

Shared Services Joint Committee

Report by Gail Macfarlane, Shared Head of Service

11 December 2020

Subject: Fleet, Waste & Grounds Update

1. Purpose

- 1.1** The purpose of this report is to update the committee on the implementation of the Fleet, Waste and Grounds collaborative management model and the widening of the remit of the Roads & Transportation Shared Service to include Environmental Services.

2. Recommendations

- 2.1** In line with Standing Order 8(g) members from Inverclyde and West Dunbartonshire Councils are allowed to vote on decisions relating to this report.
- 2.2** It is recommended that the Committee note the contents of the report.

3. Background

- 3.1** At the Joint Committee held on the 12 May 2019 a report was considered in relation to the development of a business case for the implementation of a collaborative management model for Fleet, Waste and Grounds Services.
- 3.2** Officers continue to work with other councils and partners to consider and appraise opportunities for joint working and collaboration which support continued delivery strategic priorities and best value services to communities.
- 3.3** This report provides an update on progress in developing, implementing and delivering the Roads and Environmental Shared Service.

4. Main Issues

4.1 Fleet, Waste and Grounds Service

A business case was developed to determine opportunities in relation to widening the remit of the Shared Head of Service – Roads & Transportation to include Fleet, Waste and Grounds. The following activities were reviewed within the business case:

- **The Fleet and Transport Service** - procures, manages, maintains and arranges the end of life disposal of the Council's vehicle fleet and manages & operates the transportation service for the Health and Social Care Partnership and the Council's Educational Services Department;

- **The Waste Service** - manages the general waste and recycling collections from all households in the Council area, in-house operations and registered commercial waste users. This amounts to the collection of bins from a total of 45,000 households; and
- **The Grounds Service** - operates the Council's grounds maintenance, street cleaning and burial and cremation services.

4.2 The development of the business case included the following:

- Baseline data collation;
- Strategy and policy review;
- Options appraisal;
- Review of resources; and
- Operational service delivery review.

The purpose of the baseline review is to determine the most appropriate operational model which delivers an efficient and resilient collaborative management model across both councils.

4.3 The business case identified the opportunity for the Shared Head of Service – Roads & Transportation to assume responsibility for Fleet, Waste and Grounds Services for both West Dunbartonshire and Inverclyde Councils with the appointment of a Shared Fleet and Waste Manager.

Actions were undertaken as follows:

October 19	Management assumed for the Fleet, Waste and Grounds Services within West Dunbartonshire Council
Feb 20	Council/Committee approval to proceed
April 20	Management assumed for the Fleet, Waste and Grounds Services within Inverclyde Council
April 20	Shared Fleet and Waste Manager commenced.

4.4 Following commencement of the Shared Manager – Fleet & Waste work has been undertaken to explore and deliver the following:

- Alignment of standards, working practices and policies across both Councils
- Develop strategies in collaboration
- Increase skill base & career opportunities
- Share skills & knowledge
- Explore joint procurement exercises

- 4.5** The Service Plans for both Councils have been developed and presented to Council for consideration and approval. A copy of each has been attached for information.
- 4.6** The Roads and Environmental Shared Service has been engaged in responding to the COVID19 pandemic response and recovery planning. Following the move to lockdown in March both councils commenced essential operational service delivery. Recovery planning has been aligned to the Scottish Government routemap.

Examples of the activities are given below:

- Review of all risk assessments to ensure social distancing measures are reflected
- Continuation of essential services ie residual waste collections and emergency road repairs (category 1)
- Recommencement of recycling and green waste collections
- Recommencement of street sweeping and litter picking
- Phased recommencement of category 2 & 3 defect repairs and carriageway & footway resurfacing programmes
- Management and delivery of the reopening of 4 Civic Waste Amenity Sites (2 within West Dunbartonshire and 2 within Inverclyde)

In addition the Service is a member of the following regional recovery groups:

City Region Winter Resilience Mutual Aid
National Park Recovery Group
Glasgow Regional Transport Recovery Group

5. Options Appraisal

- 5.1** There is no options appraisal required with this report.

6. People Implications

- 6.1** The commencement of a Shared Fleet & Waste Manager provides a headcount reduction of 0.5 FTE for both Inverclyde and West Dunbartonshire Councils. The 1FTE reduction is a vacant post due to retirement of the previous postholder.

7. Financial and Procurement Implications

- 7.1** The commencement of a Shared Fleet & Waste Manager provides a financial saving of 0.5 FTE for both Inverclyde and West Dunbartonshire Councils.

8. Risk Analysis

- 8.1** There is no requirement to undertake a risk analysis at this time.

9. Equalities Impact Assessment (EIA)

- 9.1** An EIA is not required for this report.

10. Environmental Sustainability

10.1 There are no environmental implications with this report.

11. Consultation

11.1 Consultation is not required with this report.

12. Strategic Assessment

12.1 Joint working supports the delivery of Council's strategic priorities of the Council.

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