

Minutes from this meeting

Parks, Grounds and Streets advisory group – 1 November 2017

1. Welcome from Cllr Norman Hampshire

Councillor Norman Hampshire from East Lothian Council welcomed the group to the Racecourse and provided a brief history of the area.

2. Attendance & Apologies

See attached.

3. Minutes of Previous Meeting (30 August 2017)

The minutes of the previous meeting were deemed to be a true and accurate record.

4. Matters arising

There were no matters arising.

5. North Ayrshire's Employee Led PPE Working Group

Thomas Reaney from North Ayrshire Council delivered a presentation on the Council's PPE Employee Led Working Group. Employee feedback on PPE was poor due to a lack of flexibility, choice, type of clothing and quantity, and this had become a standard issue each year with large volumes of PPE lying around depots, lockers and homes unopened still in the wrapper.

A working group was set up with representatives from cleansing, grounds maintenance, arboriculture and bereavements. They talked through the issues and asked employees for solutions. The employees suggested a mix of core items (waterproof jackets and trousers), and a points based system for non-core items (t-shirts, fleeces, boots, non-waterproof trousers, etc), with the staff taking responsibility for the individual points and budget.

This works by the budget having standard core items removed from it, with the remaining budget split between the number of employees to deliver an individual budget for each employee. PPE items and their discounted contract price were provided to employees (with all items meeting health and safety requirements, with hi-visibility being essential). The employee would complete and submit the form with their choices, which their supervisor authorises. The goods were then ordered, received and issued.

The employee feedback was very positive, and PPE is now fit for purpose. This improved morale, engagement and trust, reduced waste, didn't cost any more than before (and actually led to a modest saving). This also led to other working groups on machinery/equipment, accommodation, the personal development process, and health and safety.

Questions were asked from the group on framework agreements, whether the arrangement was treated responsibly by staff, the procedure for replacing PPE, and other topics.

6. Member feedback on any other managers' forums / focus groups

Attendees shared brief updates on what was happening at other managers' forums and focus groups such as the Scottish Bereavement Benchmarking Group, the Parks Managers Forum and Improvement Service.

7. Update from the APSE Commercialisation advisory group

Garry Lee provided an update on the work of the Commercialisation advisory group, and the recent Commercialisation survey completed by APSE Scotland members. As a great deal of this information is sensitive in nature, further information is available on this by contacting Garry at glee@apse.org.uk.

8. Case study – Angus Council's income generation Parks and Grounds services

Kevin Robertson from Angus Council attended the meeting to provide a presentation on Angus Council's strategy for income generation. Kevin started by giving an overview of the Angus Council area which has 117,000 residents, 2.2% of the population of Scotland and 2.7% of the area of Scotland. In order to establish what extra work could be done, an analysis of available staff hours compared with required staff hours for core work. The Council benefits from a skilled workforce (e.g. trained gardeners) with local knowledge, they have resources and equipment spread around their various locality hubs (with a depot in each borough of the authority), and their Council culture is client focused.

Capital funded projects undertaken by the services include: installation of new play equipment, housing environmental improvements, soft/hard landscaping, headstone stabilisation, drainage works, fencing, barriers and trip-rail installation.

Service department works include: roads and adopted pavements weed control, election works, winter maintenance, invasive weed removal, sports markings, tree works, landscape design services and protective works.

The service have many external clients including: Robertson Facility Management, Morrison Construction, Vetco Gray Oil Production, Axiom Oil Production, Guild Homes, SSE, NHS Tayside, Housing Associations, Community Groups and Private Works.

In 2006/07, the service made £190,000 in additional income; in 2016/17, they made £1.25 million.

9. Commercialisation initiatives discussion

There was a group discussion around commercialisation initiatives underway in Scottish local authorities. This included discussions on: corporate procurement, legal clarity on what councils are allowed to do in relation to commercialisation, care of gardens, fees and charges and how to collect them, charging for bootcamps and other topics.

10. APSE update

Garry Lee provided an update on the current work of the Association, including the latest briefings, the recent APSE Scotland publication 'Doing local politics in Scotland', the APSE/ITN 'Redefining Neighbourhoods' programme, recent advocacy work, network queries, deadlines for Performance Networks data returns, upcoming APSE Energy and APSE Training events in Scotland, the work of APSE Solutions and upcoming Scottish and National seminars.

11. Date for next meeting

The date of the next meeting is 28th February 2018.

12. A.O.C.B.

There was no other business.

14. Litter Managers Network

Please see separate minutes for this.

Parks, Grounds & Street Services Group

01-Nov-17

Attendee List

Name	Authority	Count
Garry Lee	APSE	1
Gordon Allan	Angus Council	1
Kevin Robertson	Angus Council	1
Gillian Wilson	Clackmannanshire Council	1
Cllr Les Sharp	Clackmannanshire Council	1
Gordon Crockatt	East Ayrshire Council	1
John Hay	East Ayrshire Council	1
Tom McMenamin	East Dunbartonshire Council	1
Norman Hampshire	East Lothian Council	1
Jennifer Murray	Falkirk Council	1
Stewart Wallace	Falkirk Council	1
Elaine Downie	Fife Council	1
Cllr Judy Hamilton	Fife Council	1
Justin Venton	Midlothian Council	1
Thomas Reaney	North Ayrshire Council	1
Steven Broadfoot	North Lanarkshire Council	1
Mark Findlay	North Lanarkshire Council	1
Rob Bryce	Perth & Kinross Council	1
Lesley Ann Cassidy	Perth & Kinross Council	1
Ken Gray	Renfrewshire Council	1
Cllr Sandy Aitchison	Scottish Borders Council	1
Jason Hedley	Scottish Borders Council	1
Alistair Campbell	South Ayrshire Council	1
John Gamble	South Ayrshire Council	1
Ian Guild	South Lanarkshire Council	1
Craig Gardner	Stirling Council	1
Colin MacKay	Stirling Council	1
David Crighton	Stirling Council	1
Andy Johnston	West Lothian Council	1
David Lees	West Lothian Council	1

Total 30

Apologies

David Russell	Glasgow City Council
Stephen Duffy	Fife Council
Darren Dilcock	Scottish Borders Council
Nicola Simpson	Dumfries and Galloway Council
Tony Fleming	West Lothian Council
Donnie McManus	East Renfrewshire Council