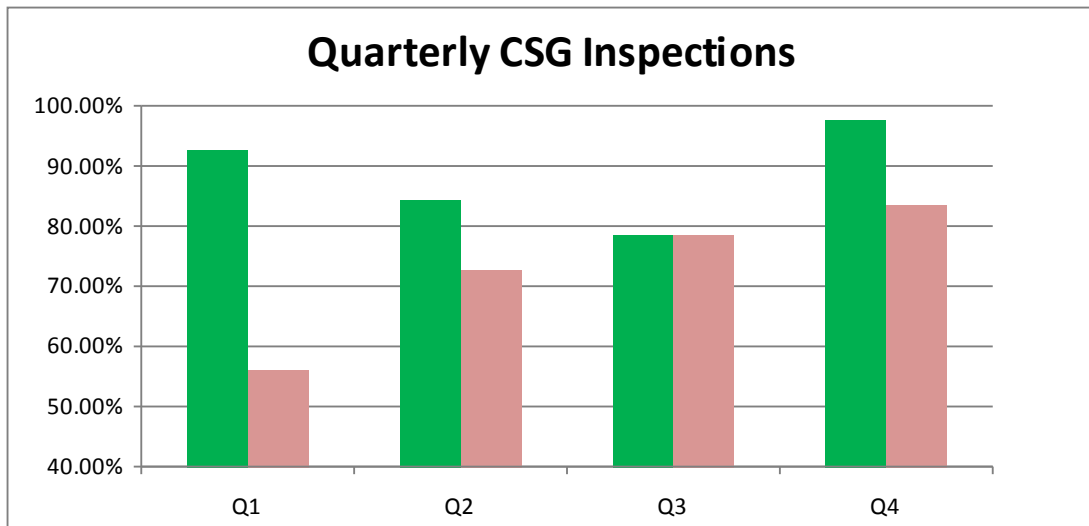
DBC Outgoing Weights					
2015-16	CoMingled Materials(Dry Recycling)		Food Waste		Garden Waste
Q1	3648.66	Q1	1019.74	Q1	3770.33
Q2	3560.75	Q2	961.19	Q2	3103.47
Q3	2465.66	Q3	987.9	Q3	2151.06
Q4	3943.71	Q4	1161.28	Q4	762.06



