



# MINUTES

## Operational Management Committee

<b>Date:</b>	Tuesday, 11 January 2022
<b>Venue:</b>	Town Hall, St Annes.
<b>Committee Members Present:</b>	Councillor John Kirkham (Acting Chairman) Councillors Mark Bamforth (via remote access), Karen Buckley, Alan Clayton, Chris Dixon, Brian Gill, Paul Hodgson, Michelle Morris, Bobby Rigby, Viv Willder.
<b>Officers Present:</b>	Allan Oldfield, Kathy Winstanley, Andrew Loynd, Marie Percival and Hannah Kirk

### 1. Declarations of Interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members. No interests were declared on this occasion.

### 2. Confirmation of Minutes

RESOLVED: To approve the minutes of the Operational Management Committee meeting held on 9 November 2021 as a correct record for signature by the Chairman.

### 3. Substitute Members

The following substitutions were reported under Council procedure rule 23 (c):

Councillor Karen Buckley for Councillor Roger Small.

### Decision Items

#### 4. Public Convenience Contract for Cleansing and Maintenance

Kathy Winstanley, Head of Environmental Services, introduced a report detailing the options for the cleansing and maintenance of the public conveniences in Fylde, following the conclusion of a 15-year contract with Danfo at the end of March 2022. Whilst local authorities did not have a statutory obligation to provide public conveniences, it was deemed essential as Fylde was a popular tourist destination.

Mrs. Winstanley advised that an open tender procedure was carried out under the Public Contracts Regulations 2015 to put arrangements in place beyond the contract end date. Two compliant bids were received from Danfo Ltd and Healthmatic Ltd and were evaluated via a 6:40 quality-price assessment, seeking the best quality contract

Mrs. Winstanley advised that despite Healthmatic submitting the lowest costing bid at £189,500 per annum, Danfo, submitting a price of £221,043 per annum, was deemed to be a higher quality submission. There was an expectation that the demand would continue to be higher than pre-pandemic levels in the future. It was further advised that provisional outcome letters were circulated on 10<sup>th</sup> December 2021, providing a 10-day standstill period for questions or to seek further clarification on the decision.

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It was highlighted to the committee that there was a £52,543 increase on the current budget for the service of £168,500 for the upcoming financial year. The contract price figure would be fixed for the first two years and increase by CPI annually from 1<sup>st</sup> April 2024. Mrs. Winstanley advised that it would be a 6% increase on the cleaning and maintenance element of the current contract tender. Additional elements in the pricing were £8,300 per annum in respect of maintaining the hydration points once they were installed and £33,356 per annum for programmed improvements and refurbishments.

Mrs. Winstanley advised that coin income from the public conveniences were retained by the council in full and the Danfo tender bid included a commitment for a 12-month replacement programme of all current turn locks to a new push button locking system. This would see a reduction of free access to the facilities and up to a 25% increase in coin income. The current charge in Fylde was 20p via a coin activated locking system, which was introduced at the start of the contract 15 years ago, whilst neighboring authorities had increased their pricing during this period. It was proposed to increase the charge to 50p, if approved at Budget Council, which could see an additional income of over £35,000 per annum, based on the current use of the facilities.

It was advised that Danfo had included a proposal in their submission for a cashless entry system that would further increase the income retained by the council. Mrs. Winstanley advised that this was in the early stages of development and would be subject to member ratification.

Clarification was requested with regards to Danfo's proposal to provide a charitable donation. Mrs Winstanley undertook to provide members with this information.

Members of the committee raised concerns with regards to the increased charge to access the facilities, the increased cost in installing turnstiles, disability access and the procurement methodology. These issues were addressed by Mrs. Winstanley and Andrew Loynd, Technical Support Manager.

The Vice-Chairman (acting as Chairman) proposed that an additional recommendation should be made to refer the decision to the Finance and Democracy Committee for discussion on procurement matters that fall within that committee. Mrs. Winstanley confirmed that the appropriate officer would be in attendance at the meeting to respond to any procurement issues.

It was RESOLVED:

1. To recommend that full council award the retendered Public Convenience contract for cleansing and maintenance to Danfo UK Ltd for a period of 15 years based on the tender submission and evaluation assessment identifying Danfo as the best value for money option.
2. That Full Council approve an unfunded revenue budget increase of £52,543 per annum (plus CPI increases from year 3 onwards) to meet the additional costs of the contract covering the cleansing and maintenance of public conveniences and additional services which include maintenance, inspection of hydration points (£8,300 per annum) as well as programmed improvements and refurbishments (£33,356 per annum).
3. That on an annual basis a report is presented to the Operational Management Committee at the first meeting after the end of each financial year to provide details of the improvements and refurbishments delivered across the service in the previous financial year under the agreed contract.
4. That due to the size of the contract and the impact on the revenue budget, the decision is referred to the next meeting of the Finance and Democracy Committee, prior to full council.

#### 5. Green Waste Collection – Subscription Service Charge Draft Domestic Recycling Policy

The Vice-Chairman (acting as Chairman), Councillor John Kirkham introduced a report which outlined a proposal to increase the green waste subscription service charge from 1<sup>st</sup> April 2022 by £5 per bin per annum. The green waste subscription service was introduced in 2017, following the decision from Lancashire County Council (LCC) as the disposal authority, to end the Cost Sharing Agreement recycling credit payments. Local authorities are under no legal obligation to collect green waste, which gives the option to levy a charge for the collection.

