



Overview Scrutiny Committee

Thursday, 19 September 2019

Dear Councillor

You are advised that the attached documents form part of the main agenda papers for this meeting.

Please ensure you bring them with you to the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Walsh', written in a cursive style.

S Walsh
Service Manager (Communities)

List of documents attached

6. Scrutiny Reviews - Draft Terms of Reference

(Pages 3 - 12)

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Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Overview Scrutiny Committee

Date: 19 September 2019

Reporting officer: Chris Wakeford, Committee Services Officer (Scrutiny)

Subject: Scrutiny Topic Reviews

Purpose and summary of report:

Members of the Committee are invited to consider the terms of reference for the two Scrutiny reviews selected by the Committee:

- Review of Street Cleanliness, littering, and Fly-tipping throughout the Borough
- Review of Gravesham Borough Council's Maritime Strategy

Recommendations:

1. That the Committee consider the terms of reference for each review, provide any comments / amendments and agree a final version.
2. That the Committee decide the composition of the review sub-groups
3. That the Committee consider the timescales and resources for the chosen reviews
4. That the Committee note the rationale behind the GBC Management Team's assessment on the deliverability of the original six proposed topic reviews, as detailed in paragraph 3.1 of the report.

Background

- 1.1 As per Annex 2.5 of the council's Constitution, the Overview Scrutiny Committee is required to "...establish and maintain a continuing programme of Topic Reviews".
- 1.2 On 11 July 2019 the Committee agreed the following:
 - The Committee conduct a review of Fly-tipping / Littering in the Borough
 - The Committee conduct a review of GBC's Maritime Strategy
 - Cllr Steve Thompson will Chair the review of Fly-tipping / Littering in the Borough with the remaining members of the sub-group to be confirmed at the next meeting of the Committee in September.
 - Cllr Jordan Meade will Chair the review of GBC's Maritime Strategy with the remaining members of the sub-group to be confirmed at the next meeting of the Committee in September.
 - Both reviews to run concurrently and be completed by March 2020.

- The terms of reference be discussed / devised with relevant officers in July / August ready to come back to the Committee for agreement in September with the relevant Director(s) / officer(s) being invited to attend to answer questions.
- The Committee requested that a report on the rationale behind the GBC Management Team's assessment on the deliverability of the six proposed topic reviews be submitted to the next meeting in September with the relevant Director(s) / officer(s) being invited to attend to answer questions.

2. Terms of Reference

- 2.1 Members of the Committee are invited to consider, comment, amend (if necessary) and agree the Terms of Reference for the two reviews as attached at Appendix 2 and Appendix 3.

3. GBC's Management Team's assessment on the deliverability of the original six proposed topic reviews

- 3.1 In July 2019 GBC's Management Team considered the following six topic reviews that were put forward by the Overview Scrutiny Committee:
- **Review of Access to Health Services in Gravesham.**
Management Team view:
Management Team is aware that Gravesham residents have raised this topic as a matter of concern. Management Team is also aware that there will be a significant number of GP retirements in coming years and the ability to attract new GP's into the area is also a concern.
 - **Review of Planning Conservation Guidance.**
 - **Review of Open Spaces/ village greens and GBC's guidance / policies in this area.**
Management Team view:
Management Team felt that both of these areas would be covered during the review of the Local Plan and to have a review being conducted in two different places was not an appropriate way forward.
 - **Review of GBC's Maritime Strategy.**
Management Team view:
Management Team knows the river is one of the town's most important assets and this view is held by both the Council and Gravesham residents. There have been significant changes to the local geography in proximity to the river and now is a good time to explore this area and seek to increase river access and usage.
 - **Review of the Town Centre / Asset based regeneration of the High Street.**
Management Team view:
Planning applications have either come forward or are expected to come forward that are aimed at significant regeneration of the town centre and the appropriate place for those to be considered is at the Regulatory Board (Planning) as part of the planning process.

- **Review of Fly-tipping / Littering in the Borough.**

Management Team view:

Management Team is conscious that this is a high profile area of activity. There are several pieces of work involving corporate working groups that are ongoing and Management Team feel that this review would tie in nicely with existing projects.

Management Team concluded that the following three topics were considered deliverable, due to the reasons stated above:

- Review of Access to Health Services in Gravesham
- Review of GBC's Maritime Strategy
- Review of Fly-tipping / Littering in the Borough

4. BACKGROUND PAPERS

- 4.1 Anyone wishing to inspect background papers should, in the first place, be directed to Committee Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	None identified at this stage.
Finance and Value for Money	To be confirmed once the terms of reference have been agreed but it is envisaged that the topic recommendations will be value for money for the Borough.
Risk Assessment	To be confirmed / assessed once the terms of reference have been agreed.
Equality Impact Assessment	Screening for Equality Impacts
	Question
	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p>No</p>
	<p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>N/A</p>
Corporate Plan	<p><i>Strategic Objective 1 - Safer Gravesham</i></p> <ul style="list-style-type: none"> - Deliver on our 'green agenda' by increasing the levels of recycling and reducing the amount of residual household waste Generate service efficiencies to maintain weekly, effective rubbish collections. - Deliver a quality built and green environment; keeping streets clean and maintaining a high standard of local horticulture - Use all available powers to pursue anyone damaging the health of the local environment (e.g. dog fouling, littering, fly-tipping etc). <p><i>Strategic Objective 2 - Stronger Gravesham</i></p> <ul style="list-style-type: none"> - Promote Gravesham's cultural and heritage offer, through initiatives such as helping to raise funds to bring back a museum in Gravesend - Deliver an improved leisure offer; activities and facilities that increase sporting participation rates and address local health inequalities.
Crime and Disorder	To be confirmed / assessed once the terms of reference have been agreed.
Digital and website	To be confirmed / assessed once the terms of reference have been agreed.

implications	
Safeguarding children and vulnerable adults	To be confirmed / asessed once the terms of reference have been agreed.