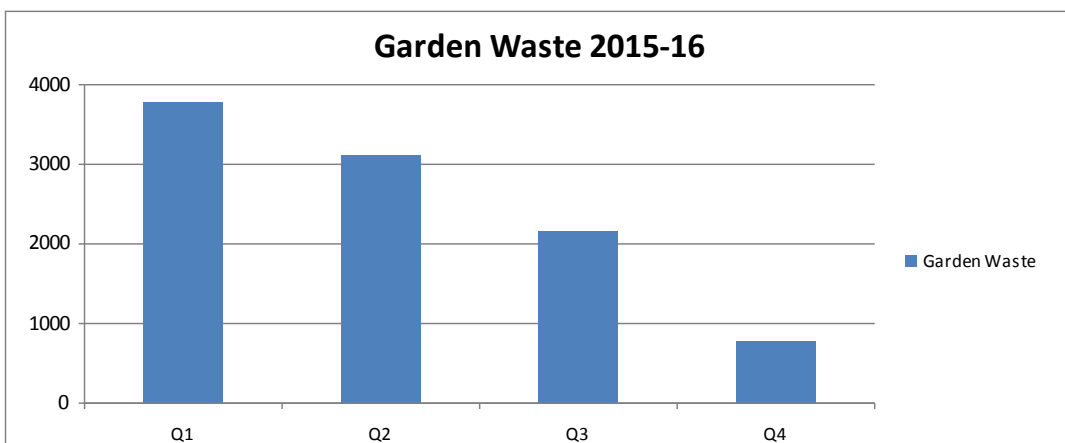
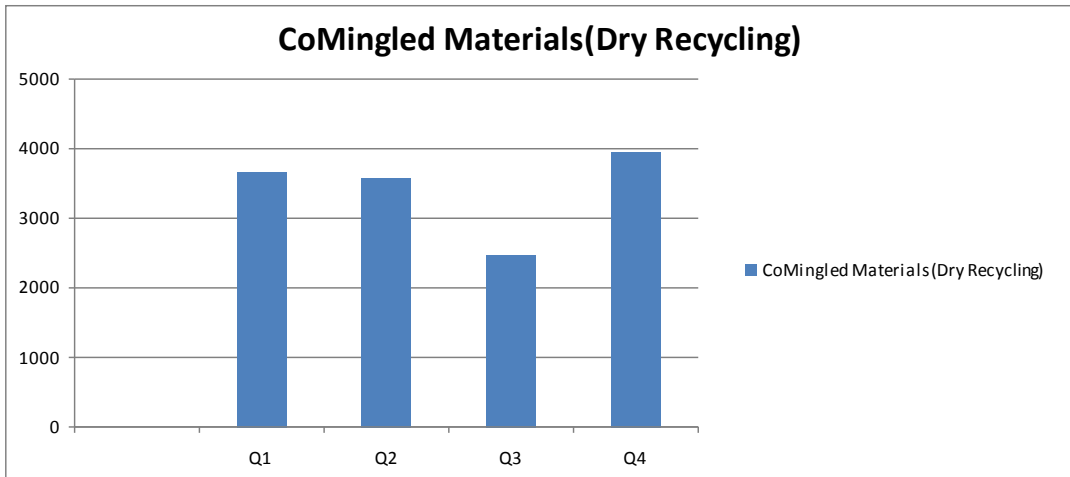
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Q3	2465.66	Q3	987.9	Q3	2151.06
Q4	3943.71	Q4	1161.28	Q4	762.06



QUARTERLY PERFORMANCE

Environmental Services

March 2016

All Measures



Page 21

Measure	Owner & Updater	Mar 2016 Result	Trend	Dec 2015 Result	Mar 2015 Result	Actions	Comments	Sign Off
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	Craig Thorpe Shirley Hermitage	97.89% (93/95) Target: 95	↗	97.14% (34/35) Target: 95	98.72% (77/78) Target: 95		Updater 2 reports over timescale of 7 days. Owner	✓
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	Craig Thorpe Shirley Hermitage	99.01% (301/304) Target: 95	↗	97.96% (288/294) Target: 95	96.77% (270/279) Target: 95		Updater 3 reports over set timescale of 7 days. 8 reports outstanding at time of report still within target. Owner Excellent performance	✓
CSG04 - Litter Area inspections up to standard	Craig Thorpe Shirley Hermitage	120 Inspections Target: 120	↘	120 Inspections Target: 0	120 Inspections Target: 120		Updater Litter = 97.50% Grade A&B / Detritus = 83.33% Grade A&B No programmed sweeps carried out over this period. Owner All inspectionjs completed and acceptable levels of cleanliness found	✓
CSG05 - Graffiti Removal - Percentage removed from Dacorum Structures within 7 days	Craig Thorpe Shirley Hermitage	96.77% (30/31) Target: 95	↗	96.67% (29/30) Target: 95	94.74% (18/19) Target: 95		Updater One report over target as is private and was awaiting disclaimer - part completed at time of report. Owner Target consistently met	✓
TW04 - Trees and Woodlands - Contractor Quality Performance	Craig Thorpe Shirley Hermitage	81% Info Only	↘	100% Info Only	97% Info Only		Updater Owner	✓
WR01a - Justified Missed collections (Excluding Assisted Collections)	Craig Thorpe Shirley Hermitage	300 Bins Target: 750	↗	314 Bins Target: 750	414 Bins Target: 250		Updater Owner Excellent performance when considering how many conatiners are emptied in this period	✓
WR03 - Number of justified missed assisted collections	Craig Thorpe Shirley Hermitage	42 Collections Target: 150	↗	52 Collections Target: 150	53 Collections No Target		Updater Owner Again excellent performance	✓

