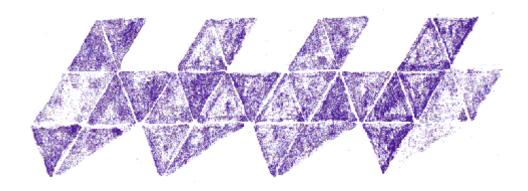


The Highland Council



STATUTORY PERFORMANCE INDICATORS 2005 – 2006

THE HIGHLAND COUNCIL Statutory Performance Indicators Year ending 31st March 2006

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HIGHLAND COUNCIL Performance Indicators Year ending 31st March 2006

Each year the Council has a statutory duty to present indicators, which compare our performance over the last 12 months with that of the previous year. This is required by the Local Government in Scotland Act 2003 (Section 13) Publication of Information (Standards of Performance Direction 2001 (Amended)). The Council's goals and values commit the organisation to striving for excellence, innovation, quality and efficiency in delivery of its Services. This is to be achieved through regularly reviewing performance and setting targets for continuous improvement. The following demonstrates that in a number of areas of activity our performance is improving.

Note that as the classifications and definitions for several of the indicators have changed from last year, comparative figures for the previous year are only shown where appropriate.

ADULT SOCIAL WORK

COMMUNITY CARE SERVICES

INDICATOR 1 – Median time taken (days) to provide community care services from first identification of need to first service provision. "New Indicator"

	Persons receiving an assessment or review			
	Nun	nber	Median (days)	
	2005/06	2004/05	2005/06	2004/05
a) Total Persons with Service	FTR	-	FTR	-

Where FTR: Failed to Return

RESIDENTIAL ACCOMMODATION

INDICATOR 2 – Staff qualifications: The percentage of care staff with appropriate qualifications for the level of post held, working in council residential homes: "Changed Indicator"

	Percentage of staff with			
	appropriate qualifications			
	2005/06 2004/05			
Older people (age 65+)	41.2	-		
Other adults	50.0	-		
Overall total	42.2	-		

INDICATOR 3 – Privacy: The number of single rooms and the number of rooms with en-suite facilities, expressed as a percentage of registered care places used by the Council for each client group.

	Cou	ncil	Voluntai	Voluntary Sector Private Sector		Overall		
Single Rooms	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05
Older people (age 65+)	98.8	96.8	100	92.4	93.2	81.9	94.4	84.9
Other adults	100	100	100	79.2	100	81.1	100	81.7
En-suite facilities								
Older people (age 65+)	61.6	59.6	65.1	62.9	82.2	71.4	78.1	69.0
Other adults	78.9	76.9	73.8	53.8	67.9	57.9	70.7	58.0

ADULT SOCIAL WORK (cont)

HOME CARE/HOME HELPS

INDICATOR 4 – The level and volume of service of home care clients.

		home care urs		000 population 65+
Level of Service	2005/06	2004/05	2005/06	2004/05
The number of home care hours per	12,583	15,582	343.7	433.1
1,000 population age 65+				
	No of homecare clients		Percentage of homecare clien	
Flexibility	2005/06	2004/05	2005/06	2004/05
Total receiving personal care	1,765	1,595	71.5	65.8
Total receiving a service during	417	446	16.9	18.4
evenings/overnight				
Total receiving a service at weekends	989	966	40.1	39.9

RESPITE CARE

INDICATOR 5 - Provision of respite care

"simplified indicator"

	Per 1,000 older people age 65+ 2005/06 2004/05		Per 1,000 other adults aged 18-64	
			2005/06	2004/05
Total overnight respite nights provided	448.9	-	46.3	-
% of respite nights not in a care home	5.7%	-	21.0%	-
Total daytime respite hours provided	875.9	-	143.0	-
% daytime respite not in a day centre	19.2%	-	34.4%	-

CRIMINAL JUSTICE

INDICATOR 6 - Social enquiry reports

"simplified indicator"

	2005/06	2004/05
a) Number of reports submitted to the courts during the year	1,283	1,395
b) % of reports submitted to courts by the due date	97.8%	98.4%

INDICATOR 7 – Probation

"simplified indicator"

	2005/06	2004/05
a) Number of new Probation Orders issued during the year	291	276
b) % of new probationers seen by a supervising officer within one week	57.0%	37.0%

INDICATOR 8 - Community service

	2005/06	2004/05
a) Number of new community service orders issued during the year	327	355
b) The average number of hours per week to complete community orders	2.7	3.2

BENEFITS ADMINISTRATION

BENEFITS ADMINISTRATION

ADMINISTRATION COSTS

Housing Benefit and Council Tax Benefit

INDICATOR 1 - The number of cases for each of the following caseloads and the average gross administration cost per case.

