

Appendix 2 - Ground Maintenance and Street Cleansing Review Action Plan 2018-2020

Recommendation	Lead Officer	Timescale	Capital Costs	Savings/Income		Comments
				2018/19	2019/20	
Procurement and implementation of scheduling/asset management software	Director of Leisure & Environment Services Operational Manager Street Scene	June 2018	£55,000	n/a	TBD	
Source resource to input service data into scheduling/asset management software	Operational Manager Street Scene	October 2018	£13,000	n/a	n/a	
Develop Service Standards with stakeholders and agree with Members	Operational Manager Street Scene	December 2018		n/a	n/a	
Widely publicise agreed standards and agree SLA with stakeholders	Operational Manager Street Scene /Comms team	December 2018 - ongoing		n/a	n/a	
Review current	Operational Manager	April 2019	£10,000	n/a	n/a	

plant, machinery and equipment	Street Scene /Supervisors					
Produce new structure, integrating workforce to create area teams and produce generic job roles/working hours	Director of Leisure & Environment Services Operational Manager Street Scene	January 2019		£22,230	TBD	
Review overtime payments for prestige work	Operational Manager Street Scene	April 2019		n/a	TBD	
Determine mobile technology requirements of service	Operational Manager Street Scene	April 2019		n/a	TBD	
Develop skills matrix for service and produce programme of training	Operational Manager Street Scene / HR & Operations Manager	April 2019	Within existing service budgets	n/a	n/a	
Reduce use of agency workers	Operational Manager Street Scene	April 2018		£7,700	TBD	
Production of	Operational	April 2019		n/a	n/a	

work schedules for service tasks	Supervisory Officers					
Review resources and standards for reactive work	Operational Manager Street Scene	April 2019		n/a	n/a	
Equip vehicles with welfare provisions and create list of welfare facilities across the borough	Operational Supervisory Officers	April 2018	To be met within existing equipment budgets	n/a	n/a	
Deliver Public Realm Agreement on behalf of LCC	Director of Leisure & Environment Services Operational Manager Street Scene	April 2018		n/a	n/a	£250,360 agreed funding from LCC
Work with LCC to secure sponsorship of gateways	Operational Manager Street Scene	June 2018		n/a	n/a	
Produce litter bin strategy and review provision of bins	Operational Manager Street Scene	March 2019		n/a	n/a	
Regular	Director of Leisure &	Ongoing		n/a	n/a	

communication and promotion of change	Environment Services Operational Manager Street Scene					
Review quality of bin sacks and provide tool boxes	Operational Supervisory Officers	April 2018	Within existing equipment budget	n/a	n/a	
Review current performance management regime and devise new standard and PI's	Operational Manager Street Scene / Deputy Director Street Scene	April 2019		n/a	n/a	
Consider employing Business Development Officer. Produce Schedule of rates for services to offer to internal and external customers and consider resource capacity	Operational Manager Street Scene / Deputy Director Street Scene	April 2019		n/a	TBD	

Review scope for use of Fixed Penalty Notices and different delivery models	Director of Leisure & Environment /Environmental Protection & Community Safety Manager/ Deputy Director Street Scene	April 2020		n/a	TBD	
Total				30,000	TBD	