

**Date:**

Monday 10 November 2025 at 4.00 pm

**Venue:**

Council Chamber, Dunedin House, Columbia Drive; , Thornaby, Stockton-on-Tees TS17 6BJ

**Cllr Jim Beall (Chair)**

**Cllr Steve Nelson (Vice-Chair)**

Cllr Kevin Faulks, Cllr Stefan Houghton, Cllr Sufi Mubeen, Cllr David Reynard, Cllr Marilyn Surtees, Cllr Hilary Vickers and Cllr Sylvia Walmsley

## Agenda

1. **Evacuation Procedure** (Pages 7 - 10)

2. **Apologies for Absence**

3. **Declarations of Interest**

4. **Minutes** (Pages 11 - 12)

To approve the minutes of the last meeting held on 13 October 2025.

5. **Monitoring the Impact of Previously Agreed Recommendations - Domestic Waste Collection, Kerbside Recycling and Green Waste** (Pages 13 - 22)

Progress report for the agreed recommendations.

6. **Scrutiny Review of Governance of Capital Projects** (Pages 23 - 34)

To receive the draft scope and project plan and a background presentation from the link officers.

7. **Chair's Update and Select Committee Work Programme 2025 - 2026**(Pages 35 - 36)

## **Members of the Public - Rights to Attend Meeting**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please.

Contact: Scrutiny Officer, Michelle Gunn on email [michelle.gunn@stockton.gov.uk](mailto:michelle.gunn@stockton.gov.uk)

**Key – Declarable interests are :-**

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

**Members – Declaration of Interest Guidance**



**Table 1 - Disclosable Pecuniary Interests**

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2 – Other Registerable Interest**

You must register as an Other Registrable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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## Council Chamber, Dunedin House Evacuation Procedure & Housekeeping

### Entry

Entry to the Council Chamber is via the Council Chamber entrance indicated on the map below.



In the event of an emergency alarm activation, everyone should immediately start to leave their workspace by the nearest available signed Exit route.

The emergency exits are located via the doors on either side of the raised seating area at the front of the Council Chamber.

Fires, explosions, and bomb threats are among the occurrences that may require the emergency evacuation of Dunedin House. Continuous sounding and flashing of the Fire Alarm is the signal to evacuate the building or upon instruction from a Fire Warden or a Manager.

The Emergency Evacuation Assembly Point is in the overflow car park located across the road from Dunedin House.

**The allocated assembly point for the Council Chamber is: D2**

Map of the Emergency Evacuation Assembly Point - the overflow car park:



All occupants must respond to the alarm signal by immediately initiating the evacuation procedure.

When the Alarm sounds:

1. **stop all activities immediately.** Even if you believe it is a false alarm or practice drill, you MUST follow procedures to evacuate the building fully.
2. **follow directional EXIT signs** to evacuate via the nearest safe exit in a calm and orderly manner.
  - do not stop to collect your belongings
  - close all doors as you leave
3. **steer clear of hazards.** If evacuation becomes difficult via a chosen route because of smoke, flames or a blockage, re-enter the Chamber (if safe to do so). Continue the evacuation via the nearest safe exit route.
4. **proceed to the Evacuation Assembly Point.** Move away from the building. Once you have exited the building, proceed to the main Evacuation Assembly Point immediately - located in the **East Overflow Car Park**.
  - do not assemble directly outside the building or on any main roadway, to ensure access for Emergency Services.



**5. await further instructions.**

- **do not re-enter the building under any circumstances without an “all clear”** which should only be given by the Incident Control Officer/Chief Fire Warden, Fire Warden or Manager.
- do not leave the area without permission.
- ensure all colleagues and visitors are accounted for. Notify a Fire Warden or Manager immediately if you have any concerns

**Toilets**

Toilets are located immediately outside the Council Chamber, accessed via the door at the back of the Chamber.

**Water Cooler**

A water cooler is available at the rear of the Council Chamber.

**Microphones**

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when invited to speak by the Chair, to ensure you can be heard by the Committee and those in attendance at the meeting.

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## Place Select Committee

A meeting of Place Select Committee was held on Monday 13th October 2025.

**Present:** Cllr Jim Beall (Chair), Cllr Steve Nelson (Vice-Chair), Cllr David Reynard, Cllr Tony Riordan (sub Cllr Hillary Vickers), Cllr Marilyn Surtees, Cllr Sylvia Walmsley

**Officers:** Dale Rowbothan, Darren Robinson (Community Services, Environment, and Culture), and Michelle Gunn (Corporate Services)

**Also in attendance:**

**Apologies:** Cllr Kevin Faulks and Cllr Stefan Houghton Cllr Sufi Mubeen, and Cllr Hilary Vickers

### **PLA/24/25 Evacuation Procedure**

The Committee noted the evacuation and housekeeping procedure.

### **PLA/25/25 Declarations of Interest**

There were no declarations of interest.

### **PLA/26/25 Minutes**

AGREED the minutes of the meeting held on 14 July 2025 be confirmed as a correct record and signed by the Chair.

### **PLA/27/25 Scrutiny Review of Muslim and Faith Burial Services**

Consideration was given to the draft final report and recommendations for the Scrutiny Review of Muslim and Faith Burial Services. The Chair introduced the report, noting it was a short, intense review which took on board a range of views.

It was highlighted that the recommendation to install concrete burial rings would not only extend choice with the Borough's cemeteries, responding to the diverse needs within the community, but would also be at no cost to the Authority as the money to install these would be recouped over a period of time. The Committee felt it was important that burial services promoted the opportunity to pre-order a burial ring plot. Officers confirmed that, subject to Cabinet approval of the recommendations, they would be communicating with the funeral directors to promote pre-orders.

The review also highlighted the request that burial hours be extended and, as the Committee believed this was an operational matter, they had recommended that officers carry out a further review of the operational feasibility of the request. The results of this would be reported back to the committee through the action planning and monitoring process.