	Number	of cases
The average weighted caseload	2005/06	2004/05
Rent rebate caseload	9,059	9,245
Private rented sector caseload	4,334	4,488
Registered social landlord caseload	5,048	4,896
Council Tax Benefit caseload	19,877	19,720

	Gross cost per case		
	2005/06 2004/05		
	£	£	
Gross administration cost per weighted case-	88.74	83.85	

PROCESSING TIME

INDICATOR 2 - The time for processing applications from the date of receipt of the application to the posting of the notification of the outcome

Type of claim	Number of claims		Average time to process (day	
	2005/06	2004/05	2005/06	2004/05
New claims	13,669	16,483	32.8	45.0
Notifications of change in circumstances	13,614	39,136	13.4	5.8

ACCURACY AND SECURITY OF PROCESSING

"changed indicator"

INDICATOR 3 - Accuracy and security of processing

	% of cases	
	2005/06	2004/05
a) The percentage of cases for which the calculation of the amount of benefit due was correct on the basis of the information available at the determination, for a sample of cases checked post- determination.	98.6	98.6

	2005/06	2004/05
b) Recoverable housing benefit overpayments in the year that were recovered as a percentage of housing benefit overpayments identified.	108.7	1
c) Recoverable housing benefit overpayments in the year that were recovered as a percentage of total overpayment debt at start of year plus in-year overpayments.	61.9	-
d) Percentage of housing benefit overpayments written off	5.3	-

CORPORATE MANAGEMENT

SICKNESS ABSENCE

INDICATOR 1 - The number of days lost through sickness absence expressed as a percentage of the total working days available, for the following groups of staff:

	Percentage of days lost		
	2005/06 2004/05		
Staff Groupings	%	%	
Chief officers and local government employees	4.6	4.9	
Craft employees	8.2	6.2	
Teachers	3.8	3.4	

CORPORATE MANAGEMENT (cont)

CLAIMS

INDICATOR 2 - The number and value of civil liability claims incurred by the Council in the year

	2005/06	2004/05
a) Number of claims per 10,000 population	10.8	13.9
b) Claims value as a percentage of revenue budget	0.1%	0.1%

EQUAL OPPORTUNITIES POLICY

INDICATOR 3 - The number and percentage of the highest paid 2% and 5% earners among Council employees that are women.

	Number of women		% of posts	
	2005/06	2004/05	2005/06	2004/05
In top 2% of all employees	60	47	30.9	25.5
In top 5% of all employees	196	183	35.7	34.7

PUBLIC ACCESS

INDICATOR 4 – public access

	2005/06	2004/05
Number of council buildings from which the Council delivers services to the	209	325
public		
Percentage of these in which all public areas are suitable and accessible to	24.9	3.4
disabled people		

COUNCIL TAX COLLECTION

INDICATOR 5 – Collection costs: the cost of collecting Council Tax per dwelling.

	2004/05	2004/05
	£	£
The cost of collecting Council Tax per dwelling (All dwellings, not just	17.61	17.68
chargeable)		

INDICATOR 6 – Current year income

	2005/06	2004/05
	£,000	£,000
a) the income due from Council Tax for the year, excluding reliefs and rebates	83,550	76,152

	2005/06	2004/05
	%	%
b) the percentage of (a) that was received during the year	95.1	94.1

NON DOMESTIC RATES

INDICATOR 7 - Current year income

	2005/06	2004/05
	£,000	£,000
a) the income due from Non Domestic Rates for the year, excluding reliefs	75,768	73,914

	2005/06	2003/04
	%	%
b) the percentage of (a) that was received during the year	97.4	96.0

CORPORATE MANAGEMENT (cont)

PAYMENT OF INVOICES

INDICATOR 8 Payment of invoices

	2005/06	2004/05
	%	%
The number of invoices paid within 30 calendar days of receipt as a percentage	88.8	90.0
of all invoices paid.		

