

TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Executive Committee held at the Council Offices,
Gloucester Road, Tewkesbury on Wednesday, 6 September 2023 commencing at
2:00 pm**

Present:

Chair	Councillor R J Stanley
Vice Chair	Councillor S Hands

and Councillors:

C M Cody, C F Coleman, S R Dove, D W Gray, D J Harwood, A Hegenbarth, M L Jordan,
J R Mason, J K Smith and M G Sztymiak

also present:

Councillor M Dimond-Brown

EX.26 ANNOUNCEMENTS

26.1 The evacuation procedure, as noted on the Agenda, was advised to those present.

EX.27 DECLARATIONS OF INTEREST

27.1 The Committee's attention was drawn to the Tewkesbury Borough Code of Conduct which was adopted by the Council on 24 January 2023 and took effect on 1 February 2023.

27.2 There were no declarations made on this occasion.

EX.28 MINUTES

28.1 The Minutes of the meeting held on 12 July 2023, copies of which had been circulated, were approved as a correct record and signed by the Chair.

EX.29 ITEMS FROM MEMBERS OF THE PUBLIC

29.1 There were no items from members of the public.

EX.30 FEEDBACK FROM THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

30.1 The Chair of the Overview and Scrutiny gave a short presentation, circulated separately, which provided an overview of the matters discussed at the Overview and Scrutiny Committee meeting on 11 July 2023.

- 30.2 With regard to the Ubico annual report, a Member asked whether the high number of requests for food waste bins was because people were being encouraged to remove food waste from residual waste bins. The Chair of the Overview and Scrutiny Committee indicated that the reasons for the requests were not known which was why the Depot Services Working Group would be asked to look at this in more detail. The Director: Corporate Resources advised that one of the reasons for the increase was that they were not substantial enough and were easily broken; there had been additional questions around how they were procured which was one of the reasons it had been pushed back to the Depot Services Working Group. With regard to in-cab technology, a Member asked how the public would be informed of this and whether it would assist with cross-boundary working. In terms of food waste bin requests, he would be cautious of telling residents they could not have bins given that they were being encouraged to recycle. In terms of the waste vehicle fleet, he found it difficult to imagine a residual waste collection vehicle being run on electricity whilst it was required to travel down the motorway twice a day but electric vehicles could be introduced gradually. In response, the Lead Member for Clean and Green Environment confirmed that cross-boundary collections were being considered along with the possibility of sharing vehicles between Ubico partners. She was keen to move towards using electric waste vehicles but recognised this was not something which could be done in one go, both for cost and technology reasons. She provided assurance that several options were being explored for the future including hydrogen and refurbishing some of the existing vehicles to avoid having to buy new diesel ones straight away – this would be considered in more detail by the Depot Services Working Group. In terms of in-cab technology, the Director: Communities advised that this would go live in October and the Chair of the Overview and Scrutiny Committee confirmed that the Overview and Scrutiny Committee had been assured that communications would be put out alongside the soft launch so that residents would understand its benefits. The Chief Executive agreed with the need to look at how to operate more efficiently in terms of cross-border working but it would be necessary to ensure that appropriate agreements were in place with the other partners who all had different contracts and waste collection arrangements. If Ubico owned the vehicle fleet rather than the individual Councils, it may be financially beneficial in terms of purchasing and deploying electric and hydrogen vehicles in urban areas. A number of questions were raised regarding requests for new bins and whether these were recorded and the Associate Director: Transformation advised that Customer Services did log requests as and when they were received; if a reason was provided by the customer this would be logged. The Chair of the Overview and Scrutiny Committee indicated that the Committee wanted to understand whether this was happening or not; it aimed to be a data-driven Committee which was why the Depot Services Working Group would be asked to take an in-depth look which could be used to formulate a set of recommendations for presentation to the Executive Committee in due course.
- 30.3 With regard to the Workforce Development Strategy, a Member indicated that he was in favour of addressing the gender imbalance at the top management level and expressed the view that the Council needed to be representative of the whole borough. He questioned whether the gender balance had been considered during the recruitment to posts within the new structure. The Chair indicated that the gender balance had been taken into account; however, ultimately appointments had been made based on the most suitable candidates for the posts. The wider question was why there had been less female applicants or why women were not being supported in the way they should be – it was important to ensure that all staff in the organisation, particularly women, were supported so they could progress into roles and were able to fulfil their ambitions. He hoped this was something which could be addressed over time. The Chief Executive confirmed that as much as possible had been done to provide a balanced shortlist of candidates – there was an issue in that a lot of the service areas covered by the posts being recruited to

