

Draft Scoping Document

Name of Review/Project:

Grounds Maintenance Service – Performance and Value for Money.

Terms of reference:

To assess performance and value for money after the first 6 months of operation of the new arrangements, which commenced in April 2011.

Please provide details of relevant Corporate Plan Themes and Priorities:

Theme 4 – Value for Money.

Key Issues and Aim(s) of the Review

To ensure that the service is being delivered by providing adequate maintenance to verges, hedges, public open spaces and sports facilities.

Why should the review take place now?

It is felt appropriate to see how the new arrangements work after the first summer of maintenance.

Potential outcome/s

- The number of cuts is as specified, or less than specified.
- The quality of hedge trimming is as specified or better.
- That the appropriate equipment is used for each aspect of the maintenance works.

What will not be included:

Any review of financial aspects.

Risks:

Service is below that specified, which may have financial implications.

Members undertaking the Review (if a sub-group is to be used):

N/A

Possible co-options:

None

Which policy committee(s) does it relate to?

Environmental and Development Services and Housing and Community Services Committees.

Key stakeholders/ consultees:

Chairmen of both policy committees
Director of Operations
Head of Housing and Environmental Services
Head of Community and Planning Services

Potential contributors and research required:

Parish Councils
Local Ward Members

Potential visits:

Site visits to areas maintained – highway verges, residential areas and leisure facilities.

Are there any Budgetary Implications?

None arising directly from this review.

Officer support required:

Director of Operations or both Heads of Service.

Period for Review:

Start date: 1st January 2012

Approximate meeting dates: 8th February and 21st March Overview and
Scrutiny Committees

Proposed completion date: 30th April 2012

Report date(s) to policy committees: May cycle

Publicity (e.g. of recommendations)

Date Scoping Document Completed: 7th December 2011