CULTURAL AND COMMUNITY SERVICES

SPORT AND LEISURE MANAGEMENT

INDICATOR 1 Sport and leisure management

	2005/06	2004/05
a) The number of attendances per 1,000 population for all pools	5,423	4,963

INDICATOR 2 Attendance at indoor sports facilities excluding pools

	2005/06	2004/05
a) The number of attendances per 1,000 population for indoor sports and	2,722	2,751
leisure facilities, excluding pools in a combined complex		

MUSEUMS

INDICATOR 3 - Museums

	2005/06	2004/05
a) The number of museums operated or financially supported by the Council	20	20
b) The percentage of these which are registered under the Museum and Galleries	100.0%	100.0%
Commission registration scheme		

LIBRARIES

INDICATOR 4 - Library stock turnover

Changes in library stock:	Adult lending stock		Children's and teenage	
				g stock
	2005/06	2004/05	2005/06	2004/05
Recommended national target for annual number of	280	280	100	100
additions per 1,000 population				
Actual number of additions per 1,000 population	230	219	74	78
Total number of closing stock items at year end per	1,101	1,108	525	534
1,000 population				

INDICATOR 5 - Use of libraries

Borrowers from public libraries:	2005/06	2004/05
a) Borrowers as a percentage of the resident population	22.8	23.2
b)The average number of issues per library borrower	29.5	30.6

CULTURAL AND COMMUNITY SERVICES (cont)

INDICATOR 6 – Lifelong Learning Learning Centre and Learning Access Point Users

	2005/06	2004/05
a) The number of users as a percentage of the resident population	10.8%	9.3%
b) The number of occasions the terminals are accessed per 1,000 population	644	625

DEVELOPMENT SERVICES

PLANNING APPLICATIONS PROCESSING TIME

INDICATOR 1 – The percentage of applications dealt with within target time (two months)

	Number of	applications		t with within two nths
Type of applicant	2005/06	2004/05	2005/06	2004/05
Householder	1,577	1,646	76.8	76.3
Non-householder	3,128	3,329	45.3	43.6
Total	4,705	4,975	55.9	54.4

INDICATOR 2 - The number of appeals which were successful

	2005/06	2004/05
a) The number of planning determinations made by the Council	4,705	4,975
b) The number of planning determinations that went to appeal	42	27
c) as a percentage of the number of planning determinations made by the Council	0.5%	0.1%
d) as a percentage of the number of determinations that went to appeal	52.4%	22.2%

INDICATOR 3 - Development Plans

	2005/06	2004/05
	%	%
The percentage of the population covered by a Local Plan which has been	71.0	77.0
adopted or finalised within the last five years		

EDUCATION & CHILDREN'S SERVICES

PRIMARY SCHOOLS

INDICATOR 1 - Occupancy: the percentage of primary schools where the ratio of pupils to places is

	2005/06	2004/05
	%	%
40% or less	14.1	12.6
41% to 60%	32.1	26.8
61% to 80%	29.9	36.1
81% to 100%	19.6	19.1
101% or more	4.3	5.5

	2005/06	2004/05
b)The total number of primary schools	184	183

EDUCATION & CHILDREN'S SERVICES (cont)

SECONDARY SCHOOLS

INDICATOR 2 – Occupancy: The percentage of secondary schools where the ratio of pupils to places is

	2005/06	2004/05
	%	%
40% or less	0.0	3.4
41% to 60%	20.7	20.7
61% to 80%	34.5	27.6
81% to 100%	34.5	41.4
101% or more	10.3	6.9

	2005/06	2004/05
b)The total number of secondary schools	29	29

TEACHING STAFF EQUAL OPPORTUNITIES

INDICATOR 3 – The number and percentage of head and deputy head teachers who are women, compared with the percentage of all teachers that are women.

