

## JOINT WASTE DISPOSAL BOARD

### NOTICE OF MEETING

12 DECEMBER 2007

**TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD**

You are invited to attend a meeting of the Joint Waste Disposal Board on **12 December 2007 at 6.00 pm** in the Function Room, Fifth Floor, Easthampstead House, Town Square, Bracknell. An agenda for the meeting is set out overleaf.

Mark Moon  
Project Director

### Members of the Joint Waste Disposal Board

Bracknell Forest Borough Council:

Councillor Mrs M Ballin  
Councillor Mrs D Hayes

Reading Borough Council:

Councillor Mrs B Tickner  
Councillor S Waite

Wokingham District Council:

Councillor R Stanton  
Councillor S Weeks

### EMERGENCY EVACUATION INSTRUCTIONS

**If you hear the alarm:**

- 1 Leave the building immediately**
- 2 Follow the green signs**
- 3 Use the stairs not the lifts**
- 4 Do not re-enter the building until told to do so**

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**JOINT WASTE DISPOSAL BOARD**  
**12 December 2007 (6.00 pm)**  
**Function Room, Fifth Floor, Easthampstead House, Town Square, Bracknell.**

**AGENDA**

	<b>Page No</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATIONS OF INTEREST</b> Members are required to declare any personal or prejudicial interests and the nature of that interest, in respect of any matter to be considered at this meeting.	
<b>3. MINUTES OF THE ANNUAL MEETING OF THE JOINT WASTE DISPOSAL BOARD - 5 SEPTEMBER 2007</b> To receive the minutes of the Joint Waste Disposal Board held on 5 September 2007.	1
<b>4. URGENT ITEMS OF BUSINESS</b> To notify the Board of any items authorised by the Chairman on the grounds of urgency.	
<b>5. PROJECT PRESENTATION</b> (Project Director)	
<b>6. ARRANGEMENTS FOR CIVIC AMENITY PROVISION AT LONGSHOT LANE, BRACKNELL, DURING THE CONSTRUCTION PHASE</b> (Project Director)	5
<b>7. APPOINTMENT OF PROJECT DIRECTOR</b> (Project Director)	7
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# Agenda Item 3

**JOINT WASTE DISPOSAL BOARD  
05 SEPTEMBER 2007  
(6.00pm - 7.35pm)**

Present: Bracknell Forest Borough Council  
Councillors Mrs Ballin and Mrs Hayes

Present: Reading Borough Council  
Councillor Waite

Present: Wokingham District Council  
Councillors Stanton (Chairman) and Weeks

Apologies for absence were received from:  
Councillor Mrs Tickner

**1. Election of Chairman**

**RESOLVED** that Councillor Stanton be elected Chairman of the Board for the next municipal year.

**2. Appointment of Vice-Chairman**

**RESOLVED** that Councillor Mrs Ballin be appointed Vice-Chairman of the Board.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of the Joint Waste Disposal Board - 20 June 2007**

The minutes of the meeting of the Joint Waste Disposal Board held on 20 June 2007 were accepted by the Board, and signed by the Chairman.

Planners Farm

The Board was advised that the Environment Agency was satisfied with the situation at Planners Farm with regard to the odour problem caused by wet green waste, which had been increased by the bad weather conditions during the summer. The Environment Agency had completed a full audit of the site and this would be reported to the Board at the next meeting.

**5. Project Update**

The Board considered a report which provided an update on project activities since the last meeting on 20 June 2007. The Project Director briefed the Board on the following issues:

- i) WRG was reviewing its bring bank schedules but there were some outstanding issues that the Project Director would be looking to resolve at the end of the month.
- ii) The joint Municipal Waste Management Strategy, aimed at enhancing service delivery, was in draft form and had been placed on the three Council and re3 websites for public consultation.

- iii) The Board was advised that Longshot Lane would be closed from April 2008 for redevelopment and discussion by Members included issues around alternatives during the temporary closure, communication to the public and usage surveys to identify the areas waste need. Proposals for the operation and redevelopment of Longshot Lane had been put forward by WRG and these would be presented to the Board at the next meeting.

**RESOLVED** that

- i) the progress made since the last meeting on 20 June 2007 be noted;
- ii) the final version of the joint Municipal Waste Management Strategy would be received at the December meeting;
- iii) a report and presentation on the subject of the redevelopment of Longshot Lane from re3 Ltd would be received at the next Board Meeting; and
- iv) the contribution made to the re3 project by Jon Freer be noted.

## **6. Works Delivery Progress Report**

The Project Director updated the Board on progress of the project since the last meeting of the Board on 20 June 2007.

The Smallmead development had progressed well and it was currently projected to be four weeks ahead of schedule. It was anticipated that the development would be complete at the start of 2008 and the team were looking to organise an opening event.

Good progress was also being made at the Energy from Waste Plant at Lakeside, although there was around a one month slippage on the programme which would be monitored.

The Board requested that it should receive an outline of the project timetable on each of the three key projects, Lakeside, Longshot Lane and Smallmead, alongside the main agenda at each meeting until the key facilities were complete.