Officers were thanked for their support on the review. The organisations and community leaders that provided evidence were also thanked for their contributions to the review.

The Committee approved the content of the draft final report and was informed that it would be presented to Cabinet in November 2025.

AGREED that the final report be approved for submission to Cabinet.

**PLA/28/25 Chair's Update and Select Committee Work Programme 2025 - 2026**

Consideration was given to the Work Programme.

AGREED that the Work Programme be noted.

Place Select Committee

10 November 2025

## Progress Update for Agreed Recommendations

### Summary

Members are asked to consider the evidence and assessments of progress contained within the attached Progress Update on the implementation of previously agreed recommendations in relation to the review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections. For access to the final report, please see [Scrutiny Review of Waste Collections, Kerbside Recycling and Green Waste Collections](#)

### Detail

1. Following the Cabinet consideration of scrutiny reports, accepted recommendations are then subject to a monitoring process to track their implementation.
2. Two main types of report are used. Initially this is by means of Action Plans detailing how services will be taking forward agreed recommendations. This is then followed by a Progress Update report approximately 12 months after the relevant Select Committee has agreed the Action Plan. Evidence is submitted by the relevant department together with an assessment of progress against all recommendations. Should members of the Select Committee agree, those recommendations which have reached an assessment of '1' are then signed off as having been completed.
3. If any recommendations remain incomplete, or if the Select Committee does not agree with the view on progress, the Select Committee may ask for a further update.
4. The assessment of progress for each recommendation should be categorised as follows:

1	Achieved (Fully)	The evidence provided shows that the recommendation has been fully implemented within the timescale specified.
2	On Track (but not yet due for completion)	The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired.
3	Slipped	The evidence shows that progress on implementation has slipped.  An anticipated date by which the recommendation is expected to become

		achieved should be advised and the reasons for the delay.
4	Not Achieved	<p>The evidence provided shows that the recommendation has not been fully achieved.</p> <p>An explanation for non-achievement of the recommendation would be provided.</p>

5. To further strengthen the monitoring process, from August 2020, the Progress Update report will also include references on the evidence of impact for each recommendation.
6. For progress update reports following the completion of a review, the relevant Link Officer(s) will be in attendance.
7. **Appendix 1** (Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections) sets out the outstanding recommendations for this Committee. Members are asked to review the update and indicate whether they agree with the assessments of progress.

Name of Contact Officer: Michelle Gunn

Post Title: Scrutiny Officer

Telephone number: 01642 524987

Email Address: [michelle.gunn@stockton.gov.uk](mailto:michelle.gunn@stockton.gov.uk)

## APPENDIX 1

## PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste

SCRUTINY MONITORING – PROGRESS UPDATE	
<b>Review:</b>	<b>Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste</b>
<b>Link Officer/s:</b>	<b>Dale Rowbotham</b>
<b>Action Plan Agreed:</b>	<b>April 2024</b>

Updates on the progress of actions in relation to agreed recommendations from previous scrutiny reviews are required approximately 12 months after the relevant Select Committee has agreed the Action Plan. Progress updates must be detailed, evidencing what has taken place regarding each recommendation – a grade assessing progress should then be given (see end of document for grading explanation). Any evidence on the impact of the actions undertaken should also be recorded for each recommendation.

<b>Recommendation 1:</b>	<b>That the Council adopt a fortnightly refuse collection service.</b>
Responsibility:	Service Manager – Community Services & Transport
Date:	April 2026
Agreed Action:	A move from the current weekly refuse collection service to a fortnightly waste collection service. Consideration to be given to some properties in the borough, such as farm and back lane properties.
Agreed Success Measure:	Successful implementation of a fortnightly waste collection service
Evidence of Progress (November 2024):	The waste and recycling changes, now being developed through the transformation process was approved by cabinet on the 17 <sup>th</sup> October 2024 and details of the changes to the service have been communicated with residents. Residents are able to access a dedicated Council webpage which outlines the changes. Officers have considered the frequency of back-alley collections, and the Council will remain collecting back alley residual waste on a weekly basis due to issues with fly tipping, collection frequencies will be considered again in the future. Officers are currently undertaking a piece of work to assess how collections will take place from farms properties to include recycling and food waste collections from these properties.
Assessment of Progress (November 2024): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (November 2024):	Details regarding changes to the frequency of residual waste collections have been communicated to residents on social media, the My Council Newsletter and on the dedicated webpage. The changes to collection frequency impacts wider recycling changes as per recommendation 2 of the Place Select Committee. Once introduced the Council expects to see a decline in residual waste tonnages and increase in the amount of recyclable material collected from the kerbside.

**APPENDIX 1****PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste**

Evidence of Progress (May 2025):	The Council are progressing with implementation of the fortnightly refuse collection service and the introduction of weekly recycling and food waste collections. Procurement of the new blue bags, food waste caddies, liners and additional white bags along with the food waste disposal contract are underway and are nearing completion. The Council is working alongside the other Tees Valley Councils on the procurement of food waste caddies and liners and the food waste disposal contract. Procurement of the new recycling vehicles is complete, and the Council are awaiting delivery of these in late 2025. Operationally, the Council have begun the re-routing of the current refuse and recycling rounds in preparation for April 2025. Recruitment of drivers and loaders is due to begin in October in preparation for training and the service launch. The Council are in the process of organising and preparing for the delivery of the new receptacles (blue bag, food waste caddies and liners) to all residents.
Assessment of Progress (May 2025): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (May 2025):	Media and communications are continuing to communicate the changes to resident to ensure they are well informed and prepared for service launch but also informing residents of what they can do now in order to increase our recycling rates. The Council have seen an increase in the number of recycling receptacles handed out from the customer service centres and also taken from the resident engagement team during their visits.
Evidence of Progress (November 2025):	<p>Work is progressing well on the waste and recycling changes, including:</p> <p>New collection rounds are being developed with most days now complete, residents will be notified of any changes in the coming months in line with communication plan</p> <p>First collection of new service is being planned for 31<sup>st</sup> March 2026. This date has been chosen due to Easter holidays in early April.</p> <p>A members briefing session is being planned for the meeting on 27<sup>th</sup> January 2026, discussions are ongoing with democratic services to arrange this.</p>
Assessment of Progress (November 2025): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (November 2025):	Resident engagement team and communications continue to highlight the changes to residents in preparation for waste and recycling changes from 31 <sup>st</sup> March 2026.