	Head and Deputy Head women teachers				All wome	n teachers		
	Nun	Number %		%		nber	% of all	teachers
	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05
Secondary schools	32	28	34.0	29.5	847	829	59.3	57.5
Primary schools	190	188	83.3	83.6	1,340	1,307	91.8	92.5
Special schools	3	3	50.0	42.9	38	41	80.9	78.8
Total	225	219	68.6	67.0	2,225	2,177	75.8	74.9

CHILDREN'S REPORTER LIAISON

INDICATOR 4 – Social background reports. "Changed Indicator"

	2005/06	2004/05
a)The number of reports submitted to the Reporter during the year	681	-
b) The percentage of reports requested by the Reporter which were submitted	37.2%	-
within target time (20 days)		

LOOKED AFTER CHILDREN

INDICATOR 5 – Supervision

	2005/06	2004/05
a)The number of new supervision requirements made during the year	84	97
b) The percentage of children seen by a supervising officer within 15 working days.	84.5%	77.3%

INDICATOR 6 - Academic achievement of children ceasing to be looked after -"Changed Indicator"

	Num	ber of	% of children discharged		
	chile	dren	from care		
	2005/06	2004/05	2005/06	2004/05	
Number ceasing to be looked after	25	12	-	-	
Attaining at least one Scottish Credit and Qualification (SCQF) Level 3 in any subject	18	8	72.0	66.7	
Attaining at least Scottish Credit and Qualification (SCQF) Level 3 in English and Maths	16	7	64.0	58.3	
Number and % attaining at least one Standard Grade	18	8	72.0	66.7	
Number and % attaining Standard Grade English and Maths	16	7	64.0	58.3	

EDUCATION & CHILDREN'S SERVICES (cont)

INDICATOR 7 – Staff qualifications: The percentage of care staff with appropriate qualifications for the level of post held, working in local authority residential children's homes. "Changed Indicator"

	Percentage of staff with		
	appropriate qualifications		
	2005/06	2004/05	
The percentage of care staff in local authority residential			
children's homes who have appropriate qualifications for	26.3	-	
the level of post held			

INDICATOR 8 – Privacy: The number of single rooms and the number of rooms with en-suite facilities, expressed as a percentage of all residential care places for children, used by the Council.

	The number of rooms expressed as a % of all residential care places				
	2005/06	2004/05			
Children - single rooms	100.0	100.0			
Children – rooms with en suite	20.7	20.5			

RESPITE CARE

INDICATOR 9 – Provision of respite services – "Simplified Indicator"

- a) For children with disabilities receiving respite care away from home, the number of respite care bed-nights per 1,000 children aged 0-17
- b) For children with disabilities receiving respite care at home, the number of respite care hours per 1,000 children aged 0-17

	Volume of respite		Number p	er 1,000	
	car	e	children aged 0-17		
	2005/06	2004/05	2005/06	2004/05	
Total overnight respite nights provided	2,448	-	54.2	=	
Number and percentage of respite nights not in a	1,597	-	65.2%	-	
care home					
Total hours daytime respite provided	14,585	-	323.2	-	
Number and percentage of daytime respite hours	9,218	-	63.2%	-	
provided not in a day care centre					

HOUSING

RESPONSE REPAIRS

INDICATOR 1 – Response Repairs

"Transitional Indicator"

- a) The target time for each priority category set by the Council
- b) The number of repairs carried out in each category
- c) The percentage of repairs completed within the target response time for each priority category
- d) The percentage of repairs due to be completed within 24 hours that were completed within target

a)Priority category set by the Council	b) number		b) number c) %		d) %	
	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05
Emergency – 24 hours	7,979	12,594	87.8	97.5	87.8	97.5
Urgent – 3 days	11,224	11,966	78.6	93.1		
Routine – 20 days	14,956	15,646	86.5	88.7		

HOUSING (cont)

MANAGING TENANCY CHANGES

INDICATOR 2 - Managing tenancy changes

	2005/06	2004/05
	%	%
The total annual rent loss due to voids, expressed as a percentage of the total amount of rent due in the year.	2.0	1.8

INDICATOR 3 – The time taken by the Council to re-let houses, analysed by the following time bands – "Changed Indicator"

Void Period	i)Number of houses re-let				ii) as a % of total for (i)			
Void Period	NOT low	demand	Low D	emand	NOT low	NOT low demand		emand
	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05
Less than 2 weeks	71	-	0	-	7.0	-	0	-
2-4 weeks	241	-	1	-	23.7	-	7.1	-
5-8 weeks	273	-	0	-	26.8	-	0	-
9-16 weeks	272	-	3	-	26.7	-	21.4	-
More than 16 weeks	161	-	10	-	15.8	-	71.4	-
Total	1,018	-	14	-	100.0	-	100.0	-

	2005/06	2004/05	2005/06	2004/05	
	Days	Days	Days	Days	
verage time taken to re-let	66	-	174	-	

RENT ARREARS

INDICATOR 4 – rent arrears

	2005/06	2004/05
a) Current tenants arrears as a percentage of the net amount of rent due in the	5.8	7.1
year		
b) The percentage of current tenants owing more than 13 weeks rent at year end,	4.0	5.1
excluding those owing less than £250.		