**RESOLVED** that

- i) the progress made in the areas of the EPC Contract and Planning since the last meeting on 20 June 2007 be noted; and
- ii) it be noted that there may be some delay in the commissioning of the Energy from Waste facility at Lakeside.

## **7. Exclusion of Public and Press**

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the press and public be excluded from the meeting for the consideration of item 10 which involved the likely disclosure of exempt information under the following category if Schedule 12A of the Local Government Act 1972:

- (1) Information relating to any individual.

8. **Appointment of Project Director**

The Board considered a report informing them of the process for the appointment of a new Project Director, as Jon Freer would be leaving Bracknell Forest Borough Council at the end of September.

On behalf of the Board the Chairman thanked Jon Freer for his time and commitment in his role as Project Director and wished him well for the future.

**RESOLVED** that the report be noted.

**CHAIRMAN**

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TO: JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2007

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**ARRANGEMENTS FOR CIVIC AMENITY PROVISION AT LONGSHOT LANE,  
BRACKNELL DURING THE CONSTRUCTION PHASE  
(Project Director)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to invite the Joint Waste Disposal Board to confirm the arrangements around the temporary opening of the Civic Amenity site at Longshot Lane in Bracknell during the construction of the new facilities on the site.

**2 RECOMMENDATION**

**2.1 That Members confirm that**

- a) **the site be opened from 5 pm to 8 pm on every week day for the reception of civic amenity waste**
- b) **the expenditure of £88,000 be approved to fund the above proposals from the budget which is funded for remedial work to the buildings at Longshot Lane, which are not now required.**

**3 SUPPORTING INFORMATION**

**Background**

- 3.1 The contract documentation for the Re3 Project included a requirement for the civic amenity site to be available for residents' use at the weekends and on certain Bank holidays. At that time it was anticipated that construction at the site would not allow for the use of the civic amenity site during the working week. However, negotiations between the operators have resulted in the possibility that the site could be opened on each normal working day (Monday to Friday) for public use of the civic amenity arrangements between the hours of 5 pm and 8 pm.
- 3.2 This would result in additional work for the contractor which has been identified at a cost calculated at £88,000 for the 15 month period of construction. The contract arrangement included for the payment of £100,000 to the contractor for remedial works to the existing facilities at Longshot Lane in order that they could be operated safely for the initial period of the contract. It has not been necessary to expend this budget and it is therefore suggested that the sum of £88,000 is approved to fund the proposed opening of the civic amenity site from this budget.

**CONTACTS FOR FURTHER INFORMATION**

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**TO: JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2007**

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## **Re3 PROJECT DIRECTOR (Project Director)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to invite the Joint Waste Disposal Board to confirm the appointment of the Corporate Head of Environment at Wokingham Borough Council as Project Director for Re3 with effect from 1<sup>st</sup> October 2007.

### **2 RECOMMENDATION**

- 2.1 **That Members confirm the appointment of the Corporate Head of Environment at Wokingham Borough Council as Project Director for Re3, subject to appropriate ratification process of each authority.**

### **3 SUPPORTING INFORMATION**

#### **Background**

- 3.1 The Waste PFI contract with Waste Recycling Group included a Joint Working Agreement in relation to the arrangements between each authority and was signed on 31 October 2006. The Agreement included a default whereby the Assistant Director of Environment and Leisure of Bracknell Forest Borough Council should take on the role of Project Director of the PFI in the event that, at the commencement of the contract, no other arrangement had been made. This clause was included in the contract in the last few days before the contract was signed to provide assurance to the funding banks and subsequently the Assistant Director of Environment and Leisure assumed the role.
- 3.2 The contract requires the appointment of a Project Director and the notification by the administering authority (Reading) to the Contractor
- 3.3 The Assistant Director of Environment and Leisure at Bracknell left the employment of the Council on 30<sup>th</sup> September 2007 and therefore it is necessary to arrange for a replacement Project Director to be appointed.
- 3.4 The Joint Working Agreement between the authorities outlines a method by which the authorities will jointly appoint such a post and once the appropriate ratification processes have been completed the details must be formally conveyed to the interested parties by the administering authority. The Joint Working Agreement between the authorities commits the partner councils to mutually support each other in ensuring the success of the partnership and to be open and trusting in their dealings. The Corporate Head of Environment at Wokingham Borough Council has been associated with the project for several years and by his appointment continuity is maintained which is considered essential particularly at this stage of the project.
- 3.5 The role of the Project Director is clearly defined and, in order to ensure delivery, monthly meetings have been arranged at which the Lead Officers from Bracknell Forest and Reading Borough Councils and the joint project management team meet

to ensure good communication and appropriate decisions. The role of this group is to ensure coordination of activity across all authorities to achieve delivery of the Project, and the best outcomes. No decision is being taken by the Project Director that directly impacts on either Longshot Lane or Smallmead without consultation with the respective authority officer.