Measure	Owner & Updater	Mar 2016 Result	Trend	Dec 2015 Result	Mar 2015 Result	Actions	Comments	Sign Off
WR05 - Dry recycling Collected	Craig Thorpe Shirley Hermitage	3943.71, Tonnes Target: 3786	↗	3465.66, Tonnes Target: 3786	No Data Target: 3786		Updater Owner Slightly below target	✓
WR06 - Total tonnage of garden waste collected as per new service	Craig Thorpe Shirley Hermitage	762.06 Tonnes Target: 762.06	↗	2150.46 Tonnes Target: 2150.46	No Data No Target		Updater Owner Service recommenced in March	✓
WR07 - Tonnage of food waste.	Craig Thorpe Shirley Hermitage	1161.28 Tonnes Target: 1200	↗	986.69 Tonnes Target: 1200	No Data Target: 1200		Updater Owner Tonnes much improved from previous quarter. This is clearly due to work done on encouraging participation through especially through No Food Waste Stickers being placed on bins	✓
WR08 - Recycling Rate	Craig Thorpe Shirley Hermitage	No Data Target: 60		No Data Target: 60	No Data Target: 60		Updater Data not available at time of report. Owner A great deal of work needs to be undertaken following the period end to reconcile incoming and outgoing tonnages with end destinations	✓

Measure	Owner & Updater	Mar 2015 Result	Trend	Dec 2015 Result	Trend	Mar 2016 Result	Comments
Complaints Measures							
COMP1A-ES - Percentage of Stage 1 complaints responded to within 20 working days - Environmental Services	David Austin Craig Thorpe	95.74% (45/47) Target: 80	↗	93.75% (15/16) Target: 80	↗	100% (21/21) Target: 80	
COMP1B-ES - Number of Stage 1 complaints received - Environmental Services	David Austin Craig Thorpe	37 Complaints Info Only	↘	15 Complaints Info Only	↗	26 Complaints Info Only	
Sickness Measures							
SA1A-ES - Total days lost due to short term sickness absence - Environmental Services	David Austin Craig Thorpe	281.5 Days Info Only	↘	96.25 Days Info Only	↗	202.5 Days Info Only	
SA1B-ES - Total days lost due to long term sickness absence - Environmental Services	David Austin Craig Thorpe	762.5 Days Info Only	↘	669.75 Days Info Only	↘	573 Days Info Only	
SA1C-ES - Total days lost due to all sickness absence - Environmental Services	David Austin Craig Thorpe	1044 Days Info Only	↘	766 Days Info Only	↗	775.5 Days Info Only	
SA1D-ES - Average days lost due to sickness absence per FTE - Environmental Services	David Austin Craig Thorpe	5.56 Days (1044/188) Target: 2	↗	4.04 Days (766/190) Target: 2	↘	4.18 Days (776/185) Target: 2	
SA1E - ES - RTW Interview Completion - Environmental Services	David Austin Craig Thorpe	No Data Target: 95		92.42% (61/66) Target: 95	↘	89.02% (73/82) Target: 95	





AGENDA ITEM: SUMMARY

Report for:	Strategic Planning & Environment Overview & Scrutiny Committee
Date of meeting:	14/6/2016
PART:	1
If Part II, reason:	

Title of report:	Quarter Four Performance Report – Regulatory Services
Contact:	Cllr Janice Marshall, Portfolio Holder for Environmental, Sustainability and Regulatory Services. Author/Responsible Officers: Chris Troy, Group Manager, Regulatory Services Dave Austin, Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with the performance report for quarter 4 in relation to Regulatory Services.
Recommendations:	That Members note the report.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	Financial: None.
'Value For Money Implications'	Value for Money: Monitoring Performance supports the Council in achieving Value for Money for its citizens.
Risk Implications	Risk Assessment completed for each service area as part of service planning and reviewed quarterly. Key risks are recorded on the Council's Risk Register which has been updated recently. The key risks relate to not achieving statutory targets and failing to protect the public/businesses from Environmental Health Risks : <ul style="list-style-type: none"> • If statutory targets are not achieved the service can be taken over and managed by the Government. • Potentially the public & businesses put at risk • Legal action taken against the Council • Reputational damage to Council
Equalities Implications	Equality Impact Assessment completed for all enforcement policies.
Health And Safety	None.