COUNCIL HOUSE SALES

INDICATOR 5 – Council House Sales

	2005/06	2004/05
a) The percentage of house sales completed within 26 weeks	58.0	53.3
b) The average time for council house sales	27 weeks	28 weeks

HOMELESSNESS

INDICATOR 6 - Homelessness

	2005/06	2004/05
a) The number of households assessed as homeless or potentially homeless	1,836	1,723
during the year		
b) The average time between presentation and completion of duty by the	16.0	12.7
Council, for those cases assessed as homeless or potentially homeless.(for	weeks	weeks
those cases completed during the year)		
c) The percentage of cases reassessed as homeless or potentially homeless	19.1%	14.5%
within 12 months of previous case being completed, as a percentage of all		
cases assessed as homeless or potentially homeless during the year		

PROTECTIVE SERVICES

FOOD SAFETY: HYGIENE INSPECTIONS

INDICATOR 1 – The number of establishments in each of the following four categories requiring inspection during the year, and the percentage of the inspections that were undertaken within the prescribed period – "Changed Indicator"

Minimum inspection frequency	Number to be inspected		% of inspections undertaken	
	in the year		withir	n time
	2005/06	2004/05	2005/06	2004/05
Approved Premises	141	-	100.0	-
6 months	28	48	100.0	95.8
12 months	316	266	98.4	100.0
More than 12 months	1,573	2,586	45.4	30.6

NOISE COMPLAINTS

INDICATOR 2 – Noise Complaints completed during the year

	2005/06	2004/05
(i) Total number of complaints	125	136
(ii) The number of complaints settled on first contact with the complainant	5	19
(iii)the percentage of complaints settled on first contact with the complainant,	100%	100%
dealt with on the day of receipt of complaint		
(iv) The number of complaints where following initial enquiry, the Council	120	117
recognises its responsibility to take further action in relation to the problem		
(v) The percentage of complaints requiring further action, completed within 14	80.8%	61.5%
(calendar) days of the receipt of the complaint.		

TRADING STANDARDS ENQUIRIES, COMPLAINTS AND ADVICE

INDICATOR 3 - The number of enquiries, complaints and advice requests received, and the percentage completed in the within 14 days.

	Number received		% dealt with v	vithin 14 days
	2005/06	2004/05	2005/06	2004/05
Consumer complaints dealt with within 14 days of receipt	1,487	1,632	66.8	76.0
Business advice requests dealt with within 14 days of receipt	661	219	97.3	96.1

INDICATOR 4 - Trading Standards inspection and standards compliance. "Changed Indicator"

Level of r	isk	i) locally agreed	ii)number of	iii) target total	iv) % of (iii)
		determined target visit	premises in risk	number of	actually
		frequency	category	visits	achieved
High	2005/06	every 12 months	208	208	79.3
	2004/05	every 12 months	224	224	27.7
Medium	2005/06	every 2 years	2,646	1,323	63.0
	2004/05	every 2 years	2,516	1,340	78.7
Low	2005/06	every 5 years	3,938	798	19.5
	2004/05	every 5 years	4,487	958	87.9

ROADS AND LIGHTING

CARRIAGEWAY CONDITION

INDICATOR 1 – The percentage of the road network that should be considered for maintenance treatment.

	Percentage of road network		
Road classes	2005/06 2004/05		
A class	24.5	25.6	
B class	38.0	30.6	
C class	17.9	21.6	
Unclassified roads	49.1	37.2	
Overall	35.6	30.5	

TRAFFIC LIGHT REPAIRS

INDICATOR 2 - Traffic light failure: the percentage of repairs completed within 48 hours.

	2005/06	2004/05
a) number of repairs to be completed	42	74
b) % of repairs completed within 48 hours	92.9	97.3

STREET LIGHT REPAIRS

INDICATOR 3 – Street light failure: the percentage of repairs completed within 7 days.