had historically been considered as male bastions e.g. planning and waste. Unitary authorities did not tend to have the same problems due to the wider range of services covered. He pointed out that there was more balance at the Associate Director level with several staff being promoted internally. Members would be aware that the authority had also lost two long serving female members of staff from senior positions who had helped to maintain the gender balance for a long period of time; the new Associate Director: People, Culture and Performance would look to ensure this issue was addressed going forward. Another Member expressed the view that diversity in general was a problem for the county as a whole with the majority of the top jobs in organisations being occupied by people of similar skin colours or backgrounds – this was remarkable as it did not reflect the make-up of the county. He acknowledged this was a very complex issue which was not easy to address. The Chair of the Overview and Scrutiny Committee agreed this was an important societal point and suggested there may be things which others were doing which the Council could learn from; he was sure there were things that could be done, even by a small authority. Another Member shared these concerns but felt that recruitment to posts needed to be driven first and foremost by ability and the authority could not be seen to be discriminating against anyone. A Member indicated that she had Chaired the Executive Director: Place Employee Appointment Committee and Members of that Committee were aware of the gender balance within the organisation from the outset but they had been fair to all candidates and there had been no favouritism in any respect.

30.4 The Chair thanked the Chair of the Overview and Scrutiny Committee for attending and it was

RESOLVED: That feedback from the Chair of the Overview and Scrutiny Committee be **NOTED**.

EX.31 FINANCIAL UPDATE - QUARTER ONE 2023/24

31.1 The report of Associate Director: Finance, circulated at Pages No. 15-30, set out the financial update for quarter one of 2023/24 which Members were asked to consider.

31.2 The Lead Member for Finance and Asset Management indicated there was a lot of detail contained within the report and he intended to give a general overview of some of the key elements. The overall position on the revenue budget position was a £55,000 deficit, as outlined at Paragraph 2.1 of the report, and he clarified this was showing the position for year end as opposed to the current actual situation. The deficit was not a target the authority was aiming for when originally setting the budget, but he was of the view that this was a reasonable position to be in considering the many pressures affecting services including the ongoing struggle to recruit in key areas of the Council e.g. Planning and One Legal resulting in high agency costs as highlighted in the vacancy Key Performance Indicators (KPIs) within Appendix E to the report. The agency costs were approximately £50,000 more than was budgeted for; and as outlined at Paragraph 2.8 of the report, income had been reduced due to the decision to cease the trade waste service, along with some expected reductions in other areas; it was noted that this decision had been taken after the budget was set. The report was based on expectations as at quarter 1; however, with a volatile economy further negative impacts could not be ruled out. As an example, a significant issue was that the Council had budgeted for a 4% allowance for the staffing pay award for this year but, until it was settled, this remained one of the biggest risks to the budget. Notwithstanding this, there was a reserve set aside in-year to cover any settlement in excess of the budgeted figure. The Lead Member was aware that the report had been presented differently than in previous years in order to give a more accurate picture of the financial situation, so some Members may have queries about the

format. The capital budget, attached at Appendix B to the report, and the reserves position, attached at Appendix D to the report, showed that spending was in line within the approved budgets. The local KPIs, attached at Appendix E to the report, had been included to add further context to the financial performance and a new requirement from the revised Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential and Treasury Codes meant the Council must report its prudential indicators to the Executive Committee on a quarterly, rather than six-monthly, basis from this financial year, as set out at Appendices C and F to the report.

