



Uttlesford District Council

Chief Executive: Peter Holt

Operational Resilience Task and Finish Group

Date: Monday, 18th March, 2024

Time: 7.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Co-Chairs: Councillors C Criscione and B Donald

Members: Councillors G Driscoll and G Sell

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements, subject to having given notice prior to the meeting in writing to committee@uttlesford.gov.uk. A time limit of 3 minutes is allowed for each speaker

AGENDA

PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

6 - 12

To consider the minutes of the previous meeting.

3 Broader Operational Resilience

13 - 16

To consider work being undertaken to identify any system weakness across the council.

4 Outline of Costs Incurred

17 - 18

To consider an outline of the costs incurred from the disruption to the waste and recycling services.

5 Emerging Conclusions

To consider emerging conclusions, including discussion of lessons learned.

For information about this meeting please contact Democratic Services

Telephone: 01799 510410, 510369, 510460 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

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Website: www.uttlesford.gov.uk

Scoping Report for Scrutiny Committee Review

Review Topic	Operational Resilience
Scoping Report to go to meeting on:	N/A
Final report to go to meeting on:	April 2024
Portfolio Holder	Petrina Lees, Leader Neil Reeve, Portfolio Holder for Environment and Climate Change
Lead Officer	Peter Holt, Chief Executive
Stakeholders	All households Businesses that use the council's trade waste service

Purpose/ Objective of the Review (the reason for the review and what it hopes to achieve)	<p>To draw and apply learning from the recent waste collection situation to prevent recurrence.</p> <p>To take those lessons learned and apply them more broadly across the organisation in order to identify any points of structural weakness or risk and recommend proportionate mitigating measures.</p>
Terms of Reference (including what is in/out of scope)	<p>To work with the portfolio holder and leader, and with officers, to establish the chronology of key events that led to the interruption of waste collection services in late January/early February</p> <p>To identify the key issues behind this</p> <p>To look at the operational response</p> <p>To consider and draw lessons to be learned from this incident that can be applied both to environmental services, but also more broadly to all council services and operations, ensuring that the authority is more resilient</p> <p>To recommend when a report updating progress on the implementation of the action plan be presented to the Scrutiny Committee</p> <p>Out of scope are discussions/recommendations around any matters relating directly to any individual employee of the</p>

	<p>council. These are matters reserved for the Chief Executive and senior managers in consultation with HR</p> <p>Any previous issues around missed bin collections prior to the service interruption</p>
<p>Methodology/ Approach (methods to be used to gather evidence)</p>	<p>The Task and Finish Group shall both meet in public, so as to take evidence or representations, as well as in private so as to enable discussions in confidence with the Chief Executive on management action he is taking as a result, in line with Uttlesford District Council's employment policies and procedures, and good employment practice generally.</p> <p>The final report shall be presented by the Task and Finish Group to the Scrutiny Committee in April 2024, and supplemented by a confidential private report on any restricted items should it be necessary.</p>
<p>Potential witnesses</p>	<p>Relevant cabinet members</p> <p>Relevant senior officers</p> <p>Service users</p>
<p>Other issues</p>	<p>It is important that this Task and Finish Group carries out its legitimate job through the Scrutiny function to explore operational matters, but not cross into matters out with the responsibility of members, primarily any matters relating to staff.</p>