Implications	
Consultees:	
Background papers:	Quarterly Performance Report – quarter 4(attached).
Glossary of acronyms and any other abbreviations used in this report:	

1. Background

1.1 For the purpose of this report, 'Regulatory Services' includes the following services:

- Environmental Health (Food Safety, Health and Safety, Statutory Nuisances, Contaminated Land, Drainage, Private Water Supplies, Infectious Diseases, Air Quality Management)
- Private Sector Housing (HMOs, Illegal Eviction, Private Sector Landlord Issues, Improvement Grants, Disabled Facilities Grants, etc)
- Public Health
- Corporate Health and Safety
- Home Energy Conservation
- Pest Control
- Stray Dogs / Dog Warden Services
- Environmental Enforcement and High Hedges
- Emergency and Business Continuity Planning
- Street Trading
- Sustainability

2. Regulatory Services Quarter 4 Performance Indicators

2.1 Relevant statutory targets have been achieved in Quarter 4 –see attached CORVU report.

3. Food Safety /Health & Safety

3.1 An external audit was undertaken of our management system covering the Food Hygiene Rating Scheme. The inter-authority audit is part of a nationwide initiative overseen by the Food Safety Agency. Overall we were found to be compliant and a number of areas of good practice were highlighted which have been shared with all the other LA's in Hertfordshire.

3.2 One safety prohibition notice was served on non-compliant premises and a restaurant was voluntarily closed due to a mouse infestation.

4. Environmental Protection

4.1 Through January to April pest control officers and enforcement officers had to deal with a difficult rodent infestation involving multiple properties at Cemmeas Meadow. This was followed by an FOI, which was very time consuming, along with an MP enquiry.

5. Corporate Health and Safety (CHS)

5.1 Corporate H&S & CSG have worked closely to ensure that the Council identifies and controls hand arm vibration risks (HAV), following the intervention from the HSE. In addition CHS has delivered further risk assessment training, worked with procurement to provide DSE compliant chairs for all staff, provided on- line DSE assessments, continued to look at improvements to the way service providers provide safety critical data, finalised the corporate alcohol policy and developed model office risk assessments.

5.2 Other longer term projects include:

- Review the organisation & arrangements for delivering H&S
- Develop more detailed corporate H&S plans
- Auditing

5.3 In February this year Mazars carried out an audit of the Council's Corporate Health & Safety arrangements. There was a full compliance with the evaluation assessment and a substantial rating with the testing element. This was reported to Audit Committee in April. A key conclusion of the report is 'There is a sound system of internal control designed to achieve the system objectives'

6. Private Sector Housing

6.1 The Council issued a notice under the Housing Act for serious hazards in a House in Multiple Occupation (HMO). In January this year officers carried out works in default to rectify the hazards.

7. Environmental Management System

7.1 Thirteen sites were subjected to an internal audit. This enables the Council to demonstrate compliance with ISO14001:2004 certification which covers the Environmental Management System.

7.2 The revised EMS Policy statement was signed off by Cllr Janice Marshall – uploaded for access on website and intranet

9. Dog Warden

9.1 There was a Joint working exercise with Police and RSPCA on puppies being found dumped in lanes surrounding and within Dacorum along with an engagement day at Three Cherry Trees site with Police and RSPCA to deal with dogs and associated issues.