- 31.3 A Member drew attention to Paragraph 2.6 of the report which stated that the projected outturn for supplies and services highlighted a potential overspend of £14,000 and she sought confirmation that ways to reduce that were being considered. The Associate Director: Finance advised that Officers were looking into ways to reduce stationery and departments such as Revenues and Benefits were moving to email letters where possible. One of the main costs was the charges associated with people paying digitally for car parking. The Associate Director: Transformation advised that 85% of garden waste customers had signed up to receive electronic billing and there was a drive for the Business Transformation Team to roll out automation across more services. The Member pointed out that not everyone was able to access email so it would be necessary to find ways to support those people as well. In response, the Associate Director: Transformation explained that pay points were available in the local communities so if people were not able to go online they could use the facilities in their communities - cash and cheque payments were the most expensive transactions for the Council. The more customers who accessed services online, the more Officer time would be freed up to help those who could not.
- 31.4 With regard to corporate expenditure, a Member drew attention to Paragraph 2.9 of the report which stated there was an estimated deficit of £148,886 for the financial year, and Paragraphs 2.13 and 3.1 of the report, which showed that some money had not been spent and she asked what that was and why. The Associate Director: Finance drew attention to the table at Paragraph 2.1 of the report and indicated there had been a reduction in relation to investment properties. In addition, there was a savings target of £208,000 in relation to employment costs which was included every year for staff turnover and to assist with the budget. In terms of external grant funding, this had been reported differently in the past which had inflated the figures so it was now included as a separate line to reflect that it was externally ringfenced funding for a particular project or service and there was no discretion as to how it could be spent. The capital budget position was underspent as vehicles had not been purchased in this quarter; however, it was planned they would be acquired by the end of the financial year. This was very strictly controlled and if any additional funding was required it would need to be approved by Council. A Member noted from Appendix A to the report that there were 14 vacant posts in One Legal and sought clarification as to whether those costs were shared between all partners. The Associate Director: Finance confirmed this was the total cost between all four authorities.
- 31.5 A Member drew attention to Paragraph 2.7 of the report which highlighted that the Materials Recovery Facility (MRF) was due to be over budget by £100,000 as a result of a significant increase in the gate fee per tonne and he asked whether that could have been predicted and what the gate fee was based on. The Director: Communities advised it was down to the market and, like the majority of current forecasts, it was unpredictable due to inflation etc. The Member sought clarification as to the savings which would be made from the cessation of the trade waste service and confirmation was provided that £100,000 would be saved annually assuming Ubico delivered all of the expected savings. The Associate Director: Finance advised that this saving would be made in 2024/25; there would be a small deficit this year due to overheads. With regard to Paragraph 2.11 of the

report, a Member noted there was reduction in costs associated with managing the investment property portfolio and asked what that related to and how money had been saved. The Executive Director: Resources explained that this related to management of an industrial complex in Tipton; since it had been bought by Alex Eagle it had been managed on the Council's behalf and the authority now benefited from service charges on the estate. In response to a further query regarding the property portfolio balance, Members were advised that the position as it stood was largely in line with estimates; it was expected to see a variance as the year went on but it was hoped that would be a positive one. A Member asked whether there had been any changes to the figures in relation to central government funding and New Homes Bonus and the Executive Director: Resources advised that the figures were correct for this year but they were unknown for next year.

31.6 Accordingly, it was

RESOLVED: That the financial performance information for the first quarter of 2023/24 be **NOTED**.

EX.32 CARBON REDUCTION PROGRAMME ANNUAL REPORT

32.1 The report of the Head of Service: Asset Management, circulated at Pages No, 31-60, sought to update Members on the progress achieved against year three of the carbon reduction action plan and asked the Committee to approve the recommended year four action plan.

