

# DRAFT

## Template Scoping Document

<b><u>Environment &amp; Economy Select Committee</u></b>	
<b><u>Scrutiny Review Title:</u></b>	<b>Scrutiny of Waste &amp; Recycling – Flat Block Recycling</b>
<b><u>Background issues</u></b> 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
<b><u>Focus of the review:</u></b> (State what the review focus will be)	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: <ul style="list-style-type: none"><li>• flat blocks</li><li>• recycling bring banks</li><li>• communications</li><li>• recycling rates</li></ul>
<b><u>Timing issues:</u></b> Are there any timing constraints to when the review can be carried out?	
The Committee will meet on (provide <b><u>dates</u></b> if known):	Dates: Day/Month/Time/Venue <ul style="list-style-type: none"><li>• 11 June 2025 – Draft Scoping Document considered by the Committee.</li><li>• 8 July – Presentation to the Committee by SDS officers</li><li>• 14 July or 21 July – Site visits to flat blocks and bring site.</li></ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• September / October – witness interview(s) - TBC</li> <li>• November – Final witness interviews/Draft Report &amp; Recommendations - (either 3 or 11 Nov)</li> <li>• December – Final Report &amp; Recommendations - (either 9 or 11 Dec)</li> </ul>
<p><b>SBC Leads</b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> <li>• <i>Cllr Rob Broom, Portfolio Holder, Environment</i></li> <li>• <i>Steve Dupoy, AD Stevenage Direct Services</i></li> <li>• <i>Kris White, Stevenage Direct Operations Manager</i></li> <li>• <i>Colin Littlechild – Assistant Operations Manager</i></li> <li>• <i>Claire Nicholls – Project Manager – Waste</i></li> <li>• <i>Claire Murrell - Environmental Development Officer</i></li> </ul>
<p>Any <b>other witnesses</b> (external persons/critical friend)?:</p>	<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"> <li>• <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></li> </ul>
<p><b>Allocation of lead Members</b> on specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<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>
<p><b>Site visits and evidence gathering in the Community</b></p>	<p>A site visit is arranged for July and September – details to follow.</p>
<p><b>Equalities and Diversity issues:</b></p>	<p>It was agreed that the review would address equalities and diversity issues directly in the review.</p>

<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 &amp; Diversity Issues</u> – Are there any E&amp;D issues to consider in this review? –</p> <p>The review should consider what equality and diversity issues there could be regarding accessing refuse &amp; recycling services including age, disability (special collection services).</p>
<p><b>Constraints</b> (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><b>Background Documents/data</b> 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><b>Agreed Milestones and review sign off</b> -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: <b>Date Cabinet Portfolio responses are expected</b> (dependent on the final report &amp; executive portfolio response template publishing date): DD MM YY</i></p> <p><b>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY</b> (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>