## **CONTACTS FOR FURTHER INFORMATION**

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**TO: JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2007**

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**CIVIC OPENING – SMALLMEAD (Phase 1)  
(Project Director)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of the proposal to hold a Civic Opening on 8<sup>th</sup> January 2008 at 11 am for Phase 1 of the construction at Smallmead.

**2 RECOMMENDATION**

- 2.1 **That Members note that construction of Phase 1 of Smallmead is anticipated to have been completed by 8<sup>th</sup> January 2008 and that a Civic Opening should be arranged for that date.**

**3 SUPPORTING INFORMATION**

**Background**

- 3.1 Construction on the site has progressed in advance of the programme and, on completion of Phase 1 of the building at Smallmead, the Civic Amenity site and Waste Transfer Station will be available for use by Re3. Before the Contractor can progress to Phase 2, the existing Civic Amenity facility must be closed. Phase 2 will then commence with the construction of a material recycling facility, the office and administration building and other sundry works.
- 3.2 It will be understood from this description that in order to avoid disruption and maintain availability of the civic amenity site to the public, it is necessary to arrange the Civic Opening on the day the site becomes available to the Client. This will be on 8<sup>th</sup> January, with the public being able to access the site from 10<sup>th</sup> January, 2008.

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**TO: JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2007**

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**ENGINEERING PROCUREMENT CONSTRUCTION (EPC), PLANNING AND LICENSING  
REPORT  
(Project Director)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of progress since the last meeting of the Board on 5 September 2007.

**2. RECOMMENDATION**

- 2.1 **That Members note progress made in the areas of the Engineering Procurement Construction (EPC) Contract and Planning since the last meeting on 5 September 2007.**

**3. SUPPORTING INFORMATION**

**Background**

- 3.1 The Joint Waste PFI Contract was signed with Waste Recycling Group (WRG) on 31 October 2006. After a short mobilisation period, the service commenced on 4 December 2006, when WRG took on the management of the two Key Project Facilities in Bracknell and Reading and the Bring Banks within each of the three councils.
- 3.2 The Monthly EPC Progress Report for October is appended to this report for information.

**EPC and Planning**

**EPC**

- 3.3 The EPC Contract, for the design and construction of the Key Project Facilities, is being undertaken via a joint venture (JV) between Earthtech and Clugston.
- 3.4 Since the last Board the construction of the new Household Waste Recycling Centre(HWRC) and Transfer Station has progressed to the point where the facility is likely to be handed over to WRG in late November. WRG will undertake a period of commissioning and testing with the intention of opening the HWRC and transfer station on 19<sup>th</sup> January 2008.
- 3.5 As an illustration of the number of subcontracts managed by the Engineering Procurement Construction Joint Venture (EPCJV), the following subcontractors have been appointed to work on Phase 1 of the Smallmead development:

Bulk Earthworks – Killoughery  
Pre-cast Concrete Piling – Stent  
Structural steel – SCWS  
Civil Concrete Works – Brenco Ltd  
Cladding – Weatherwise

Fire Protection and Detection – Tyco  
 Sheet Piling - Stent  
 Fencing works- Bentley Fencing  
 Gas Membrane Works – Prestige Air  
 Pile Cropping Works - Conder Projects  
 Lightning Protection – Protectis  
 Mega doors – Crawford Doors  
 Ventilation Roof Fans – Beatsons  
 Weighbridges – Central Weighing  
 Bliss Brickwork - Brickwork Envelope  
 HWRC MCC in full please panel – Safronics  
 Dust Control system – Mist-air Environmental  
 HDD in full please Drilling to bridge - AMS No Dig  
 Tarmac Surfacing – Spade Oaks  
 Fire protection – CLN  
 Attenborough Doors – Roller shutters to bulk bays  
 Landscaping – Grace Landscapes  
 Signage – Masson Sealy  
 Armco Barriers – Berry Systems  
 Sealants/Mastic pointing – Construction Sealants

3.6 Phase 2 at Smallmead is well underway and the EPCJV have been requesting Re3 Ltd to allow them access to the existing Civic Amenity Site in order that they can begin dismantling it. The existing Civic Amenity Site will not be dismantled until the new Household Waste Recycling Centre is open. That will not happen before January 10<sup>th</sup> 2008.

3.7 Work at Longshot Lane is scheduled to begin on 7<sup>th</sup> April 2008.

#### Planning and Licensing

3.8 Discussions are planned between WRG, the EPCJV and Prudential regarding a perceived encroachment of temporary earthworks into the flood relief channel alongside the Smallmead development. The issue is not considered to be a serious problem because the earthworks are simply being used to support a site perimeter fence and will be removed on completion of construction.

3.9 The Project Manager has undertaken negotiations with Re3 Ltd and their representatives in relation to the application for a new Waste Management Licence at Smallmead. A number of encroachments onto land which is theoretically not available to the contractor were highlighted and amendments made to the application. In addition, The Project Manager highlighted the need for a review of the operational hours previously applied for, to the Planning Authority. This is particularly important to Reading Borough Council because of the late evening work undertaken in the Town Centre but also to ensure that all parties can comply with the Lakeside EfW contract. As a result the contractor intends to apply for a Section 73 amendment to the Planning Permission.