<b>Recommendation 2:</b>	<b>That scenario 3 (fortnightly refuse collection with a weekly 'multi-stream collection of dry recycling and food waste) in the Place Select Committee report is adopted as the Council's new waste and recycling collection service. That consideration is also given to timescales around national mandated services and local waste disposal arrangements.</b>
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**APPENDIX 1****PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste**

Responsibility:	Service Manager – Community Services & Transport
Date:	April 2026
Agreed Action:	<p>A move from the current fortnightly recycling collection service to a weekly recycling collection service, when rolling out mandatory separate weekly food waste collections. Consideration to be given to some properties in the borough, such as farm and back lane properties.</p> <p>Aim to future proof against upcoming legislative changes around small Waste Electronic and Electrical Equipment (WEEE) and soft plastic material.</p>
Agreed Success Measure:	Successful implementation of a weekly food waste and recycling service.
Evidence of Progress (November 2024):	<p>The Council's Cabinet approved the waste and recycling changes, now being developed through the transformation process on the 17<sup>th</sup> October 2024. Changes to the recycling service have been communicated to residents on social media and on the new dedicated webpage.</p> <p>Officers are on track with the procurement of the new recycling vehicles. Residents will be receiving a new blue recycling bag for plastic and cans which will contain a heavier weight to respond to residents' issues regarding bags blowing away. The current white bag will be used for cardboard and paper within the paper pouch, the weight within this bag will also be increased from 500g to 1kg. Officers are working along other Tees Valley Councils to consider the feasibility of the joint procurement of internal and external food waste caddies alongside joint communications regarding the mandated weekly food waste collections to residents.</p> <p>Officers are currently undertaking research into how WEEE and textile collections will take place and offtaker for this material. As part of the procurement of the new recycling vehicle, the specification for the vehicle requires 1 compartment to be dedicated to WEEE and textiles.</p> <p>Back-alley properties will receive the same collection service as other households and will be collected from the front of properties. Officers are currently undertaking a piece of work to assess how collections will take place from farms properties to include recycling and food waste collections from these properties.</p>
Assessment of Progress (November 2024): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (November 2024):	Details regarding changes to recycling collections have been communicated to residents on social media, the My Council Newsletter and on the dedicated webpage. Once introduced the Council expects to see a decline in residual waste tonnages and increase in the amount of recyclable material collected from the kerbside.

**APPENDIX 1****PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste**

Evidence of Progress (May 2025):	<p>The Council are progressing with implementation of the fortnightly refuse collection service and the introduction of weekly recycling and food waste collections. Procurement of the new blue bags, food waste caddies, liners and additional white bags along with the food waste disposal contract are underway and are nearing completion. The Council is working alongside the other Tees Valley Councils on the procurement of food waste caddies and liners and the food waste disposal contract. Procurement of the new recycling vehicles is complete, and the Council are awaiting delivery of these in late 2025. Operationally, the Council have begun the re-routing of the current refuse and recycling rounds in preparation for April 2025. Recruitment of drivers and loaders is due to begin in October in preparation for training and the service launch. The Council are in the process of organising and preparing for the delivery of the new receptacles (blue bag, food waste caddies and liners) to all residents.</p>
Assessment of Progress (May 2025): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (May 2025):	<p>Media and communications are continuing to communicate the changes to resident to ensure they are well informed and prepared for service launch but also informing residents of what they can do now in order to increase our recycling rates. The Council have seen an increase in the number of recycling receptacles handed out from the customer service centres and also taken from the resident engagement team during their visits.</p>
Evidence of Progress (November 2025):	<p>Work is progressing well on the waste and recycling changes, including:</p> <p>New recycling containers are starting to be delivered to the distribution warehouse in preparation for delivery to households starting January 2026.</p> <p>New recycling vehicles expected on time with the first vehicle leaving the production line in November 2025. This vehicle will be used to assist with training and development of staff prior to accepting all vehicles in 2026.</p> <p>Modifications to the Waste Transfer Station alongside operator procurement and environmental permit are progressing well with a lot of work happening over the next few months</p> <p>New collection rounds are being developed with most days now complete, residents will be notified of any changes in the coming months in line with communication plan</p> <p>First collection of new service is being planned for 31<sup>st</sup> March 2026. This date has been chosen due to Easter holidays in early April.</p> <p>A members briefing session is being planned for the meeting on 27<sup>th</sup> January 2026, discussions are ongoing with democratic services to arrange this.</p>
Assessment of Progress (November 2025): (include explanation if required)	<b>2 (On-Track)</b>

