

DEPOT SERVICES WORK PROGRAMME 2021/22

Working Group Date: w/c 27 September 2021			
Agenda Item	Reason for consideration	Target Completion Date	Notes
Ubico Finance Report – Quarter 1 Update	Included in Terms of Reference.	Ongoing – to be considered quarterly.	This will be a report against budget and any variances (i.e. overspends/underspends explained)
Ubico Performance Report – Quarter 1 Update	Included in Terms of Reference.	Ongoing – to be considered quarterly.	This will be a report against the relevant KPIs.
Trade Waste Project	Brought forward from 2020/21 work programme.	TBC - To be considered quarterly.	Long term project being monitored by programme board.
Grounds Maintenance	Work of Grounds Maintenance Working Group subsumed into the Depot Services Working Group.	Ongoing – to be considered quarterly.	
Depot Project	Brought forward from 2021 work programme and included in Terms of Reference.	Ongoing – to be considered six monthly.	Very long term project

Working Group Date: w/c 6 December 2021			
Agenda Item	Reason for consideration	Status of Item / Target Completion Date	Notes
Ubico Finance Report – Quarter 2	Included in Terms of Reference.	Ongoing – to be considered quarterly.	This will be a report against budget and any variances (i.e. overspends/underspends explained)
Ubico Performance Report – Quarter 2	Included in Terms of Reference.	Ongoing – to be considered quarterly.	This will be a report against the relevant KPIs.
Trade Waste Project	Brought forward from 2020/21 work programme.	TBC - To be considered quarterly.	Long term project being monitored by programme board.
Street Cleansing Review	Brought forward from 2020/21 work programme.	March 2022	
Grounds Maintenance	Work of Grounds Maintenance Working Group subsumed into the Depot Services Working Group.	Ongoing – to be considered quarterly.	

Working Group Date: w/c 6 December 2021			
Agenda Item	Reason for consideration	Status of Item / Target Completion Date	Notes
Grass Cutting Standards	<p>Recommendation arising from Grounds Maintenance Working Group Report –</p> <p><i>Members considered the quality of grass cutting at various locations across the borough and noted that performance was adequate but that the areas of land that were of the lowest rating (category D) should be eliminated and that a higher quality (either A or B) should be the target. As such, it is recommended that a new performance target should be set for Ubico to reduce the number of category C and D rated grass cutting.</i></p>		<p>Outcomes of 2021 growing season will be compared to the previous seasons' monitoring and reported to the Working Group – if better standards required, more resource may need to be given to Ubico.</p>

Working Group Date: w/c 6 December 2021			
Agenda Item	Reason for consideration	Status of Item / Target Completion Date	Notes
Maintenance of Land on Behalf of Gloucestershire County Council	<p>Recommendation arising from Grounds Maintenance Working Group Report –</p> <p><i>Based on the results of the trial undertaken at Brook Close, Winchcombe to reduce the number of cuts undertaken, it was felt that the trial should be extended to a further two pieces of grass verge. These have yet to be decided but possible areas have been identified in Alderton, Bishop's Cleeve, Buckland, Hucclecote, Gretton and Laverton. The reason for choosing these areas is because they are large areas of work and the teams do not have any other works in those areas, hence they are travelling specifically to undertake this work. These pieces of land should be agreed by the relevant Ward Members and, where necessary, the Parish Council should be informed of the proposal.</i></p>	Trial to start in 2022.	Area for trial to be decided by the Working Group.

Working Group Date: w/c 27 February 2022			
Agenda Item	Reason for consideration	Target Completion Date	Notes
Ubico Finance Report – Quarter 3	Included in Terms of Reference.	Ongoing – to be considered quarterly.	This will be a report against budget and any variances (i.e. overspends/underspends explained)
Ubico Performance Report – Quarter 3	Included in Terms of Reference.	Ongoing – to be considered quarterly.	This will be a report against the relevant KPIs.
Trade Waste Project	Brought forward from 2020/21 work programme.	TBC - To be considered quarterly.	Long term project being monitored by programme board.
Grounds Maintenance	Work of Grounds Maintenance Working Group subsumed into the Depot Services Working Group.	Ongoing – to be considered quarterly.	
Depot Project	Brought forward from 2021 work programme and included in Terms of Reference.	Ongoing – to be considered six monthly.	Very long term project
In-Cab Technology Project	Brought forward from the 2020/21 work programme.	TBC - To be considered six monthly.	Long term project being driven by Ubico and partners.
Annual Ubico Business Plan and Vehicle Summary Report	Included in Terms of Reference	Ongoing – to be considered annually.	

Working Group Date: w/c 27 February 2022			
Agenda Item	Reason for consideration	Target Completion Date	Notes
Draft Report to Overview and Scrutiny Committee	Terms of Reference require biannual reporting to the Overview and Scrutiny Committee.	Biannual report.	A brief update report on the work undertaken to date will be given to the Overview and Scrutiny Committee at its meeting in November 2021. This will be a more formal report on the work of the Group which will make a recommendation as to whether there is a continuing role for the Group and if any changes to the Terms of Reference are required.

PENDING ITEMS		
Agenda Item	Reason for consideration	Notes
Ubico Schedule of Rates	Recommendation arising from Grounds Maintenance Working Group Report – <i>It was agreed that Ubico should produce a comprehensive schedule of rates to ensure that it is pricing work correctly. The schedule of rates should be shared with the Council</i>	
Planning Policy	Recommendation arising from Grounds Maintenance Working Group Report – <i>recommended that the Head of Development Services / Planning Policy Manager shall consider whether it is possible to include a requirement to consider innovative approaches to grounds maintenance, including different grass varieties, within planning policies around new public open space.</i>	
Wildflower Planting	Recommendation arising from Grounds Maintenance Working Group Report – <i>Members discussed whether the use of wildflower planting could reduce the need for grass cutting in future and it was decided that no further work on wildflower planting should be considered (other than EU funded schemes already being considered) until the current project at The Grange Field is complete and the impact evaluated.</i>	The Grange Field Project has been delayed by COVID-19 and staff sickness.
Potential for Hire Contract for Equipment/Sharing Across Ubico Partners	Recommendation arising from Grounds Maintenance Working Group Report – <i>This should be progressed by asking Ubico to undertake a piece of work to provide a comparison in order to consider whether a hire contract would be an appropriate way forward.</i>	

AD HOC ITEMS		
Agenda Item	Reason for consideration	Notes
Internal Audit Reports in relation to Ubico Contract	Included in Terms of Reference.	any relevant audit reports will be included on the Agenda as and when appropriate.