3.10 Bracknell Forest Borough Council Waste and Planning Officers and the Project Team have been liaising with Re3 Ltd in relation to the communications plan submitted as part of the application for Longshot Lane. The presentation to this meeting of the JWDB will deal with this issue.

## **BACKGROUND PAPERS**

EPC Progress Report (appended)

**CONTACTS FOR FURTHER INFORMATION**

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## Central Berkshire Waste PFI Project EPC Contract



### MONTHLY PROGRESS REPORT

Report No. 11 – Progress to 31 October 2007

**Client:**



## C O N T E N T S

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### **Attachments**

- Milestone application forecast

- Project programme

## SUMMARY

The EPC Contractor is maintaining programme anticipating the completion of the Phase 1 works by the end of November currently showing a penetration in to the buffer by 20 days.

All subcontracts for the Phase 1 works have been placed and have been given commencement dates for their works in line with the current programme to complete.

### 1 HEALTH SAFETY & ENVIRONMENTAL

There have been no reportable accidents in the period.

ACCIDENT and INCIDENT RECORD	In Period	To date
Reportable	0	0
Non reportable	2	2
Near Misses	13	176

Total Site Man Hours to date without a Lost Time Accident (LTA) **81'400**  
No dangerous occurrences in the period

We have had 2 no non reportable incidents in the period being minor cuts, the JV has taken action with the subcontractor in question to emphasise the need to be fully compliant in the wearing of gloves and the importance of a risk assessment thought process and have carried out toolbox talks with all employees.

Take time Near misses and suggestions are being monitored on a weekly basis and to date no apparent trend is occurring

A environmental incident report and conclusion have been carried out by the JV to close out the incident involved in routing the main water supply to site by Clugstons Environmental manager.

### 1 DESIGN

#### 2.1 Smallmead

This period has seen the completion of the phase 1 external works and the continuation of the electrical and mechanical works.

Overall progress is summarised below:

- Design of the phase 1 external works, including barriers, fencing, signage and landscaping have been completed.
- Design and detailing of the reinforced concrete works to the MRF area has continued, with all reinforced concrete works up to gridline 19 complete.
- Outline design of the office steelwork has been completed and detailed design of the steelwork is now underway.
- The internal road layout for the HWRC has been completed.

- Building Services design has continued for the phase 1 works and is largely complete. Design of the ventilation system to the HWRC mess facility has been completed.
- A Phase 1 commissioning plan has be developed and submitted to RE3.
- The preparation of the Health and Safety File and O&M manuals has continued.

### **MRF**

A HAZOP has been arranged for 5/6<sup>th</sup> November when a detailed review of the hazards in operation will be carried out.

## **2.2 Longshot**

Work has commenced on the preparation of information required to gain discharge of the relevant planning conditions required, to enable works to commence in-line with the contract programme. An order has been issued for the additional site investigation works required with the timings and exact position of the works to be agreed with RE3.

## **3 CONSTRUCTION, PROCUREMENT - COMMISSIONING AND OPERATION**

### **3.1 Construction**

#### **Phase 1 – Main Site**

Works are progressing to programme for the main phase one works to be complete for the end of November 2007 to allow a period for any snagging works to be carried out prior to the date given for the HWRC/TS to be fully operational.

Works remaining are as follows :

Cladding trims and seals	10 days remaining
Retail outlet/Welfare Build	15 days remaining
Fire suppression works	21 days remaining (incl testing)
Foul Klargester	4 days remaining
Pumping main	1 day remaining
Kerbs/channels	7 days remaining
Gully waste area	2 days remaining
HWRC Access road	9 days remaining
HWRC Piled ramp	2 days remaining
Perimeter Fencing/ gates	10 days remaining
Armco barriers/road marking & signage	20 days remaining
Bunding & landscaping	20 Days remaining
Place temp weighbridge	5 days remaining#

Water – currently reporting water supply to be commissioned and available by End of November, pipe laid to site awaiting meter connection.

Power- Cable feed installation to commence on 5<sup>th</sup>, anticipated power on to site to be around 23/11/07

BT – to commence with routing of cable to main build w/c 5/11/07.

**See attached filtered programme to Phase 1 completion.**

Possession of the Phase 1A area of site has now been agreed, the JV are to produce final programme to show sequence of works up to the civils Phase 2 completion date.

### 3.2 **Matters materially affecting the Works**

The agreement of the Phase 1A site possession, way forward now agreed.