## APPENDIX 1

## PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste

Evidence of Impact (November 2025):	Resident engagement team and communications continue to highlight the changes to residents in preparation for waste and recycling changes from 31 <sup>st</sup> March 2026.
<b>Recommendation 4:</b>	<b>That a comprehensive communications and community engagement plan on proposed changes is implemented to ensure residents are sufficiently informed prior to the enactment of any changes, and to help embed the changes, to the waste and recycling service.</b>
Responsibility:	Service Manager – Community Services & Transport
Date:	October 2024
Agreed Action:	Ensure a full communications plan is in place to start approximately 18 months in advance of the April 2026 rollout.
Agreed Success Measure:	<p>Communications plan agreed to disseminate information around waste collection changes for waste and recycling.</p> <p>Resident engagement programme drafted to support the communications plan in disseminating information to residents.</p>
Evidence of Progress (November 2024):	<p>The communication team have produced a detailed comms and action plan for both green waste changes from April 2025 and the waste and recycling changes from April 2026. Comms for both changes began in October 2024 via social media and on the dedicated council webpages.</p> <p>During the October Cabinet the employment of 3 FTE Resident Engagement Officers, or equivalent, was approved. The officers will be employed to communicate and engage with residents through drop in events, door knocking, attendance at leisure centres and supermarkets, ward surgeries and assemblies at schools and colleges. Officers will attend community partnership events and work in areas of known low participation to increase engagement and participation with recycling.</p> <p>Recruitment of officers will begin in early January 2025 and officers are scheduled to be in post for 1<sup>st</sup> April 2025 for an 18-month period.</p>
Assessment of Progress (November 2024): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (November 2024):	Communication with residents began upon approval of the changes to the waste and recycling service and garden waste service at Cabinet. A detailed communications and engagement plan is in place alongside employment of resident engagement officers from April 2025. Comms are key to the success of the whole project, and we expect to see increased recycling participation resulting in decreased residual waste tonnages and an increase in kerbside recycling tonnage.

**APPENDIX 1****PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste**

Evidence of Progress (May 2025):	The resident engagement team are in post and have been attending Council events, supermarkets, libraries and markets since April 2025 where the team have informed and engaged with a range of residents alongside handing out leaflets on the upcoming changes and the chargeable garden waste service. The communications team are continuing to implement their detailed and comprehensive communications plan. The Council is beginning to work on the comms that will be delivered to residents alongside their new recycling receptacles. The resident engagement team are beginning to visit schools in May 2025 to educate children on recycling and how they can help protect our environment.
Assessment of Progress (May 2025): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (May 2025):	The engagement team have been in post since April 2025 and have attended a range of locations to communicate and educate residents on the upcoming changes to waste and recycling and how they can recycle effectively. The team have had visited a wide range of location across the Borough as well as attending visits on evenings and weekends. To date the team have visited almost 30 different locations reaching out to over an estimated 900 residents. So far, the team has received mostly positive comments on the changes and have been able to educate residents on why these changes are being implemented and their benefit for the environment as well supporting residents on signing up to the chargeable garden waste service. Residents have responded well to seeing the engagement team out in the community and it has been noted that residents are pleased that the Council are addressing the low recycling rates and also following suit with the Southern Councils on introducing a weekly food waste collection.
Evidence of Progress (November 2025):	<p>The Waste Engagement team have undertaken over 100 separate engagement events since April 2025, attending supermarkets, shopping areas, council markets and events (including SIRF, Festival of Thrift and Environment Fair). They also continue to work with schools, colleges and community groups.</p> <p>The team will shortly begin door to door canvassing as part of planned engagement and work with the distribution team when new recycling receptacles are being delivered.</p> <p>Communication plan continues to be delivered against</p> <p>A members briefing session is being planned for the meeting on 27<sup>th</sup> January 2026, discussions are ongoing with democratic services to arrange this</p>
Assessment of Progress (November 2025): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (November 2025):	Resident engagement team and communications continue to highlight the changes to residents in preparation for waste and recycling changes from 31 <sup>st</sup> March 2026. Over 100 separate engagement events undertaken since April 2025.

APPENDIX 1

PROGRESS UPDATE: Review of Domestic Waste Collections, Kerbside Recycling, and Green Waste

Assessment of Progress Gradings:	1 Fully Achieved	2 On-Track	3 Slipped	4 Not Achieved
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<b>Place Select Committee</b>
<b>Review of Capital Projects</b>
<b>Outline Scope</b>

<b>Scrutiny Chair (Project Director):</b> Cllr Jim Beall	<b>Contact details:</b> <a href="mailto:Jim.beall@stockton.gov.uk">Jim.beall@stockton.gov.uk</a>
<b>Vice-Chair</b> Cllr Steve Nelson	<b>Contact details:</b> <a href="mailto:Steve.nelson@stockton.gov.uk">Steve.nelson@stockton.gov.uk</a>
<b>Scrutiny Officer (Project Manager):</b> Michelle Gunn	<b>Contact details:</b> <a href="mailto:Michelle.gunn@stockton.gov.uk">Michelle.gunn@stockton.gov.uk</a>
<b>Departmental Link Officer:</b> Iain Robinson Neil Bramma Andrew Cocoran	<b>Contact details:</b> <a href="mailto:Iain.robinson@stockton.gov.uk">Iain.robinson@stockton.gov.uk</a> <a href="mailto:Neil.bramma@stockton.gov.uk">Neil.bramma@stockton.gov.uk</a> <a href="mailto:Andrew.cocoran@stockton.gov.uk">Andrew.cocoran@stockton.gov.uk</a>
<b>PMO Link:</b> TBC?	<b>Contact details:</b>
<b>Which of our strategic corporate objectives does this topic address?</b>  The review will address the following priority of the Stockton-on-Tees Plan:  Priority five - A sustainable Council: We will ensure our council is financially sustainable and manages our assets effectively to enhance their local impact. We will be a well-run council across areas of our business and continue to improve outcomes for communities.	
<b>What are the main issues and overall aim of this review?</b>  SBC has a large-scale programme of capital projects within the Borough to ensure that that we are providing quality facilities for residents, attracting investment, and making Stockton-on-Tees a great place to live, work and visit. It is important that when these are developed, they are well thought out, delivered on time, and on budget, to demonstrate that our council is sustainable and well managed.  A strong governance and oversight framework for capital projects gives confidence to both Council members as well as residents that they are value for money and have a social value. This should include robust processes for financial planning, identifying risk, and assessing the impact on services for residents.  The aim of the review is to examine the processes, including governance and decision-making structures, in delivering major capital projects and identify if these can be improved.	

