

# DRAFT

## Template Scoping Document

<b><u>Environment &amp; Economy Select Committee</u></b>	
<b><u>Scrutiny Review Title:</u></b>	<b>Scrutiny of Fly-tipping</b>
<b><u>Background issues</u></b> to review – rationale for scrutinising this issue:	The Committee agreed at its meeting on 19 March 2026 to include this item as it's main review item for the Committee's Work Programme for 2026-27.
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)	<ul style="list-style-type: none"><li>• The standard definition of fly-tipping</li><li>• Comparative national data – Hertfordshire data – Similar sized authority</li><li>• Site visit(s) to known hotspots</li><li>• Fly-tipping by rogue builders/private DIY waste</li><li>• Fly-tipping around SBC Social Housing and on Council land</li><li>• Fly-tipping on private land</li><li>• Fly-tipping at bring bank sites</li><li>• Identification and definition of 'hot spots'</li><li>• Processes for reporting, investigating and clearing fly tipping</li><li>• Reference abandoned vehicles</li><li>• Tools to tackle it; including education, behaviour change, enforcement powers, communication campaigns and signposting to other services e.g. HCC's Household Waste Recycling Centre, SBC bulky waste service and furniture re-use schemes</li><li>• Identify authorities that are recognised as high performers in tackling fly tipping</li></ul>
<b><u>Timing issues:</u></b> Are there any timing constraints to	

<p>when the review can be carried out?</p> <p>The Committee will meet on (provide <b>dates</b> if known):</p>	<p>Dates: Day/Month/Time/Venue</p> <ul style="list-style-type: none"> <li>• 15 June 2026 – Draft Scoping Document considered by the Committee.</li> <li>• 14 July – Presentation to the Committee by officers</li> <li>• xx July or xx July – Site visits to fly-tipping blight spots. – <b>Possible visit Welwyn Hatfield to view their operations</b></li> <li>• September / October – witness interview(s) - TBC</li> <li>• November – Final witness interviews/Draft Report &amp; Recommendations - (either x or x Nov)</li> <li>• December – Final Report &amp; Recommendations - (either x or x 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 Nazmin Chowdhury, Portfolio Holder, Stronger Communities</i></li> <li>• <i>Cllr Rob Broom, Portfolio Holder, Environment, Transport &amp; Planning</i></li> <li>• <i>Kerry Clifford, Director – Housing &amp; Neighbourhoods</i></li> <li>• <i>Steve Dupoy, Director – Environment &amp; Leisure</i></li> <li>• <i>Catherine Davies, Senior Community Safety &amp; Partnership Officer</i></li> <li>• <i>Sarah Pateman, Head of Community Advice &amp; Support</i></li> <li>• <i>Jess Warren, Senior Anti-Social Behaviour Officer</i></li> <li>• <i>Kris White, Head of Environmental Operations</i></li> <li>• <i>Claire Murrell, Environmental Policy, Strategy and Projects 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 high performing authority who could describe their methodology of dealing with fly-tipping (Welwyn Hatfield have been suggested as a good exemplar).</i></li> </ul>

<p><b><u>Allocation of lead Members</u></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 – Possible that Members could log their use of the Report it App via Members YourSay reporting system</i></p>
<p><b><u>Site visits and evidence gathering in the Community</u></b></p>	<p>A site visit is arranged for July and September – details to follow.</p>
<p><b><u>Equalities and Diversity issues:</u></b> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p>It was agreed that the review would address equalities and diversity issues directly in the review.</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 for use of bulky waste removal service – is it being used or are there cases of fly-tipping?</p>
<p><b><u>Constraints</u></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><u>Background Documents/data</u></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><u>Agreed Milestones and review sign off</u></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</p>

*a Committee meeting to agree the final sign off of the review recommendations)*