32.2 The Lead Member for Clean and Green Environment advised that, following the declaration of a climate emergency in October 2019, Officers and Members of the Climate Change and Flood Risk Management Group undertook a baseline audit of the Council's carbon consumption. The report, along with an overarching action plan, was presented to Council in June 2020 and was now in its third year. Following a further motion to Council in May 2023 which had extended the declaration boroughwide and expanded it to include the ecological emergency, Officers had been working on additional reporting to incorporate the new motion into the plan; this had included looking further at baseline data. One outcome was that some data had initially been misreported. In some areas, including the Roses Theatre, this had meant that the numbers were lower than hoped but, by making sure the baseline was accurate throughout, Members could look forward to future annual reports producing accurate and positive figures. Whilst the current report showed that small savings had been made regarding the Council's carbon footprint, it was important to remember this was a transitional stage due to the new climate change motion and the return to 'normal' following the COVID pandemic. Several achievements from the third year plan were highlighted in the report including over £140,000 in external funding for areas such as electric vehicle charging points, the installation of the solar canopy and grant funding for an air source heat pump, along with winning awards such as Council of the year in the Southwest Energy Efficiency Awards. Moving forward, the fourth year of the plan would be monitored by the Climate Change and Ecology Management Group with specific projects also monitored by the Programme Board and relevant Lead Members.

32.3 A Member noted that Page No. 44 of the report highlighted an important point in that it would not be easy to work out the carbon footprint from remote working; for instance, some people who worked from home would also have a partner or spouse working from home and therefore the heating and lights would already be on which would be completely different for someone living alone, some people would be happy to wear lots of layers rather than putting their heating on, there would be different size homes which would be insulated differently etc. She

expressed the view that more technology could be used in the Public Services Centre, such as solar chargers for laptops and telephones which were inexpensive but would contribute to carbon savings and she asked if that could be considered. She had asked for the report to reflect the fact that not all Councillors claimed mileage for travel and she questioned how many did claim. The Carbon Reduction Programme Officer felt the point about working from home and how that was calculated was a valid one and a lot of assumptions had been made in relation to that. There had been greater transition to hybrid working this year and that needed to be reflected but it had not been possible to take account the reduction in commuting miles – this was something Officers would look to do going forward along with additional technology. He undertook to provide the percentage of Councillors who claimed mileage following the meeting. A Member suggested it might be an option for Members to submit their mileage without making a claim; he did not claim mileage and was happy for his carbon footprint to be logged. The Executive Director: Resources confirmed that Officers could look at current records and explore the introduction of a system to capture mileage which was not claimed for.

- 32.4 With regard to planting trees, a Member asked if a record was kept of how many died as she was aware that a lot were failing – it was not about the amount which were planted but how many stayed alive. She pointed out that Oak trees captured more carbon when they were mature so it was also necessary to consider the type of trees being planted. Another Member recognised that the Director: Communities and his team had done a lot of work on tree planting and green spaces and he understood that two trees were planted for every one that died; however, he accepted that the size and age of trees was important in terms of carbon reduction - losing a 100 year old tree and replacing it with two saplings was not like for like. The Head of Service: Asset Management advised that it was intended to bring forward a tree planting policy which would cover the management of the trees and place emphasis on community responsibility in terms of making them assets of value, with reference to canopy cover rather than a number of trees. The authority worked closely with Parish Councils, some of which had very good policies regarding the planting of trees, and joint working would be a key part of the policy which would be brought to the Council, hopefully within the current financial year.
- 32.5 A Member welcomed the funding for electric vehicle charging points and noted that Page No. 57 of the report set a target date of 30 June 2024; he asked if there was a reason the money was not being spent until then. The Head of Service: Asset Management advised that the Council would need to go out to the market for providers but there was a lot to get to grips with prior to that, for instance, the location of the charging points was governed by the District Network Operators and, whilst Officers might have an idea of where charging points should be located, there may be restrictions to prevent that. Market research was currently being undertaken with a view to installation taking place in March 2024; if it could be done more quickly then it would be.
- 35.6 It was proposed, seconded and

RESOLVED:

1. That the progress achieved against year three of the carbon reduction action plan be **NOTED**.
2. That the Year Four action plan be **APPROVED**.