	2005/06	2004/05
a) number of repairs to be completed	6,942	7,283
b) % of repairs completed within 7 days	98.2	96.4

INDICATOR 4 Street lighting columns that are over 30 years old

	2005/06	2004/05
% of street lighting columns that are over 30 years old	48.1%	20.3%

INDICATOR 5 - Bridges - Road Network Restrictions

Percentage of the total number of assessed bridges, the number of council and private bridges that:

	2005/06	2004/05
a) fail to meet the European standard of 40 tonnes	32.4%	32.6%
b) have the weight or width restriction placed on them	1.2%	1.1%

WASTE MANAGEMENT

REFUSE COLLECTION AND DISPOSAL COSTS

INDICATOR 1- The net cost of refuse collection and refuse disposal

The net cost of:	2005/06	2004/05
	£	£
a) Refuse collection (combined domestic, commercial and domestic bulky uplift)	53.46	56.91
per premise		
b) Refuse disposal per premise	139.91	101.05

WASTE MANAGEMENT (cont)

REFUSE COLLECTION COMPLAINTS

INDICATOR 2 – the number of complaints per 1,000 households regarding the household waste collection service.

	2005/06	2004/05
Number of complaints per 1,000 households	21.6	8.1

REFUSE RECYCLING – "Changed Indicator"

INDICATOR 3 – the amount and percentage of municipal waste collected by the Council during the year that was recycled or disposed of by the following methods:

	Total Tonnes		%	
Method	2005/06	2004/05	2005/06	2004/05
Landfilled	128,997.0	ı	80.1	-
Composted	11,431.7	ı	7.1	-
Recycled	20,653.3	ı	12.8	-
Other recovery including energy from waste	0.0	-	0.0	-
Total tonnes	161,082.0	-	100	-
Total biodegradable municipal waste landfilled	81,996.8	-	50.9	-

CLEANLINESS

INDICATOR 4 – The cleanliness index achieved following inspection of a sample of streets and other relevant land.

	2005/06	2004/05
Overall Cleanliness Index	73	70

THE HIGHLAND COUNCIL			
	Please contact the following with any queries		
Indicators	Contact Name	Telephone Number	
D (", A.1. ' , , , ,)	A 11 C	01462.702401	
Benefits Administration	Allan Gunn	01463 702491	
Corporate Management)	01462.702020	
Sickness Absence	Murdo MacDonald	01463 702028	
Claims	Ailsa Mackay	01463 702414	
Equal Opportunities	Murdo MacDonald	01463 702028	
Public Access	Finlay MacDonald	01463 702211	
Council Tax Collection	Allan Gunn	01463 702491	
Non Domestic Rates	Allan Gunn	01463 702491	
Payment of Invoices	Catherine Hessett	01463 702412	
Cultural and Community Services			
Sport and Leisure Management	Jonathan Warde	01349 868482	
Museums	Judi Menabney	01463 702038	
Libraries	Ian Dalrymple	01463 251253	
Education & Children's Services			
Schools-occupancy primary and secondary	Alan Cowie	01349 868222	
Teaching staff equal opportunities	Alan Cowie	01349 868222	
Children's reporter liaison	Alan Knott	01463 703441	
Children being looked after-supervision	Alan Knott	01463 703441	
Children being looked after-academic attainment	Alan Knott	01463 703441	
Staff qualifications-residential children's homes	Alan Knott	01463 703441	
Privacy	Alan Knott	01463 703441	
Respite care	Alan Knott	01463 703441	
Housing	Alan Knott	01463 703441	
Planning and Development Services	Richard Hartland	01463 702254	
Protective Services			
Food Safety Hygiene Inspections	Alistair Thomson	01463 702516	
Noise Complaints	Alistair Thomson	01463 702516	
Trading Standards	Nigel Mackenzie	01463 228705	
Roads and Lighting			
Carriageway Condition	Richard Evans	01463 702642	
Lighting Repairs Response	Andrew Matheson	01463 703166	
Bridges- Road Network Restrictions	Richard Evans	01463 702642	
Social Work	Alan Knott	01463 703441	
Waste Management			
Refuse Collection and Disposal	Brian Donnet	01463 702537	
Refuse Collection Complaints	Brian Donnet	01463 702537	
Refuse Recycling	Colin Clark	01463 702527	
Cleanliness	Brian Donnet	01463 702537	