10. Year Review 2015/16 : Key Highlights

10.1 Corporate Health & Safety (CHS)

- 10.1.1 There has been a considerable amount of work in this area. Key achievements include: the development and approval of the Council's Health & Safety Policy, Alcohol Policy and the development of accident reporting systems, fire safety risk assessments/fire evacuation plans, generic risk assessment templates, on- line risk assessments for display screen equipment (DSE) and the procurement of 350 DSE compliant chairs.
- 10.1.2 CHS has carried out extensive training in the areas of manual handling, fire safety, Hand Arm Vibration Risks, Working at Height.
- 10.1.2 In addition CHS has working with key services, particularly CSG, to identify and control the more serious H&S risks as well as investigating accidents when they arise.
- 10.1.3 The Council now has an effective mechanism for implementing Health & Safety policy and practice via H&S Committee and sub groups through to approval at CMT.
- 10.1.4 CHS spent a number of months looking at improvements to the way service providers provide safety critical data and bringing them to account, as in the case of the SERCO contract for building services.

10.2 Food Safety Inspections

- 10.2.1 The overall targets for the year required by the Food Standards Agency have been exceeded (this equates to 99.4% of planned food safety category A-C inspections).

10.3 Disabled Facility Grants (DFG's)

- 10.3.1 Throughout 2015 there was a number of DFG Steering Group and Operational Group meetings to review the way DFG's are processed and approved across Hertfordshire which involves the 10 LA's and Hertfordshire County Council. An Initial report went to CECG in January , Further work and reports are due to be submitted to the Chief Executive Officers group in July 2016 and Members shortly after for consideration (probably September)

10.4 Air quality

- 10.4.1 There has been a significant input into the Hertfordshire wide Air Quality Strategy from officers in Regulatory services. Hertfordshire County Council have published the strategy which covers all 10 District Councils. This was approved by the County's Localism Board and in January a further Air Quality Paper was submitted for Health, Localism & Libraries Panel.
- 10.4.2 The majority of these Councils including Dacorum have used specific funding from HCC to upgrade their air monitoring equipment. We spent

20k on adapting an existing monitor in Northchurch to include analysis of a wider spectrum of pollutants. Northchurch is one of three Air Quality Management Areas in Dacorum where pollution levels exceed national limits. Data from this station will feed into the Hertfordshire network of monitors and will help to determine future strategies to control air pollution. We gave a presentation about the strategy to the East of England Public Health Conference in December.

10.5 Environmental Protection

10.5.1 Last year saw the beginning of the Council's new strategy dealing with low level enviro crime. A series of Environmental Action days took place which involved departments across the Council working together to target areas known to have a problem. These are now taking place on a quarterly basis and will hopefully demonstrate Council's commitment towards dealing with enviro crime. In addition to this initiative there were three successful flytipping prosecutions.

10.5.2 There were four notices served under the Environmental Protection Act for statutory nuisance, mainly domestic noise issues and a further two notices were served for construction noise (building sites).

10.6 Private Sector Housing

10.6.1 Following a prosecution of a landlord the Council issued Final Management Orders (FMO's) on two Houses in Multiple Occupation (HMO's). All safety hazards have been removed and the properties now comply with the requirements of the Housing Act and fire regulations. The Council now manage the tenancies and also maintain the properties and remedy any defects so that these houses continue to be fit for habitation.

10.6.2 Four other Housing Act notices were served on HMO's during this period.

10.7 Sustainability

10.7.1 The Council was awarded ISO14001:2004 certification which covers the Environmental Management System (Civic Centre, Tring Victoria Hall, Berkhamstead Civic Centre, the Depot, adventure playgrounds and Cemeteries).

10.7.2 During the year there was an EMS presentation to Overview & Scrutiny Committee with a particular focus on Energy Management. There was a further briefing to members on the new recently introduced ISO 14001:2015 standard.

10.7.3 Action was undertaken to identify water leaks across the Council's assets and to stop these leaks and save the Council money in the long term. A number of additional water meters have been installed in various properties owned by the Council which will help to identify further leaks.