EX.33 CLIMATE CHANGE RESOURCES

- 33.1 The report of the Executive Director: Resources, circulated at Pages No. 61-64, set out a proposal for additional resources to deliver the Council's climate change ambitions and targets following approval of a motion in May 2023 to widen the scope of the declaration of a climate emergency to include the whole borough and to declare an ecological emergency and support the Climate and Ecology Bill. Members were asked to agree the establishment of a new and permanent Climate Change Officer role within the Council, plus associated operating budgets, and to approve the virement of £66,276 from trade waste budgets to fund the ongoing cost of the proposal.
- 33.2 The Lead Member for Clean and Green Environment advised that, following the motion in May 2023 to extend the climate emergency boroughwide and to include an ecological emergency, it had become clear that it was necessary to expand resources in terms of dedicated Officer time. The Council currently employed one full time Carbon Reduction Programme Officer and it was proposed that an additional permanent Climate Change Officer post be established within the Council in order to provide the capacity needed to take on the work created by the widening of the climate and ecological emergency beyond the Council's own buildings.
- 33.3 The Executive Director: Resources explained that the recommendation included a virement of £66,276 from the trade waste budget, the majority of which would cover the cost of the new Officer; the post would need to go through the job evaluation process but it was anticipated it would be at a similar level to the existing Carbon Reduction Programme Officer post. Part of the budget supporting the post would be used to support issues arising from Climate Leadership Gloucestershire and the work which needed to be done across the county to achieve its ambitions – a small pot of money to help support Tewkesbury Borough Council's contribution to that was essential going forward. Fortunately, there was ongoing funding in the financial year from the cessation of the trade waste service which could be vired across rather than requesting new resource. Subject to the Committee's approval, it was anticipated that the new Officer could be in post by February 2024.
- 33.4 A Member was supportive of this recommendation given the enormous amount of work that needed to be done and it was only realistic to ensure the right resources were in place. He felt that having someone who was deeply engaged in how to approach the development of the Garden Town was very important in terms of green spaces and ecology etc; however, the danger was that the new Officer would be expected to do everything and care needed to be taken in identifying the right person for the job. In his view, part of the role should be around how the authority applied for funding - there was a lot of money available for the Council to access with the right resource to identify sources and make applications. Another Member expressed the view that community engagement and education were two areas which were currently lacking in the Carbon Reduction Action Plan and hoped to see these included going forward. The Executive Director: Resources agreed with these points and advised that the Carbon Reduction Action Plan could be reviewed when resources were in place to see what else could be added and Officers would work with the Lead Member and the Climate Change and Ecology Management Group to address the most important issues for the new role.

33.5 It was proposed, seconded and

RESOLVED:

1. That the establishment of a new and permanent Climate Change Officer role within the Council plus associated operating budgets be **AGREED**.
2. That a virement of £66,276 from trade waste budgets to fund the ongoing cost of the proposal be **APPROVED**.

EX.34 IT ACCEPTABLE USE POLICY

34.1 The report of the Associate Director: IT and Cyber, circulated at Pages No. 65-73, attached, at Appendix 1, a revised ICT Acceptable Use Policy. The Committee was asked to approve the revised policy, which would require all Officers and Members to sign a declaration of acceptance to ensure full compliance, and to delegate authority to the Associate Director: IT and Cyber, in consultation with the Lead Member for Corporate Governance, to make minor changes to the policy including changes to management structure, typographical changes etc.