**The Committee will undertake the following key lines of enquiry:**

1. What is the Council's capital programme – number of schemes, capital values, type of projects included

Detail of capital programme so context of individual projects and programmes are understood within the broader capital programme

2. How do projects and interventions emerge/evolve to be included on the capital programme -

How do capital project opportunities arise?

How are capital projects funded?

Examining approaches and steps taken with externally funded capital interventions

At what point are financial commitments/allocations to individual projects made?

What is the decision-making process?

At what points are members consulted/involved?

How are other stakeholders involved?

3. What are existing Capital Programme and project governance arrangements

Risk identification and management – different routes to managing risk across schemes

Understanding of resource and expertise – the varying role of the Local Authority in delivery and relationships with external providers

What risk management and escalation measures are in place?

How are tolerances of a project determined?

What is the decision-making process within capital programme?

At what points are members consulted/involved?

How have lessons learnt on previous projects been implemented?

**Who will the Committee be trying to influence as part of its work?**

Cabinet, Council

**Expected duration of review and key milestones:**

6 months, reporting to Cabinet in May 2026

Scope and Project Plan – 10 November 2025

Evidence gathering November 2025 – February 2026

Draft recommendations – 9 March 2026

Final Report – 20 April 2026

Submission to Cabinet – 15 May 2026

**What information do we need?**



<b>Existing information (background information, existing reports, legislation, central government documents, etc.):</b>  Decision making structures LGA Must know: Capital expenditure <a href="#">Must know: Capital expenditure   Local Government Association</a>	
<b>New information:</b>  Case Studies	
Who can provide us with further relevant evidence? (Cabinet Member, officer, service user, general public, expert witness, etc.)	What specific areas do we want them to cover when they give evidence?
Regeneration & Growth Capital Projects	Background information and evidence relating to key lines of enquires including: <ul style="list-style-type: none"> <li>• Types of capital projects</li> <li>• Life cycle of a project including decision making process and governance tools being used</li> <li>• Case studies</li> </ul>
Finance	Funding and grant processes Budgetary governance of projects
Highways, transport & design	<b>Evidence relating to key lines of enquires</b>
Project Teams, Governance boards	How is risk managed?
<b>How will this information be gathered? (e.g. financial baselining and analysis, benchmarking, site visits, face-to-face questioning, telephone survey, survey)</b>  Committee meetings, reports, case studies	
<b>How will key partners and the public be involved in the review?</b>  Attendance at meetings, information submissions	

**How will the review help the Council meet the Public Sector Equality Duty?**

The Equality Act 2010 protects everyone from discrimination on grounds of nine Protected Characteristics (including – but not limited to – age, gender, disability, ethnicity), and advance equality of opportunity for those with Protected Characteristics. Public bodies must have due regard for advancing equality which includes:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people

A robust and well managed capital project programme, contributing to the financial stability of the Council, ensures SBC continues to deliver the services that communities need.

**How will the review contribute towards the Joint Strategic Needs Assessment, or the implementation of the Health and Wellbeing Strategy?**

Capital projects aim to enhance the Borough, providing state-of-the-art facilities and attracting investment. It therefore contributes to Focus Area 3: Everyone lives in healthy and sustainable places and communities.

**Provide an initial view as to how this review could lead to efficiencies, improvements and/or transformation:**

The aim of the review is to identify if improvements can be made to the decision making and governance processes of capital projects, thereby ensuring that they provide value for money as well as having a social value and thereby be effective in place shaping of the Borough.