### 3.3 **Procurement**

The following subcontractors have been appointed (works value below £250,000)

Sheet Piling - Stent  
Fencing works- Bentley Fencing  
Gas Membrane Works – Prestige Air  
Pile Cropping Works - Conder Projects  
Lightning Protection – Protectis  
Mega doors – Crawford doors  
Ventilation Roof Fans – Beatsons  
Weighbridges – Central weighing  
Bliss Brickwork - Brickwork Envelope  
HWRC MCC panel – Safronics  
Dust Control system – Mist- air Environmental  
AMS No Dig – HDD Drilling to bridge  
Tarmac Surfacing – Spade oaks  
Welfare fit out  
Fire protection – CLN  
Attenborough Doors – Roller shutters to bulk bays  
Landscaping – Grace Landscapes  
Signage – Masson Sealy  
Armco Barriers – Berry systems  
Sealants/Mastic pointing – Construction sealants

The following subcontractors have been appointed and approved (works value over £250,000)

Bulk Earthworks - Killoughery  
Pre- cast Concrete Piling – Stent  
Structural Steel – SCWS  
Civil Concrete works- Brenco Ltd  
Cladding – Weatherwise

Fire Protection & Detection – Tyco  
Electrical Installation – MTL 2000 ltd

All subcontractors now placed for completion of Phase 1 Works, Subcontract elements will become in play again once office block is fully designed for phase 2 works.

### 3.4 **Commissioning and Operation**

A joint commissioning and operation workshop was held on the 10 October. The draft commissioning plan was issued in the period.

## 4 **COMMERCIAL**

Milestone payment number's 10 and 11 have now been certified by Contractor and payment made.

## 5 **QUALITY ASSURANCE**

Compilation of the O&M manuals are underway by the JV to be available for the Phase 1 handover.

A programme is to be agreed and proposed to carry out final inspection of the works to the Phase 1 handover between the JV and WRG.

## 6 **OUTSTANDING ISSUES AND ACTIONS**

Nothing to report

## 7 **KEY ACTIVITIES IN FORTHCOMING PERIOD**

Completion of works above to Phase 1 handover and continuation of the pushwalls/ pilasters and floor slabs to works beyond grid line 13.

## 8 **THIRD PARTY / PUBLIC INTERFACES / COMMUNITY LIAISON**

**Forecast Milestone Application dates**

Smallmead

Nr	Milestone	Date
12	<b>MRF Floor slab GL13 – GL16</b> Completion of concrete floor slab to MRF building	Oct 07
13	<b>HWRC Access Road – Completion of access ramp for road into HWRC (excluding barriers)</b>	Nov 07
14	<b>MRF Pushwalls GL16-19 – completion of concrete pushwalls between GL 16 -19, excluding the wall on GL 19</b>	Nov 07
15	<b>WTS Operational – Completion of building works</b>	Jan 08
16	<b>HWRC Operational – Completion of Phase 1 works</b>	Jan 08

**Key Milestones**

Longshot

Nr	Milestone	Date
3	Site Establishment	Apr 08

Summary Programme – as attached



**TO: JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2007**

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## **JOINT WASTE DISPOSAL BOARD - PROJECT UPDATE (Project Director)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of progress since the last meeting of the Board on 5 September 2007.

### **2. RECOMMENDATION**

- 2.1 **To note progress made since the last meeting on 5 September 2007.**

### **3. SUPPORTING INFORMATION**

#### **Background**

- 3.1 The Joint Waste PFI Contract was signed with WRG on 31 October 2006. After a short mobilisation period, the service commenced on 4 December 2006, when WRG took on the management of the two Key Project Facilities in Bracknell and Reading.

#### **Operations**

- 3.2 The two main sites, Island Road in Reading and Longshot Lane in Bracknell have been operated satisfactorily.
- 3.3 During the months since the last Joint Waste Disposal Board (JWDB) meeting, the Civic Amenity (CA) Site at Island Road in Reading has been operated under increasingly difficult circumstances.
- 3.4 As the construction of Phase 2 of the Smallmead Facility has moved on, the Engineering Procurement Construction (EPC) contractor has requested more space. Waste Recycling Group Berkshire Ltd (WRGB Ltd), the site operator, has managed the situation well and patrons are unlikely to have noticed the difficulties of managing the movements of construction vehicles and those serving the CA Site.
- 3.5 The most recent Monthly Performance Report (September) is appended.
- 3.6 There were only 12 failures in respect of Bring Bank sites and this is an area where the service has clearly improved.

#### **Financial**

- 3.7 Monthly monitoring reports are produced based on draft information prior to the formal quarterly reconciliation process. The year end projection is regularly updated as a result and shared with colleagues from the three councils. A number of meetings have been held to share information and discuss issues.
- 3.8 The projection of full year spend has fallen by over £200,000 since your last meeting. The major variances are outlined in the attached table. After deducting Reading's non-

contract (trade and other internal) waste the total projected variance from that modelled at financial close is around £200,000. The main factors are additional inflation and WEEE disposal costs, the latter being offset by grant income of £53,000, resulting in a variation of just under 1%.

- 3.9 Discussions have taken place with the contractor resulting in a revision of the waste flow forecast in the light of experience to date and the anticipated effect of the restricted operation of the CA site at Longshot Lane during the construction period.
- 3.10 The Councils are currently on target to meet their 2007/08 LATS allocations, and also hold surpluses from previous years. However LATS performance for 2007/08 is running slightly below that modelled in the Waste Flow Model and must be closely monitored to ensure that the benefits of the contract are fully realised.
- 3.11 The financial monitoring process has been greatly strengthened with the addition of Contract Monitoring Officer to the project team. Her knowledge of operational detail and investigate invoices has proved invaluable.