34.2 The Lead Member for Corporate Governance advised that the current ICT Acceptable Use Policy was written in April 2019 and much had changed since that time in terms of the way ICT was used in the authority and the nature of work which now included remote and hybrid working. Since the publication of the report, he had been able to discuss some of the content further with the Monitoring Officer and was suggesting a minor change to Page No. 72 in relation to the Data Protection section to clarify what was meant by personal email. He confirmed that the policy would be relevant to Members as well as Officers; however, there was a distinction between the two as, although Members must be led by the Council rules and procedures, it was unclear what would happen if a Member did not sign the declaration of acceptance given that they still needed to be able to carry out their responsibilities as best as possible. Notwithstanding this, he appreciated that the Council needed to have control and it was proposed that all Members sign the declaration as standard. It would remain a living document in terms of how ICT was used and would be kept under review.

34.3 A Member raised concern that access to Council data would be restricted to Council-owned devices which would mean that Members could only use their iPads to access emails etc; other authorities used web-based applications and he would like to see Tewkesbury Borough Council being more forward thinking. He questioned whether use would continue to be restricted to iPads if a web-based solution was introduced. In response, the Associate Director: ICT and Cyber explained that the reason that access was restricted to Council-owned devices was in order to understand the security status of every device and know where the Council data was. One of the major risks to the organisation was phishing emails and restricting access to Council-owned devices guaranteed security which could not be said for personal devices. He recognised that other authorities had different approaches but Tewkesbury Borough Council was a small authority with an ICT team of eight. The Member understood that Cheltenham Borough Council used a web-based system, as did other district authorities, and he suggested that two step authentication may help to overcome some of the concerns. He felt that education was needed for Members in relation to phishing emails and, whilst he understood that the safest way was to keep access locked down, he did not think that was practical in terms of Officers and Members operating effectively. As a dual-hatted Member, he had a tablet issued by Gloucestershire County Council and one issued by Tewkesbury Borough Council, a personal phone and a work phone – he was able to access County Council emails on his personal phone. The Lead Member

for Corporate Governance advised that the revised policy reflected the current position and was perfectly workable; should the Council decided to operate in a different way, the policy would need to be amended to reflect the new way of working.

- 34.4 The Chair indicated that he had spoken to a number of Members on this matter and, from his perspective, safety and protection of residents' data should be paramount and there were examples locally of what could happen when this went wrong. There may be further conversations to be had about how Members could be better supported in terms of equipment or cloud-based solutions etc. He acknowledged the challenges faced by dual-hatted Members and those working full-time etc. and acknowledged that it was difficult to view certain documents, such as financial spreadsheets or planning applications, on the small screen of an iPad so suggested that discussions may be needed in that regard but this did not impact the policy at this stage. The Associate Director: ICT and Cyber welcomed this suggestion and advised that the intention of the policy was to establish the here and now to ensure the authority and its data was as safe as possible. If the Council was subject to a significant cyber-attack, which was one of the biggest risks to the organisation from a General Data Protection Regulation (GDPR) point of view, it was essential to know where the Council's data was and what devices it was on.
- 34.5 A Member indicated that she fully supported the revised policy but felt there were some issues. She was contacted by residents on her personal phone and had to tell them to call her on another number so that she was using a Council issued device which was not practical; she was no longer able to access Facebook on her Council phone which was necessary as she used social media for information. The Business Transformation Team was looking at options for a case management system for Councillors but that was some way off and she expressed the view that Members needed laptops at the very least in order to be able to properly look at documents. The Associate Director: ICT and Cyber advised that the policy did not intend to stop access to social media on Council owned devices for Members and he was happy for that to be installed onto those devices if they wished – if Members wanted to use any applications on their devices, provided they were for their role as a Councillor, the ICT team would be pleased to assist and he encouraged Members to take advice from the team on specific circumstances. He recognised that Members and Officers needed to have the technology to be able to do their jobs; however, he pointed out that across the organisation there were people who used technology a lot and others who barely used it so it would be remiss to issue the same kit to everyone when some only used their phone. The policy did not prevent looking at alternative ICT provision but he stressed that one of the requirements of GDPR was to understand where data was at all times. A Member expressed the view that this was an important policy but it was impossible to cover all scenarios; safety and security was paramount and if Members were in doubt about anything they should ask the ICT team.