<b>Project Plan</b>
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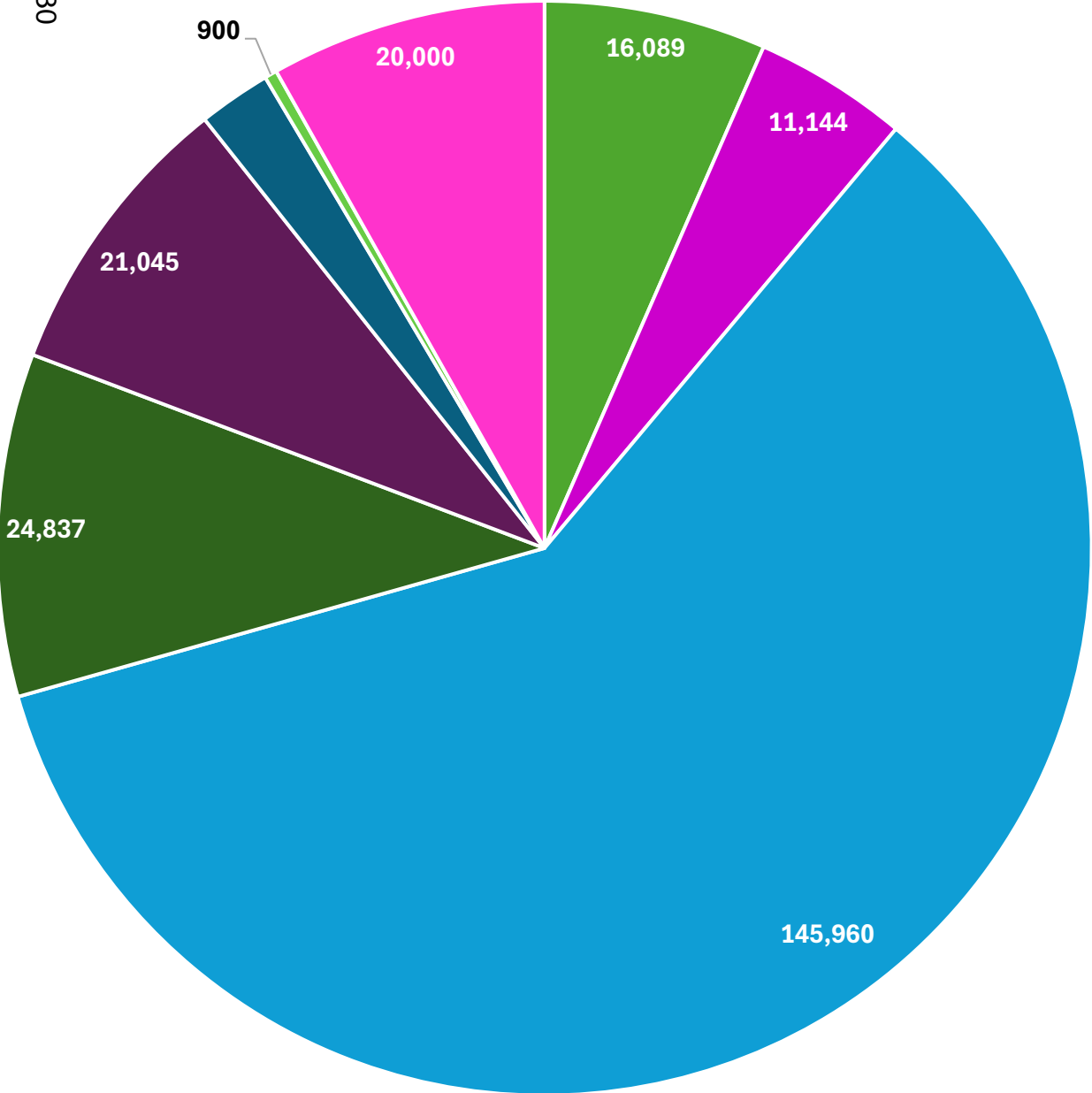
Key Task	Details/Activities	Date	Responsibility
<b>Scoping of Review</b>	Information gathering	October 25	Scrutiny Officer Link Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss aims and objectives of review	20.10.25	Select Committee Chair and Vice Chair, Cabinet Member(s), Director(s), Scrutiny Officer, Link Officer
<b>Agree Project Plan</b>	Scope and Project Plan agreed by Committee	10.11.25	Select Committee
<b>Publicity of Review</b>	Determine whether Communications Plan needed	TBC	Link Officer, Scrutiny Officer
<b>Obtaining Evidence</b>	Definition of a capital project	15.12.25	Select Committee
	Delivery of capital projects		
	Governance of capital projects & case studies	12.01.26	
	Outcomes and learning	16.02.26	
<b>Members decide recommendations and findings</b>	Review summary of findings and formulate draft recommendations	09.03.26	Select Committee
<b>Circulate Draft Report to Stakeholders</b>	Circulation of Report	March/April 26	Scrutiny Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss findings of review and draft recommendations	TBC	Select Committee Chair and Vice Chair, Cabinet Member(s), Director(s), Scrutiny Officer, Link Officer
<b>Final Agreement of Report</b>	Approval of final report by Committee	20.04.26	Select Committee, Cabinet Member, Director
<b>Consideration of Report by Executive Scrutiny Committee</b>	Consideration of report	19.05.26	Executive Scrutiny Committee
<b>Report to Cabinet/Approving Body</b>	Presentation of final report with recommendations for approval to Cabinet	14.05.26	Cabinet / Approving Body

DRAFT

# Capital Programme and Projects

## Initial Overview and Scrutiny - 1

# MTFP Capital Programme to 2027



CAPITAL PROGRAMME Up to 2027	Revised Programm e £'000	%
School Investment Programme & Children’s Services	16,089	6.56
Inclusive Growth	11,144	4.54
Regeneration	145,960	59.52
Transportation	24,837	10.13
Community, Environment, Culture & Leisure	21,045	8.58
Adults, Health & Wellbeing	5,261	2.15
Xentrall ICT	900	0.37
Council Wide	20,000	8.16
Total Approved Capital MTFP	245,234	

## **PROGRAMMES**

**17**

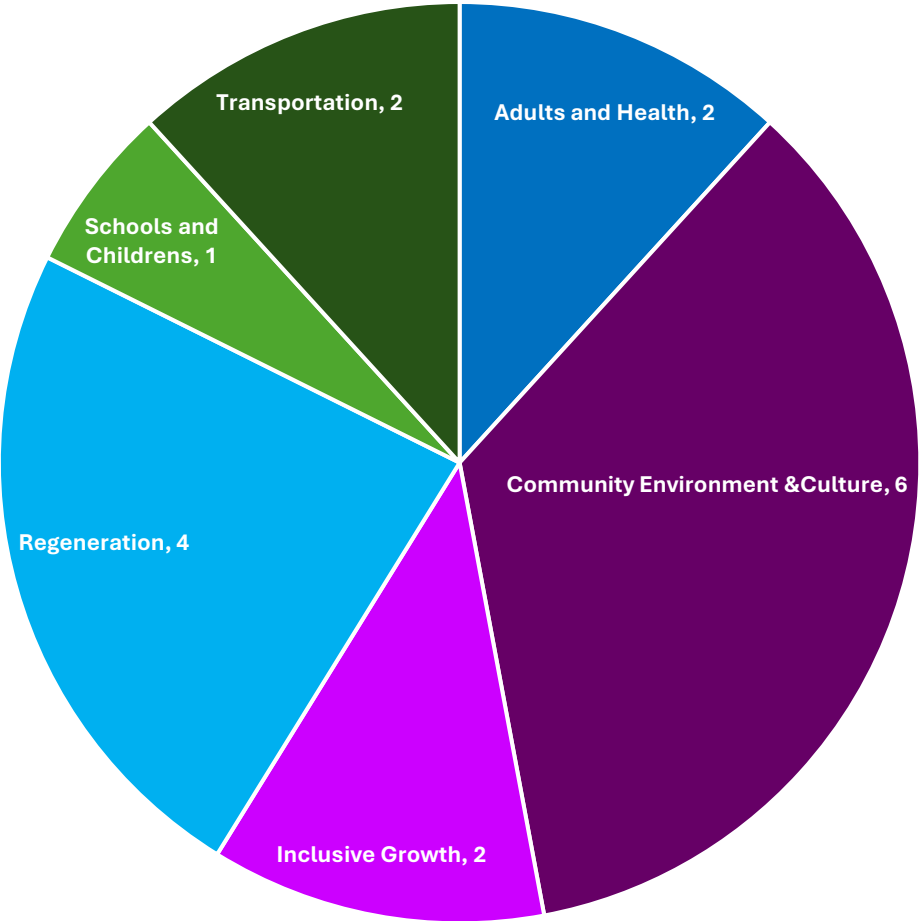
**Delivering place outcomes or theme-based benefits**