It was advised that the Cost Sharing Agreement totalled £763,000 per annum towards funding the collection of recyclables. In 2021, there were 19,760 subscriptions to the green waste service in Fylde, which resulted in a

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contribution of £592,8000 towards the cost of the service. The operational support costs for 2021/22 are estimated to be £734,774.

It was further advised that Fylde had the second lowest charge for the collection of green waste across Lancashire, at £30 per bin per annum for 25 collections per year. This equated to £1.20 per collection, which had not changed since the introduction of the charge. The Vice-Chairman highlighted that the £5 increase that had been recommended would raise the price per collection to £1.40. At the current subscriber total, the increase would result in a contribution of £691,600 per annum towards the cost of the recycling services.

Concerns were raised with regards to the lack of food waste recycling provisions. Kathy Winstanley, Head of Environmental Services, advised that it was planned to be implemented in the future by LCC, as the disposal authority.

It was RESOLVED to support a recommendation to Full Council to approve a £5 (per bin) increase to the annual charge for the green waste subscription service to contribute towards the increased cost of delivering the service.

#### 6. Budget Setting – Prioritisation of Capital Bids 2022/23

Allan Oldfield, Chief Executive, presented a report regarding the capital bids to be considered and prioritised for inclusion in the Capital Programme for 2022/23. The capital bids under consideration all fall within the Terms of Reference of the Committee and related to the following areas: Stanner Bank toilet refurbishment, energy efficient council vehicles, cleaning vehicle for parks and highways and the toilets at North Beach car park.

Mr. Oldfield provided an outline on each of the four capital bids and in doing so, provided details of the costings and work associated with each. He advised that the vehicles that had been recommended for hybrid/electric replacements were a statutory provision. Members were further advised that the capital bids would come back to the committee for drawdown of the funding, at which time more detailed feedback would be provided.

Members were then invited to comment on the four schemes in turn and determine an order of priority. In doing so, members stressed the importance of the two toilet unit bids, especially North Beach due to the reallocation of previous funding to construct a public toilet near the Splash Park.

Following consideration of this matter, it was RESOLVED to support the four capital bids relevant to the Committee's Terms of Reference for consideration by the Budget Working Group in the following order of priority:

- a) North Beach Toilets
- b) Stanner Bank Toilet Refurbishment
- c) Cleaning Machine
- d) Carbon Neutral - Energy Efficiency

#### 7. Budget Setting – Consideration of Revenue Bid

The Vice-Chairman (acting as Chairman), Councillor John Kirkham, presented the report relating to a proposed revenue growth bid for 2022/23 within the Terms of Reference of the Committee.

Included as an appendix to the report were details of the proposed revenue growth bid (in the sum of £41,329) which related to one additional year (22/23) further funding of three temporary enforcement posts., The bid was to extend the posts through to 31<sup>st</sup> March 2023 to allow for a thorough review of the effectiveness of the enforcement team to be undertaken in September 2022 to inform the 2023/24 budget setting. The three temporary posts had previously been funded by the Contain Outbreak Management Fund (COMF) and it was planned to pilot initiatives including more flexible out of hours and weekend working arrangements.

Queries were raised with regards to a potential extension of COMF. Allan Oldfield, Chief Executive, confirmed that this was a possibility but that there could be other priorities that need to be addressed by COMF. Members offered commended the Enforcement Team and noted the educational approach before resorting to issuing fines.

Following consideration of this matter, the committee RESOLVED to support the Enforcement Team revenue growth bid to be considered during the budget setting process.

#### 8. Budget Setting – Fees and Charges 2022/23

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It was advised that each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

The report requested that Members consider the proposed scheduled of fees and charges for those services within the remit of the committee, as detailed at Appendix A to the report and provided a recommendation to Council.

Members discussed the price increase for public conveniences from 20p to 50p. Following discussion, it was agreed that a 40p charge for public conveniences was preferable.

It was RESOLVED:

1. To recommend to Council a proposed schedule of fees and charges applicable for 2022/23 with the amendment that the charge for public conveniences is increased to 40p rather than 50p; and
2. To note that the final fees and charges for 2022/23 will be approved by the Budget Council in March 2022.

Information Items

9. Budget Setting – Revenue Budget 2022/23 - First Draft

The committee were advised that the first draft of the Revenue Budget was available for members perusal.

10. General Fund Revenue Budget Monitoring Report - Position as at 30<sup>th</sup> November 2021

The committee received an update on the approved General Fund Revenue Budget Monitoring Report 2021/22 - Position as at 30<sup>th</sup> November 2021 and specifically for those schemes under the remit of the committee

11. Capital Programme Monitoring Report - Position as at 30<sup>th</sup> November 2021

The committee received an update on the approved Capital Programme of the Council as at 30<sup>th</sup> November 2021 and specifically for those schemes under the remit of the committee.

12. Stanner Bank Car Park Update

The committee received an update on the logistics of operating a barrier system car park since it was put into operation at Fairhaven Lake in September 2020. It was advised that this would be further addressed at a future meeting of the Car Park Working Group.

13. Performance Reporting 2020/21

The committee received details of the key performance outcome from the previous financial year 2020/21 and the first six months of the current financial year 2021/22.

14. Corporate Plan Action Update

The committee received an update on the progress made against the corporate actions relevant to the committee, which were scheduled for completion by 31<sup>st</sup> December 2020.

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