34.6 It was proposed, seconded and

RESOLVED:

1. That the revised ICT Acceptable Use Policy which will require all Officers and Members to sign a declaration of acceptance to ensure full compliance be **APPROVED**, subject to an amendment to the section relating to Data Protection to add an additional sentence as follows: "Monitoring or accessing personal emails is in the council's legitimate interests and is to ensure that this policy on email/messaging/online communications and internet use is being complied with and/or the security of council ICT infrastructure. Monitoring or accessing personal emails may also be carried out where it is a task vested in the authority or a task carried out in the public interest such as for the prevention and detection of crime or fraud. For further information about how the data will be used please see the council's Privacy Notice. ***With respect to this policy, personal email is any email sent or received using the council's systems or equipment.***"
2. That authority be delegated to the Associate Director: IT and Cyber, in consultation with the lead Member for Corporate Governance, to make minor changes to the policy including changes to management structure, typographical changes etc.

EX.35 GLOUCESTERSHIRE RESOURCES AND WASTE STRATEGY

35.1 The report of the Head of Service: Waste and Recycling, circulated at Pages No. 74-100, attached, at Appendix 1, a revised interim waste strategy for the county. Members were asked to approve the Gloucestershire Resources and Waste Strategy.

35.2 The Lead Member for Clean and Green Environment advised that the draft Gloucestershire Resources and Waste Strategy has been developed by the Gloucestershire Resources and Waste Partnership (GRWP) which was a partnership of all of the local authorities in the county. The previous strategy, which was adopted in 2007 and ran to 2020, had now expired and the proposed draft strategy was an interim strategy, running from 2022 – 2025, due to uncertainty from the current government on the future of waste services; it was hoped that by 2025 there may be some clarity on whether Tewkesbury Borough Council, and some of its partners across the county, would need to change the way they managed their services. The interim strategy set out the GRWPs objectives and timescales for those and included things like: working together to improve waste services, running engagement campaigns to increase the take up of the food waste service and increase the level of plastics recycled, and reducing carbon by reducing waste and increasing recycling. One of the commitments made in the strategy was to "continue to develop waste services that reduce residual waste per household. This includes the provision of smaller residual waste bins on a rolling replacement basis." Currently Tewkesbury Borough Council used 180 litre bins; some councils in the county used larger bins and others used smaller ones. If Tewkesbury Borough Council was to make this commitment it would mean moving to a 140 litre bin; if that was to happen, it would be done gradually - replacing all bins in one go would cost in the region of £1m – but it

would be possible to use 140 litre bins for all new developments and replacement bins which would have no direct cost and evidence showed it would increase recycling. She clarified that Members were not being asked to make a decision on this today but she felt it helped to demonstrate the direction of travel. Subject to the Committee's approval, Officers would start work on the local waste policy and procedures based on the GRWP strategy.