10.8 Environmental Health Policies

- 10.8.1 The Council's Enforcement Policy was approved by Cabinet in September. The Enforcement Policy sets out the principles of good enforcement that all enforcement officers should apply when determining statutory compliance and taking action. In particular all action has to be proportionate, transparent, accountable, risk- based and should not impose unnecessary burdens on business.

Measure	Owner & Updater	Mar 2015 Result	Trend	Dec 2015 Result	Trend	Mar 2016 Result	Sign Off	Comments
Dacorum								
HS01 - All reported accidents/incidents (Including those required to be reported to the HSE)	Chris Troy Paul O'Day	No Data Info Only		7 Info Only		16 Info Only		Updater Total accidents 16 4 Riddors (1 in Jan, 2 in Feb, 1 in March) 12 Non Riddor (2 in Jan, 8 in Feb and 2 in March) Vehicle accident data (for info only) has only been provided for March which had 6 (3 of which were reversing accidents)
REG02 - Percentage of high risk (A-C) food inspections/interventions achieved within the quarter	Chris Troy Emma Walker	100% (226/226) Target: 95		97.78% (44/45) Target: 95		97.5% (39/40) Target: 95		Owner A-C inspection target achieved for 2015/16.

Key Actions



OPERATIONAL RISK REGISTER

March 2016



3) Neighbourhood Delivery - David Austin

ND_E05 Response to EH Emergencies

Category: Health and Safety	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Cllr Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	5	15 Red	3 Likely	3 High	9 Amber
Consequences		Current Controls		Assurance	
<p>Failure to respond to a serious EH/PH Incident involving death, harm or injury (or potential to cause these) could have catastrophic consequences to individuals , communities, businesses and the environment. An outbreak of infectious disease for example could spread further unmitigated. Chemical hazards left uncontrolled in the environment could continue to expose individuals to explosion, fire and chemical burns. A biological hazard such as legionella has potential to cause a serious health hazard if uncontrolled.</p>		<p>Ensure there is sufficient resilience and expertise in Regulatory Services to manage an incident and control the risks. Training carried out on a regular basis which covers roles and responsibilities.</p> <p>There are arrangements in place for other LA's to provide cover in emergency. Any incident would be managed by TL or GM.</p>		<p>Mass casualty /CBRN incidents would be covered by Centralised emergency plans.</p> <p>Local emergency plans tested on an annual basis. LA outbreak plans peer reviewed.</p>	
Sign Off and Comments					
<p>Sign Off Complete</p> <p>There are no significant changes to this risk in this quarter.</p>					

OPERATIONAL RISK REGISTER

March 2016



ND_E01 General enforcement

Category: Technical/Operational	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Cllr Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
2 Unlikely	3 High	6 Amber	2 Unlikely	2 Medium	4 Green
Consequences		Current Controls		Assurance	
Lack of resource for Enforcement could result in a failure to meet statutory duties imposed by central government. This could result in Legal action, poor reputation and most likely put the public at risk in terms of their health or safety. Failure to employ officers of sufficient calibre or monitor competence could also have similar consequences.		Resources maintained to a level which will achieve statutory inspection targets and respond to any complaints in a timely fashion. Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. There are arrangements in place for other LA's to provide cover in emergency.		Annual Inspection reports to FSA. Performance published on FSA website All officers required to do CPD. All EH Targets reported quarterly at H&C Overview & Scrutiny Committee and any resource issues identified. Service Plans identify key priorities and emerging issues. All enforcement actions are taken in accordance with the Councils Enforcement Policy which has been reviewed and approved by Cabinet.	
Sign Off and Comments					
Sign Off Complete					
There are two EHO vacancies but interim cover via agency staff has been arranged to ensure continuity of enforcement.					

