Oakham Town Council

Grounds Maintenance and Waste/Bin Services Working Group

Terms of Reference

1. Purpose

The purpose of the Working Group is to undertake a comprehensive review of the Town Council's grounds maintenance, grass cutting, litter bin emptying, types of litter bins and associated services, with the aim of developing recommendations for future service provision and a tender/quotation process for contracts commencing in 2027.

The review should consider the Council's current requirements, the standard and frequency of services, value for money, environmental considerations and opportunities to improve the provision of services throughout the town.

2. Membership

- The Working Group shall comprise a minimum of 3 and a maximum of 6 Members of Oakham Town Council.
- It is preferable that the Committee has representation from at least one Member for each ward.
- Members shall be appointed by Oakham Town Council.
- The Working Group may seek information and advice from the Town Clerk, relevant officers, contractors, service providers and other appropriate organisations as necessary.
- The Working Group shall appoint a Chair from amongst its membership.

3. Quorum

- Two Members will constitute a quorum. If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned.
- A Chairman is to be elected at the first meeting held.
- Should any elected member resign, a new member of the Committee will be elected at the next Full Council meeting.

4. Declarations of Interest

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Oakham Town Council.

5. Notes of Meetings

The notes of the meetings will be presented at the next Working Group meeting for approval. The notes will be published on the Council's website as soon as possible after the meeting. All notes will be presented to the following Full Council meeting for Members to note, and any actions requiring Full Council consideration will be added to the agenda.

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6. Scope and Responsibilities

The Working Group shall:

6.1 Grounds Maintenance and Grass Cutting

- Review all existing grounds maintenance and grass-cutting arrangements undertaken on behalf of the Town Council.
- Identify the areas of land and locations currently maintained, together with the nature, frequency and standard of work required.
- Consider whether the existing specification adequately meets the Council's requirements.
- Investigate alternative approaches to grounds maintenance, including service frequency, seasonal requirements, biodiversity, environmental considerations and opportunities for improved value for money.
- Identify any additional grounds maintenance activities which could appropriately be incorporated into a future contract.

6.2 Litter Bins and Waste Management

- Undertake a comprehensive review of the Council's existing litter bin provision, including locations, numbers, condition, capacity, usage and emptying frequency.
- Consider whether existing bin locations and arrangements remain appropriate and identify opportunities for improvement or rationalisation.
- Investigate options for introducing recycling bins in appropriate locations throughout the town.
- Consider different types and designs of bins, including combined waste and recycling units, separate recycling facilities and other suitable alternatives.
- Explore the practicalities, costs and implications of providing recycling facilities, including collection arrangements, contamination, maintenance, emptying frequency and disposal costs.
- Consider whether additional bins or alternative waste management arrangements are required.
- Identify any opportunities to reduce littering and improve the cleanliness and appearance of the town.

6.3 Other Associated Services

- Identify other services which could reasonably be included within a combined grounds maintenance and waste management contract.
- Consider whether combining services into one contract or dividing them into separate contracts would provide the best value and most effective service delivery.
- Investigate opportunities for efficiencies through joint procurement, economies of scale or alternative service delivery arrangements.

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6.4 Procurement and Contracting Arrangements

- Investigate the available procurement options for future service provision, including obtaining competitive quotations and undertaking a formal tender process where appropriate.
- Consider whether the services should be procured as one combined contract or through separate contracts or service packages.
- Review potential contract durations, commencement dates, performance standards and monitoring arrangements.
- Develop draft service specifications and schedules of work for the proposed contracts.
- Consider appropriate performance indicators, reporting requirements and arrangements for dealing with poor performance.
- Identify potential contractors and providers who may be able to deliver the required services.
- Consider the financial implications of the various options, including initial costs, ongoing contract costs and any potential savings.

7. Reporting and Recommendations

The Working Group shall report its findings and recommendations to Oakham Town Council for consideration and approval.

The final report should include:

- A review of existing arrangements and identified shortcomings.
- Recommendations for future grounds maintenance and waste/bin provision.
- Options for introducing recycling bins and improving waste management.
- Proposed service specifications and standards.
- Recommendations on the most appropriate procurement and contracting arrangements.
- Estimated costs and budgetary implications. Determine the estimated value of the contract(s) and confirm whether a quote or tender process will be required. If a tender process, the Working Group to present the draft tender documentation required as per Council's Standing Orders.
- A proposed timetable for the procurement process and implementation of new arrangements from 2027.

The Working Group shall not have authority to award contracts, enter into agreements, commit Council expenditure or make decisions on behalf of Oakham Town Council. All recommendations shall be submitted to the full Council for consideration and approval.

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8. Timescale

The Working Group shall aim to complete its review and submit its recommendations to Oakham Town Council in sufficient time to allow the procurement process to be undertaken and new contractual arrangements to commence during 2027.

9. Authority

The Working Group is established by Oakham Town Council to investigate, review and make recommendations only. It has no delegated decision-making or spending powers.

Any proposed expenditure, procurement decisions, contract awards or changes to existing service arrangements must be approved by Oakham Town Council in accordance with its Financial Regulations, Standing Orders and procurement requirements.

Adopted at the Full Council meeting held on 10.11.26
Review date: May 2027

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