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Overview Scrutiny Committee – Topic Review Terms of Reference

- **Review of Street Cleanliness, littering, and Fly-tipping throughout the Borough**
- **September 2019**

1. Membership of the review sub-group

1.1 The political representation on the sub-group will be as follows:

- | | | |
|-------|---|-----|
| 1.1.1 | Councillor Steve Thompson, Chair of the sub-group | (L) |
| 1.1.2 | TBC | () |
| 1.1.3 | TBC | () |
| 1.1.4 | TBC | () |
| 1.1.5 | TBC | () |

1.2 The sub-group will be supported in their activities by the Committee Services Team.

1.3 Additional support will be provided, specific to the review, as required from officers across the council.

2 Work plan of the sub-group

2.1 Overall aim of the review: Cleaner Streets

The sub-group will look at the following areas:

2.1.1 WORKSTREAM 1 – EDUCATION, PREVENTION & COMMUNICATION

- How do we get the small minority who fly-tip, leave rubbish out etc. to have pride in the Borough?
- What campaigns should be in place and who will lead?
- How do ward members get involved?
- How do we encourage more community involvement?

2.1.2 WORKSTREAM 2 – DETECTION & ENFORCEMENT

- How do we investigate and detect who has dumped rubbish – current practice?
- Get the message out about GBC prosecutions for littering etc - name and shame
- Digital solutions for the workforce
- Review current enforcement?
- Who should lead on enforcement?



2.1.3 WORKSTREAM 3 – REMOVAL & CLEANSING

- Operatives and workforce:
 - Are the teams told how important they are on a consistent basis?
 - How do we engage the workforce? (listen and learn from them)
 - Do the relevant teams pick up rubbish that they see on their way to a scheduled job?
 - Need to change the public's view on how they view council staff / workforce videos on what the workforce do on a daily basis.

- Relationship between GBC and KCC:
 - Can we negotiate with KCC; when we find rubbish we will deal with it and invoice KCC (and vice versa)
 - Relationship and interconnection between all agencies: Police, KCC, Parish etc. an umbrella group on street cleanliness?
 - Review current working practices – hours/days covered
 - Review equipment that operatives are using, both hand held and mechanical – is it fit for purpose?
 - Review of types of bins and emptying schedule
 - Review if large containers should be placed in areas which have a number of flats (conversions) and houses in multiple occupations

2.1.4 WORKSTREAM 4 – QUALITY ASSURANCE / QUALITY CONTROL

- Quality control: How can we make sure we find out about an incident of fly-tipping ASAP?
- How report fly-tipping: specific telephone line, App, digitalisation
- Quality assurance: compare when fly-tipping reported to how efficiently the item(s) are removed.
- How do we constantly check on the quality of the work being carried in the Borough and levels of satisfaction?

2.2 As per the Scrutiny Procedure Rules (Annex 2.5 of the Constitution), the Committee will be informed of the response to any recommendations to cabinet, at the next available meeting following the Cabinet discussion.

3 Timeframe for activities

3.1 An initial timeframe for completion of the topic review of six months has been agreed (March 2020) although Members have agreed that ensuring the review is thorough and robust is critical and therefore, should the review need to go past this deadline, this will be acceptable.

3.2 Six months after the topic review is considered, an agenda item will be listed for the next available Overview Scrutiny Committee to receive a report on actions completed, their outcomes and the status of actions in progress.



Overview Scrutiny Committee – Topic Review Terms of Reference

– Review of Gravesham Borough Council’s Maritime Strategy

– September 2019

1. Membership of the review sub-group

1.1 The political representation on the sub-group will be as follows:

- | | | |
|-------|---|-----|
| 1.1.1 | Councillor Jordan Meade, Chair of the sub-group | (C) |
| 1.1.2 | TBC | () |
| 1.1.3 | TBC | () |
| 1.1.4 | TBC | () |
| 1.1.5 | TBC | () |

1.2 Co-opted Representatives (at the discretion of the Chair).

1.3 Whilst the Portfolio Holders and any other Member of the Executive cannot legally be a member of the sub-committee, they may be invited to the meetings when appropriate by the Chair.

1.4 The Chair may, from time to time, invite individuals, companies and organisations to contribute towards the work of the Committee.

1.5 The sub-group will be supported in their activities by the Committee Services Team.

1.6 Additional support will be provided, specific to the review, as required from officers across the council.

2 Work plan of the sub-group

2.1 The sub-group will look at the following areas

- 2.1.1 To undertake a review of how the Council promotes Gravesham as a riparian borough.
- 2.1.2 To further explore how the borough can capitalise on the River Thames as a driver for economic development.
- 2.1.3 To evaluate the effectiveness and review the delivery of the Council’s existing Thames-based partnerships and scope out the potential for the creation of additional partnerships.
- 2.1.4 In the context of planning, explore how access to the River Thames can be improved for both recreational and commercial purposes.



Appendix 3

- 2.1.5** To appraise existing infrastructure and how new developments can support riverside regeneration.
- 2.1.6** To find greater opportunities for young people and the wider community to utilise Gravesham's river assets.
- 2.1.7** To enable the Portfolio Holder and Senior Officers to brief and consult on any proposed policy and procedural changes that might affect the Council's Tourism and Planning Strategies in relation to The River Thames.

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