ND_E02 Direct enforcement action

Category: Technical/Operational	Corporate Priority: Health & Safety	Risk Owner: David Austin	Portfolio Holder: Cllr Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
2 Unlikely	4 Severe	8 Amber	2 Unlikely	3 High	6 Amber

OPERATIONAL RISK REGISTER

March 2016



Consequences	Current Controls	Assurance
Direct enforcement action resulting in closure of businesses, curtailment of commercial operations or sanctions against individuals. Immediate enforcement action is taken in response to serious contraventions of EH or PH legislation and the impact on businesses and individuals can be far reaching. The types of enforcement action include closure of premises (residential or commercial), works in default, prohibition of processes and sanctions against individuals. The consequences of getting this wrong is very serious and could result in compensation claims as well as legal action against DBC	Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. Enforcement protocols followed and any direct action is overseen by a team leader/GM. In many cases the Ass Director will also be advised.	All enforcement action is taken in accordance with the Councils Enforcement Policy and corresponding regulators code.

Sign Off and Comments

Sign Off Complete

No changes to this risk in this quarter.

ND_E03 Primary Authority

Category: Financial	Corporate Priority:	Risk Owner: David Austin	Portfolio Holder: Cllr Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
2 Unlikely	4 Severe	8 Amber	2 Unlikely	3 High	6 Amber
Consequences	Current Controls		Assurance		
DBC has a number of Primary Authority Partnerships and the income from these partnerships pay for the salaries	Ensure that full cost recovery is achieved at the beginning when contracts are agreed and throughout		PA budgets are reviewed on a monthly basis and with the larger companies such as Tesco's there is an annual		

OPERATIONAL RISK REGISTER

March 2016



of the specialist EHO's. If any of the larger companies suddenly terminated their contract this would result in an immediate deficit in funding. There is also a risk that failure to give the correct technical advice could have far reaching implications nationally and could result in legal action against DBC. There would also be legal implications if we blocked an enforcement action by one of the enforcing Authorities and a challenge was upheld.	the term of the partnership. Ensure that officers employed by DBC have the required level of competence commensurate with their level of responsibility. If specialist officers left the authority other officers in the team could take over duties on a temporary basis.	assessment of performance and key objectives.
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Sign Off and Comments

Sign Off Complete

There is an ongoing potential conflict between the enforcement and partnership role with one of our primary authorities so the risk for this quarter has been adjusted accordingly.

NG1 E04 Pest Control

Category: Reputational	Corporate Priority: Safe and Clean Environment	Risk Owner: David Austin	Portfolio Holder: Cllr Janice Marshall	Tolerance: Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	4 Severe	12 Red	2 Unlikely	2 Medium	4 Green
Consequences		Current Controls		Assurance	
Failure to honour contracts or provide effective treatments could result in a loss of income and loss of reputation. The incorrect use of pesticides could result in harm to the public and non-target species and could result in compensation claims against the Council.		Ensure that pest control officers employed by DBC have undergone appropriate training. All PCO's have successfully completed the BPCA course and are familiar with the correct use of pesticides and other eradication techniques. COSHH risk assessments are carried out.		A log of training is maintained by the Team Leader. COSHH risk assessments are reviewed on an annual basis.	

Sign Off and Comments

OPERATIONAL RISK REGISTER

March 2016



Sign Off Complete

There are no changes to the risks for this quarter.



AGENDA ITEM: SUMMARY

Report for:	Strategic Planning & Environment Overview & Scrutiny Committee
Date of meeting:	14/6/2016
PART:	1
If Part II, reason:	

Title of report:	Presentation on the work of Regulatory services (Environmental Health)
Contact:	Cllr Janice Marshall, Portfolio Holder for Environmental, Sustainability and Regulatory Services. Author/Responsible Officers: Chris Troy, Group Manager, Regulatory Services Dave Austin, Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with an understanding of the work carried out by Regulatory Services, in particular the scope of the Environmental Health function.
Recommendations:	To give some background to Regulatory Services Quarterly Performance reports and help members understand the areas of responsibility in more detail.
Corporate objectives:	Dacorum Delivers
Implications:	None
Risk Implications	None
Equalities Implications	None
Health And Safety Implications	None.
Consultees:	N/A
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	N/A

1. Background

- 1.1 For the purpose of the presentation, 'Regulatory Services' includes the following services:

- Environmental Health (Food Safety, Health and Safety, Statutory Nuisances, Contaminated Land, Drainage, Private Water Supplies, Infectious Diseases, Air Quality Management)
- Private Sector Housing (HMOs, Illegal Eviction, Private Sector Landlord Issues, Improvement Grants, Disabled Facilities Grants, etc)
- Public Health
- Corporate Health and Safety
- Home Energy Conservation
- Pest Control
- Stray Dogs / Dog Warden Services
- Environmental Enforcement and High Hedges
- Emergency and Business Continuity Planning
- Street Trading
- Sustainability

STRATEGIC PLANNING & ENVIRONMENT Overview & Scrutiny Committee: Work Programme 2016/17

Scrutiny making a positive difference: Member led and independent, Overview & Scrutiny Committee promote service improvements, influence policy development & hold Executive to account for the benefit of the Community of Dacorum.

Meeting Date:	Report Deadline	Items:	Type:	Contact details:	Background information	Outcome of Discussion
14 June 2016	03 June 2016	Provisional Outturn 2016/17 Environmental Services Q4 Performance report Planning Development & Regeneration Q4 Performance Report Regulatory Services Q4 Performance Report Environmental Health Presentation	PM	David Skinner Richard Baker Dave Austin Craig Thorpe James Doe Chris Troy Chris Troy		
19 July 2016	08 July 2016	LA 5 EMS Update Report		James Doe Nicola Turvey		

Meeting Date:	Report Deadline	Items:	Type:	Contact details:	Background information	Outcome of Discussion
<p>13 September 2016</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 40</p>	<p>02 September 2016</p>	<p>Provisional Outturn Q1</p> <p>Environmental Services Q1 Performance report</p> <p>Planning Development & Regeneration Q1 Performance Report</p> <p>Regulatory Services Q4 Performance Report</p> <p>Air Quality</p>	<p>PM</p>	<p>David Skinner Richard Baker</p> <p>Dave Austin Craig Thorpe</p> <p>James Doe</p> <p>Chris Troy</p> <p>Chris Troy</p>		
<p>21 September (EXTRA MEETING SUBJECT TO APPROVAL AT FULL COUNCIL)</p>	<p>12 September</p>	<p>Economic Development Update</p> <p>Two Waters Update</p> <p>Water policy?</p>		<p>James Doe</p> <p>James Doe</p> <p>James Doe</p>		
<p>11 October 2016</p>	<p>30 September 2016</p>	<p>Housing and Planning Act Implications</p> <p>Tourism Service Update</p> <p>HHTC Update</p>		<p>James Doe</p> <p>James Doe</p> <p>James Doe</p>		

Meeting Date:	Report Deadline	Items:	Type:	Contact details:	Background information	Outcome of Discussion
22 November 2016	11 November 2016	Provisional Outturn Q2 Environmental Services Q2 Performance reports Planning, Development & Regeneration Q2 Performance Reports Regulatory Services Q2 Performance Report Waste Service Update	PM	David Skinner/Richard Baker Dave Austin/ Craig Thorpe James Doe Chris Troy David Austin		
Joint Budget 6 December 2016	25 November 2016	Joint Budget OSC Budget 2017-2018 <i>Ideally no further items to be added</i>		James Deane		
11 January 2017	30 December 2016	New Local Plan Review Review of Regeneration projects Development Management Efficiencies		James Doe James Doe James Doe/Sara Whelan		

Meeting Date:	Report Deadline	Items:	Type:	Contact details:	Background information	Outcome of Discussion
Joint Budget 7 February 2017	24 January 2017	Joint Budget 2017-2018 <i>Ideally no further items to be added</i>		James Deane		
14 March 2017	3 March 2017	Provisional Outturn Q3 Environmental Services Q3 Performance Reports Planning, Development & Regeneration Q3 Performance Reports Regulatory Services Q3 Performance Report CSG		David Skinner/ Richard Baker Dave Austin/ Craig Thorpe James Doe Chris Troy David Austin		