

DRAFT

Template Scoping Document

<u>Environment & Economy Select Committee</u>	
<u>Scrutiny Review Title:</u>	Scrutiny of Waste & Recycling – Flat Block Recycling
<u>Background issues</u> to review – rationale for scrutinising this issue:	Members considered a presentation on the Stevenage's Waste & Recycling Service at a meeting of the E&E Select Committee on 27 February 2025, and the Committee agreed at its meeting on 14 January 2025 to include this theme in the Committee's Work Programme for 2025-26.
Is this issue covered by Corporate Plans?	Yes, this is a core strand of the Council's Corporate Plan – Future Town Future Council – Clean, Green, Safe and Thriving Town
<u>Focus of the review:</u> (State what the review focus will be)	<p>The Committee held a session on Stevenage's Waste & Recycling Service at the Committee's meeting on 27 February 2025. Following this session Members agreed that there should be a focus on:</p> <ul style="list-style-type: none">• flat blocks• recycling bring banks• communications• recycling rates
<u>Timing issues:</u> Are there any timing constraints to when the review can be carried out?	
The Committee will meet on (provide <u>dates</u> if known):	<p>Dates: Day/Month/Time/Venue</p> <ul style="list-style-type: none">• 11 June 2025 – Draft Scoping Document considered by the Committee.• 8 July – Presentation to the Committee by SDS officers• 14 July or 21 July – Site visits to flat blocks and bring site.

	<ul style="list-style-type: none"> • W/C 8 September – An opportunity for Committee members to visit the depot and take part in a ride-a-long with the front-line teams. • September / October – witness interview(s) - TBC • November – Final witness interviews/Draft Report & Recommendations - (either 3 or 11 Nov) • December – Final Report & Recommendations - (either 9 or 11 Dec)
<u>SBC Leads</u> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> • <i>Cllr Rob Broom, Portfolio Holder, Environment</i> • <i>Steve Dupoy, AD Stevenage Direct Services</i> • <i>Kris White, Stevenage Direct Operations Manager</i> • <i>Colin Littlechild – Assistant Operations Manager</i> • <i>Claire Nicholls – Project Manager – Waste</i> • <i>Claire Murrell - Environmental Development Officer</i>
Any <u>other witnesses</u> (external persons/critical friend)?:	<p>To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers as witnesses and evidence base:</i></p> <ul style="list-style-type: none"> • <i>An officer from a neighbouring authority who are a social housing stock holding authority and has experience of introducing recycling in flat blocks.</i>
<u>Allocation of lead Members</u> on specific individual issues/questions: Any other Questions Members wish to cover:	<p>To be identified by the Committee at the scoping meeting.</p> <p>Members will undertake their own desktop and fact-finding research and ask questions on the following areas (list the issues to address during the interviews):</p> <p><i>To be identified</i></p>
<u>Site visits and evidence gathering in the Community</u>	A site visit is arranged for July and September – details to follow.
<u>Equalities and Diversity issues:</u>	It was agreed that the review would address equalities and diversity issues directly in the review.

<p>The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p><u>Equalities & Diversity Issues</u> – Are there any E&D issues to consider in this review? –</p> <p>The review should consider what equality and diversity issues there could be regarding accessing refuse & recycling services including age, disability (special collection services).</p>
<p><u>Constraints</u> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>	<p><i>To be identified by the Committee at the scoping meeting</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</p>
<p><u>Background Documents/data</u> that can be provided to the review</p>	<p><i>As identified by the Committee at the draft scoping meeting:</i> Evidence requested:</p>
<p><u>Agreed Milestones and review sign off</u> -To be agreed by Members and officers</p>	<p><i>Formal response from Cabinet Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: Date Cabinet Portfolio responses are expected (dependent on the final report & executive portfolio response template publishing date): DD MM YY</i></p> <p><i>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY</i> (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)</p>