## **PROJECTS**

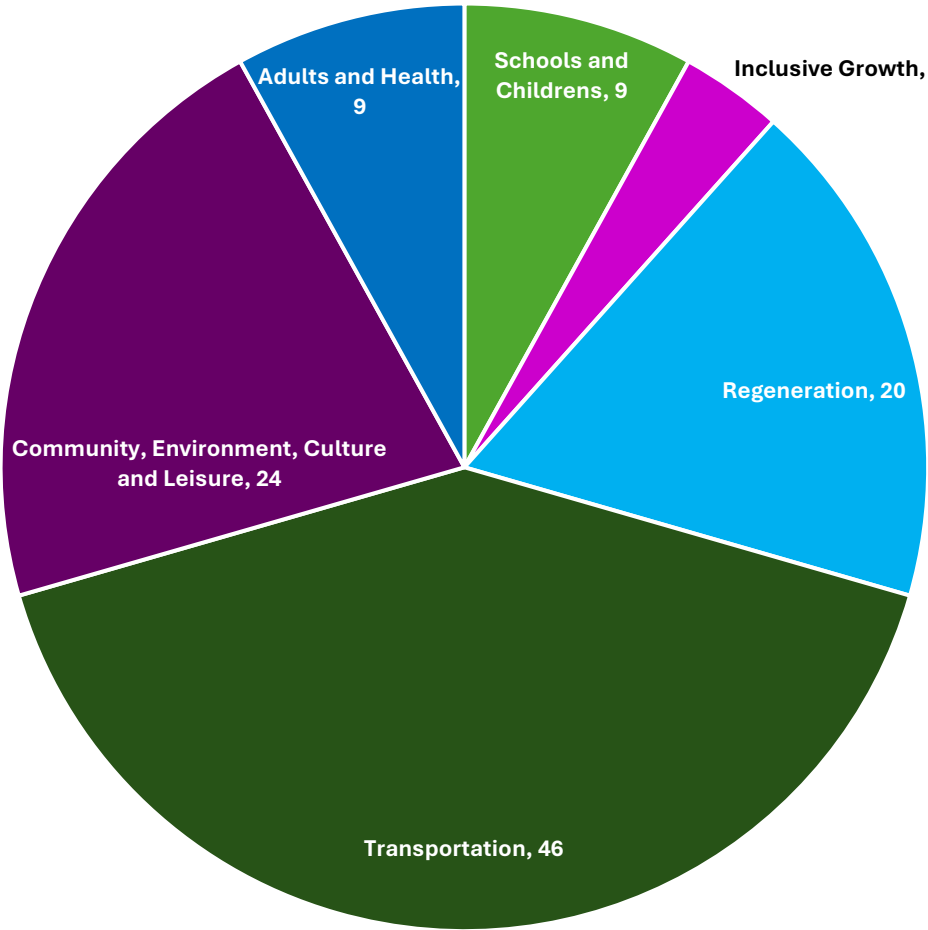
**112**

**Delivering place or theme-based outputs and benefits**

% of programmes by Directorate



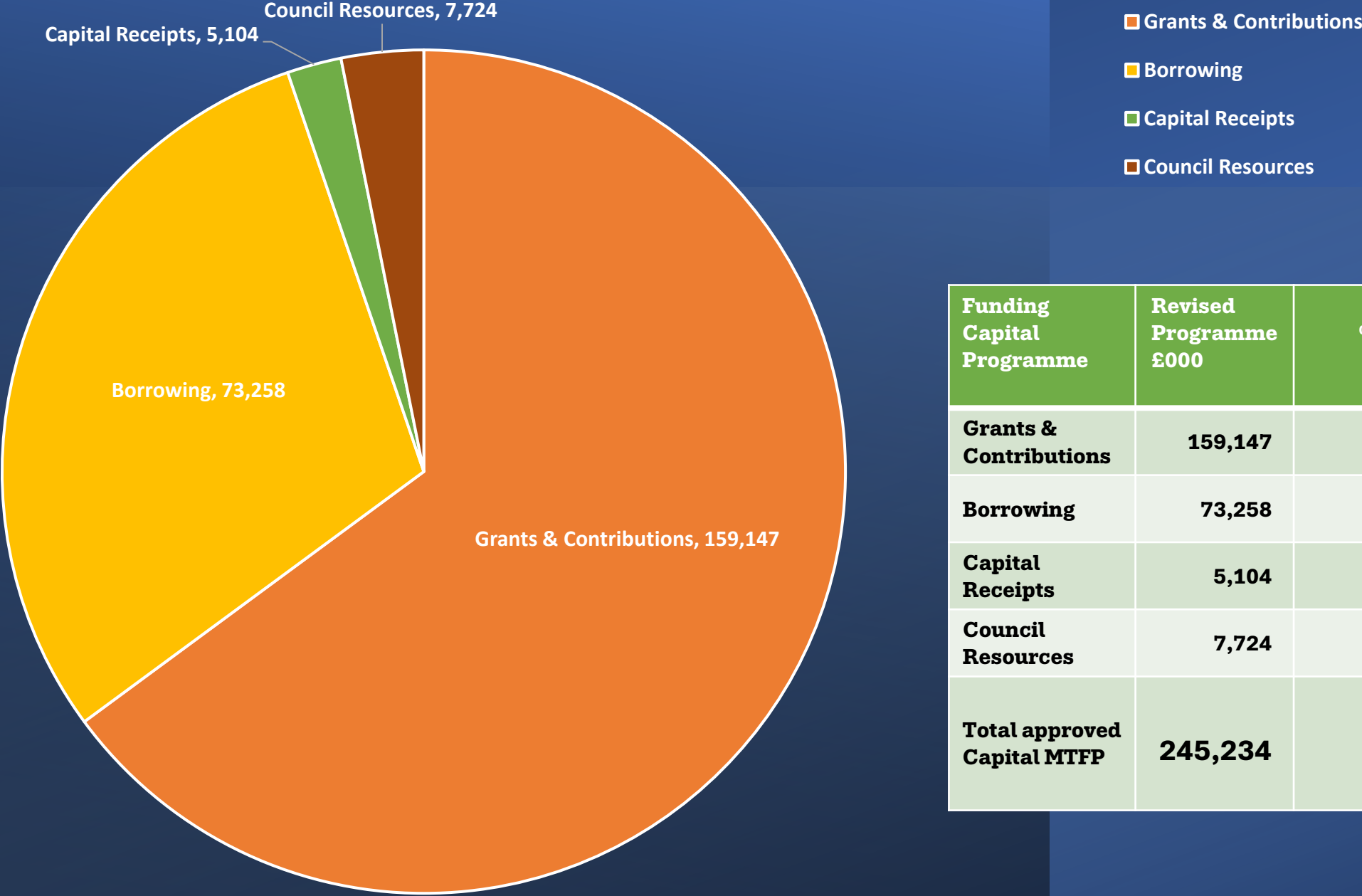
% of projects by Directorate



Directorate	Programmes	Projects
School Investment Programme and Children’s Services	1	9
Inclusive Growth	2	4
Regeneration	4	20
Transportation	2	46
Community, Environment, Culture & Leisure	8	24
Adult, Health & Wellbeing	4	9
TOTALS	17	112



# Funding for Capital Programme



Funding Capital Programme	Revised Programme £000	%
Grants & Contributions	159,147	64.90
Borrowing	73,258	29.87
Capital Receipts	5,104	2.08
Council Resources	7,724	3.15
Total approved Capital MTFP	245,234	

# Next steps and discussion

# Agenda Item 7

## Place Select Committee Work Programme 2025-2026

<b>Date (4pm unless stated)</b>	<b>Topic</b>	<b>Attendance</b>
<b>Monday 14 April 2025</b>	Scrutiny Review of Muslim and Faith Burial Services <ul style="list-style-type: none"> <li>• Scope &amp; Project Plan and background presentation</li> </ul>	Dale Rowbotham
<b>Monday 19 May 2025</b>	Monitoring: Progress Update - Planning (Development Management) and Adoption of Open Space  Monitoring: Progress Update - Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections  Scrutiny Review of Muslim and Faith Burial Services <ul style="list-style-type: none"> <li>• Evidence gathering</li> </ul>	Simon Grundy  Dale Rowbotham  Dale Rowbotham, Darren Robinson, & Erin Evans  Funeral Director
<b>Monday 9 June 2025</b>	Monitoring: Action Plan - Scrutiny Review of Affordable Housing  Scrutiny Review of Muslim and Faith Burial Services <ul style="list-style-type: none"> <li>• Evidence gathering</li> </ul>	Jane Edmonds/Alan Glew  Dale Rowbotham, Darren Robinson, & Erin Evans  Funeral Director & Community representative  Middlesbrough Council