## **BACKGROUND PAPERS**

Reports to Joint Waste Disposal Board, 5 September 2007

## **CONTACTS FOR FURTHER INFORMATION**

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Report to JWDB

	Actual spend April to September 2007	Projection Full Year 2007/8
	£ 1,252,490	
	£ 1,385,460	
	£ 1,323,509	
	£ 1,289,588	
	£ 1,300,219	
	£ 1,202,933	
	<u>£ 7,754,199</u>	£ 15,348,600
Less Reading non-contract waste	<u>-£ 237,000</u>	<u>-£ 474,000</u>
	£ 7,517,199	£ 14,874,600
Estimate	£ 7,337,500	£ 14,675,000
Variance	<u>£ 179,699</u>	<u>£ 199,600</u>
WEEE costs April to June (part funded by grant)	£ 94,833	£ 94,833
Waste composition survey	£ 15,000	£ 15,000
Inflation at 3.6% (2.5% assumed)	£ 70,000	£ 140,000
Other net costs/savings(-)	-£ 134	-£ 50,233
	<u>£ 179,699</u>	<u>£ 199,600</u>

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**Central Berkshire PFI Contract**  
**Re3**  
**Monthly Performance Report**  
**For September 2007**

# Monthly Performance Report

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## SECTION 1: Executive Summary

### Summary of Performance in Month

- 1) Turnaround failures – A total of 6 vehicles failed to turnaround within the 20-minutes allowed. There were 2 instances of vehicle breakdowns and 2 of under-staffed council vehicles included in those failures. Therefore, 2 vehicles represent 0.13% of all transactions during September. This is an improvement on August's performance.
- 2) Missed Bring Bank collections – A total of 9 bring bank collection failures were recorded.
- 3) Complaints – There were no complaints where initial or full responses were not completed within the performance timescale. A total of 2 complaints were received throughout the whole month. A further 2 complaints were received directly from the three councils relating to bring bank overflows. Neither of these overflow-complaints related to missed collections.

Table A1

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
SO 1	WASTE MANAGEMENT AND DISPOSAL	0	0
SO 2	WASTE RECEPTION AND TRANSFER	0	0
SO 3	CIVIC AMENITY AND BRING BANK SITES	12	217
SO 4	MARKETS FOR RECOVERED PRODUCTS	0	1
SO 5	INTERFACE WITH THE PUBLIC	0	0
SO 6	CONTINGENCY PLANS	0	0
SO 7	CONTRACT COMMENCEMENT AND EXPIRY PLANS	0	0
SO 8	SERVICE MANAGEMENT	0	1
SO 9	HEALTH & SAFETY	0	0
<b>Total</b>		<b>12</b>	<b>219</b>

Table A2

Ref.	Performance Topic	Current Month						Cumulative Year to Date			
		Number of Defaults		Performance Deductions	Default Points	Number of Defaults		Performance Deductions	Default Points		
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance				
SO 1	WASTE MANAGEMENT AND DISPOSAL	0	0	0	0	0	0	0	0	0	0
SO 2	WASTE RECEPTION AND TRANSFER	0	2	£60	10	25	38	300	£1,330	300	£1,330
SO 3	CIVIC AMENITY AND BRING BANK SITES	5	4	£200	20	10	495	2475	£24,750	2475	£24,750
SO 4	MARKETS FOR RECOVERED PRODUCTS	0	0	0	0	0	0	0	0	0	0
SO 5	INTERFACE WITH THE PUBLIC	0	0	0	0	0	0	0	0	0	0
SO 6	CONTINGENCY PLANS	0	0	0	0	0	0	0	0	0	0
SO 7	CONTRACT COMMENCEMENT AND EXPIRY PLANS		0		0		0	0		0	
SO 8	SERVICE MANAGEMENT	0	0	0	0	31	12	12	0	12	0
SO 9	HEALTH & SAFETY	0	0	0	0	0	0	0	0	0	0
Total		5	6	£260	30	66	545	2787	£26,080	2787	£26,080



## SECTION 2: Waste Management and Disposal

### Performance in Month

There were no performance related issues within the Waste Management and Disposal section to be reported in the month of September.

Table B1

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
SO 1: WASTE MANAGEMENT AND DISPOSAL			
SO1:1	Availability of Sites	0	0
SO1:2	Necessary Consents		
SO1:3	Nuisance control	0	0
SO1:4	Emergency opening		
SO1:5	Maintenance of waste management facilities		
<b>Total</b>		<b>0</b>	<b>0</b>

Table B2

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults Within tolerance	Number of Defaults Outside tolerance	Default Points	Performance Deductions	Number of Defaults Within tolerance	Number of Defaults Outside tolerance	Default Points	Performance Deductions
SO 1: WASTE MANAGEMENT AND DISPOSAL									
SO1:1	Availability of Sites	0	0	0	0	0	0	0	0
SO1:2	Necessary Consents	0	0	0	0	0	0	0	0
SO1:3	Nuisance control	0	0	0	0	0	0	0	0
SO1:4	Emergency opening	0	0	0	0	0	0	0	0
SO1:5	Maintenance of waste management facilities	0	0	0	0	0	0	0	0
<b>Total SO 1</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SECTION 3: Waste Reception and Transfer**

**Performance in Month**

Turnaround failures – A total of 6 vehicles, including 2 breakdowns, failed to turnaround within the 20-minute allowance and a further 2 of those had excusing causes. 2 vehicles represent 0.13% of all transactions during September.