35.3

A Member asked whether he was correct in saying that a smaller residual waste bin should result in increased recycling. The Director: Communities drew attention to the Frith Resource Management Options Appraisal Report, attached at Appendix 2 to the report, which included a summary of the different waste collection systems for the districts within the GRWP. In order to reduce waste and carbon it was recommended that smaller bins be provided. The Member asked if there was potential for an increase in fly-tipping if the authority moved to smaller bins and he was advised that the biggest risk would be greater contamination of recycling; the majority of people were unlikely to turn to fly-tipping. Another Member wholeheartedly supported the strategy and was pleased to see authorities across the county working together. He also supported the introduction of smaller bins and suggested they should not be branded with the Tewkesbury Borough Council logo so they could be used across the partnership. He felt that the biggest risk to Tewkesbury Borough was misuse of blue bins as people tended to throw everything into them and a discussion was needed about whether it was necessary to improve the recycling offer. In response, the Director: Communities advised that the rejection rate at the Materials Recovery Facility (MRF) was 5% which was good; recycling was generally good quality and residents tended to do the right thing. He explained that the Council would need to cover the cost of any changes to its waste collections at this point whereas if changes were imposed by the government, the government would pick up the cost. The Member asked if there were any additional services which could be brought online at this stage to increase recycling, for instance, blue bags, and the Lead Member for Clean and Green Environment confirmed that Tewkesbury Borough Council recycled the same materials as other authorities in the county, including cardboard, albeit it was comingled in the blue bin. The Member indicated that his wider point was that there should be consistency across the county and, whilst he recognised it would be a fundamental change for an authority with this geography, he felt Tewkesbury Borough looked odd as the service was so different from others – he was keen to see cross-boundary working and that would be very difficult if it continued to operate differently to its neighbours. Another Member shared this view and indicated that the reality was that it was much better to separate materials on site. She had a number of questions regarding the bins including why they were not stickered when they were used incorrectly and whether it would be possible to sell any surplus 180 litre bins to Gloucester City Council if they were looking to downsize. In terms of Page No. 80 of the report, the Member expressed the view that language such as 'Reduction First', 'Segregation at Source' and 'Closing the Resource Loop' was clunky – 'Reduce, Reuse, Recycle' was better. With regard to Page No. 81 of the report, she asked that it be noted that the Energy from Waste facility, i.e. incineration, produced toxic particles as she felt it was misleading to the public. In relation to Page No. 90 of the report, she indicated that she would support a move to three weekly residual waste collections and felt that would be a real possibility if people were more educated in terms of recycling and with the introduction of Extended Producer Responsibility etc. The Director: Communities reminded Members that no decision was being taken regarding bins today. He had taken on board all of the points raised and would feed those back to the GRWP. If Members approved the GRWP strategy, it would allow Officers to commence work on Tewkesbury Borough Council's own waste policy and Members may want to debate waste collection methodology at that point. A Member suggested it would be beneficial to set up a Member Working Group to discuss this in more detail and the Director: Communities advised that was

interlinked with both the Depot Services Working Group and Climate Change and Ecology Management Group so it would need a broader conversation outside of the meeting to establish the best way forward.

35.4 It was proposed, seconded and

RESOLVED: That the Gloucestershire Resources and Waste Strategy be **APPROVED**.

EX.36 EXECUTIVE COMMITTEE FORWARD PLAN

36.1 Attention was drawn to the Executive Committee's Forward Plan, circulated at Pages No. 101-117, which Members were asked to consider.

36.2 The Chair advised that the Economic Development and Tourism Strategy would be deferred from the meeting on 18 October 2023 in order to ensure that it was aligned with the County Council strategy and the new Council Plan.

36.3 Accordingly, it was

RESOLVED: That the Executive Committee Forward Plan be **NOTED**.

EX.37 SEPARATE BUSINESS

37.1 The Chair proposed, and it was

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

EX.38 SEPARATE MINUTES

38.1 The separate Minutes of the meeting held on 12 July 2023, copies of which had been circulated, were approved as a correct record and signed by the Chair.

EX.39 TEWKESBURY GARDEN TOWN REVIEW - PROGRESS UPDATE

(Exempt – Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))

- 39.1 It was recommended to Council that progress against the 17 recommendations from the gateway review report, in particular the new approaches to engagement with communities and robust programme management be noted; that the new governance arrangements, including revised programme monitoring and reporting designed to improve visibility and transparency be approved, subject to amendments to Page No. 135, Paragraph 4.1 - Membership of the Tewkesbury Garden Town Assurance Board to be updated to include three Members from the Members Engagement Forum, Page No. 136, Paragraph 4.3.1 – Reference to the Programme Board to be changed to the Project Board and Page No. 136, Paragraph 4.6.1 – Members Engagement Forum to meet once a month for the first six months following which meeting frequency would be reviewed by the Tewkesbury Garden Town Assurance Board; and that it be agreed that the Council, as promoter, explores opportunities with developers and landowners within the Garden Town area to align their proposals for development with the developing vision and aspirations for Tewkesbury Garden Town.

The meeting closed at 5:40 pm