<b>Monday 14 July 2025</b>	Scrutiny Review of Muslim and Faith Burial Services <ul style="list-style-type: none"> <li>• Evidence gathering</li> </ul>	Dale Rowbotham, Darren Robinson, & Erin Evans  Farooq e Azam Mosque, Ali Murtaza Mosque, and Usman e Ghani Mosque representatives
<b>Monday 15 September 2025 (informal)</b>	Scrutiny Review of Muslim and Faith Burial Services <ul style="list-style-type: none"> <li>• Summary of evidence</li> </ul>	Dale Rowbotham, Darren Robinson, & Erin Evans

## Place Select Committee Work Programme 2025-2026

<b>Date <u>(4pm unless stated)</u></b>	<b>Topic</b>	<b>Attendance</b>
<b>Monday 13 October 2025</b>	Scrutiny Review of Muslim and Faith Burial Services <ul style="list-style-type: none"> <li>Final report</li> </ul>	Dale Rowbotham, Darren Robinson, & Erin Evans
<b>Monday 10 November 2025</b>	Monitoring: Progress Update - Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections  Scrutiny Review of Governance of Capital Projects <ul style="list-style-type: none"> <li>Scope and Project Plan</li> </ul>	Dale Rowbotham  Iain Robinson, Neil Bramma & Andrew Cocoran
<b>Monday 15 December 2025</b>	Monitoring: Progress Update - Scrutiny Review of Affordable Housing  Scrutiny Review of Governance of Capital Projects <ul style="list-style-type: none"> <li>Evidence Gathering</li> </ul>	Jane Edmends  Iain Robinson, Neil Bramma & Andrew Cocoran
<b>Monday 12 January 2026</b>	Scrutiny Review of Governance of Capital Projects <ul style="list-style-type: none"> <li>Evidence Gathering</li> </ul>	Iain Robinson, Neil Bramma & Andrew Cocoran
<b>Monday 16 February 2026</b>	Scrutiny Review of Governance of Capital Projects <ul style="list-style-type: none"> <li>Evidence Gathering</li> </ul>	Iain Robinson, Neil Bramma & Andrew Cocoran
<b>Monday 9 March 2026</b>	Scrutiny Review of Governance of Capital Projects <ul style="list-style-type: none"> <li>Evidence Gathering</li> </ul>	Iain Robinson, Neil Bramma & Andrew Cocoran

### To Schedule:

Monitoring: Progress Update - Scrutiny Review of Burial Provision