**Table C1**

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
<b>SO 2: WASTE RECEPTION AND TRANSFER</b>			
SO2:1	Interface with the waste collection services		
SO2:2	Turnaround times		
SO2:3	Transport routes		
SO2:4	Transport of waste		
SO2:5	Waste Movement Plan	0	0
SO2:6	Recyclate quality check		
SO2:7	Corporate livery	0	0
SO2:8	Weighbridge ticket		
SO2:9	Notice of weighbridge being unavailable		
<b>Total</b>		<b>0</b>	<b>0</b>

**Table C2**

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Default Points	Performance Deductions	Number of Defaults		Default Points	Performance Deductions
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
<b>SO 2: WASTE RECEPTION AND TRANSFER</b>									
SO2:1	Interface with the waste collection services	0	0	0		0	0	0	
SO2:2	Turnaround times	0	2	10	£60	25	15	75	£450
SO2:3	Transport routes	0	0	0		0	1	5	
SO2:4	Transport of waste	0	0	0	0	0	0	0	0
SO2:5	Waste Movement Plan	0	0	0		0	0	0	
SO2:6	Recyclate quality check	0	0	0		0	0	0	
SO2:7	Corporate livery	0	0	0		0	0	0	
SO2:8	Weighbridge ticket		0	0	0		22	220	£880
SO2:9	Notice of weighbridge being unavailable		0	0			0	0	
Total SO 2		0	2	10	£60	25	38	300	£1,330

## SECTION 4: Civic Amenity and Bring Bank Sites

### Performance in Month

Missed Bring Bank collections – A total of 9 bring bank collection failures were recorded.

12 missed collections were rectified within the designated period and a total of 132 additional bank lifts took place in September.

Table D1

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
<b>SO 3: CIVIC AMENITY AND BRING BANK SITES</b>			
SO3:1	Availability of HWRC Sites to the public	0	1
SO3:2	Provision of Bring Bank Sites	0	0
SO3:3	Provision of Bring Banks	0	0
SO3:4	Operation of bring bank sites	12	215
SO3:5	Servicing of bring bank sites		
SO3:6	Bring Bank Site appearance		
SO3:7	Monitoring Bring Bank Sites		
SO3:8	Operation of CA sites/HWRC sites	0	0
SO3:9	User satisfaction with CA sites/HWRC sites		
SO3:10	User satisfaction with CA sites/HWRC sites (site improvement programme)	0	0
SO3:11	Non-Contract Waste	0	0
SO3:12	Appearance of HWRC sites	0	0
SO3:13	Escape of waste from CA sites/HWRC sites	0	1
SO3:14	Retail of wholesale trading	0	0
Total SO 3		12	217

Table D2

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Default Points	Performance Deductions	Number of Defaults		Default Points	Performance Deductions
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
<b>SO 3: CIVIC AMENITY AND BRING BANK SITES</b>									
SO3:1	Availability of HWRC Sites to the public		0	0	0	0	0	0	0
SO3:2	Provision of Bring Bank Sites	0	0	0		0	0		
SO3:3	Provision of Bring Banks		0	0		0			
SO3:4	Operation of bring bank sites	5	4	20	£200	5	495	2475	£24,750
SO3:5	Servicing of bring bank sites	0	0	0	0	0	0	0	0
SO3:6	Bring Bank Site appearance	0	0	0	0	0	0	0	0
SO3:7	Monitoring Bring Bank Sites	0	0	0		5	0	0	
SO3:8	Operation of CA sites/HWRC sites	0	0	0		0	0	0	
SO3:9	User satisfaction with CA sites/HWRC sites	0	0	0		0	0	0	
SO3:10	User satisfaction with CA sites/HWRC sites (site improvement programme)	0	0	0		0	0	0	
SO3:11	Non-Contract Waste	0	0	0	0	0	0	0	0
SO3:12	Appearance of HWRC sites	0	0	0		0	0	0	
SO3:13	Escape of waste from CA sites/HWRC sites	0	0	0		0	0	0	
SO3:14	Retail of wholesale trading	0	0	0		0	0	0	
Total SO 3		5	4	20	£200	10	495	2475	£24,750

## SECTION 5: Markets for Recovered Products

### Performance in Month

There were no performance related issues within the Markets for Recovered Products section to be reported in the month of September.

Table E1

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
SO 4: MARKETS FOR RECOVERED PRODUCTS			
SO4:1	Details of product markets	0	0
SO4:2	Changes to product market	0	1
Total SO 4		0	1

Table E2

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Performance Deductions	Default Points	Number of Defaults		Performance Deductions	Default Points
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
SO 4: MARKETS FOR RECOVERED PRODUCTS									
SO4:1	Details of product markets	0	0	0	0	0	0	0	0
SO4:2	Changes to product market	0	0	0	0	0	0	0	0
Total SO 4		0	0	0	0	0	0	0	0

**SECTION 6: Interface with the Public**

**Performance in Month**

2 complaints were received in the month of September, not including bring bank overflow complaints.

There were no instances of full or initial responses, to receipt of public correspondence, being issued outside the agreed timescales.

**Table F1**

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
<b>SO 5: INTERFACE WITH THE PUBLIC</b>			
SO5:1	Stakeholder Liaison Committee	0	0
SO5:2	Availability of publications	0	0
SO5:3	Staff Code of Conduct		
SO5:4	Correspondence procedure		
SO5:5	Correspondence monitoring		
SO5:6	Stakeholder Plan - update	0	0
SO5:7	Community access	0	0
SO5:8	Visitor centre operation		
SO5:9	Public correspondence records		
SO5:10	Public dispute notification		
Total SO 5		0	0

Table F2

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Default Points	Performance Deductions	Number of Defaults		Default Points	Performance Deductions
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
<b>SO 5: INTERFACE WITH THE PUBLIC</b>									
SO5:1	Stakeholder Liaison Committee	0	0	0	0	0	0	0	0
SO5:2	Availability of publications	0	0	0	0	0	0	0	0
SO5:3	Staff Code of Conduct	0	0	0	0	0	0	0	0
SO5:4	Correspondence procedure	0	0	0	0	0	0	0	0
SO5:5	Correspondence monitoring	0	0	0	0	0	0	0	0
SO5:6	Stakeholder Plan – update	0	0	0	0	0	0	0	0
SO5:7	Community access	0	0	0	0	0	0	0	0
SO5:8	Visitor centre operation	0	0	0	0	0	0	0	0
SO5:9	Public correspondence records	0	0	0	0	0	0	0	0
SO5:10	Public dispute notification	0	0	0	0	0	0	0	0
Total SO 5		0	0	0	0	0	0	0	0



**SECTION 7: Contingency Plans**

**Performance in Month**

There were no performance related issues within the Contingency Plans section to be reported in the month of September.

**Table G1**

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
SO 6: CONTINGENCY PLANS			
SO6:1	Contingency arrangements	0	0
SO6:2	Notice of Unavailability		
Total SO 6		0	0

**Table G2**

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Default Points	Performance Deductions	Number of Defaults		Default Points	Performance Deductions
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
SO 6: CONTINGENCY PLANS									
SO6:1	Contingency arrangements	0	0	0		0	0	0	0
SO6:2	Notice of Unavailability	0	0	0		0	0	0	0
Total SO 6		0	0	0		0	0	0	0

**SECTION 8: Contract Commencement and Expiry Plans**

**Performance in Month**

There were no performance issues to report in the month of September in respect of Contract Commencement or Expiry Plans.

**Table H1**

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
SO 7: CONTRACT COMMENCEMENT AND EXPIRY PLANS			
SO7:1	Contract Expiry Plan.	0	0
SO7:3	Expiry Plan compliance	0	0
Total SO 7		0	0

**Table H2**

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Default Points	Performance Deductions	Number of Defaults		Default Points	Performance Deductions
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
SO 7: CONTRACT COMMENCEMENT AND EXPIRY PLANS									
SO7:1	Contract Expiry Plan.		0	0		0	0	0	
SO7:3	Expiry Plan compliance		0	0		0	0	0	
Total SO 7			0	0		0	0	0	

## **SECTION 9: Service Management**

### **Performance in Month**

**There were no performance issues to report in the month of September in respect of Service Management.**

**Table I1**

<b>Ref</b>	<b>Performance Topic</b>	<b>No. of Qualifying Events rectified within Rectification Period</b>	
		<b>Current Month</b>	<b>Cumulative Year to Date</b>
<b>SO 8: SERVICE MANAGEMENT</b>			
SO8:1	Management arrangements		
SO8:2	Management arrangements (Update SDP)		
SO8:3	Staffing of facilities	<b>0</b>	<b>1</b>
SO8:4	Attendance at meetings	<b>0</b>	<b>0</b>
SO8:5	Service Improvement Plan	<b>0</b>	<b>0</b>
SO8:6	Service Delivery Plan	<b>0</b>	<b>0</b>
SO8:7	Monitoring - Sites	<b>0</b>	<b>0</b>
SO8:8	Performance Standard Monitoring	<b>0</b>	<b>0</b>
SO8:9	Reporting - Provision	<b>0</b>	<b>0</b>
SO8:10	Reporting - Correction	<b>0</b>	<b>0</b>
SO8:11	Access to facilities	<b>0</b>	<b>0</b>
SO8:12	Access to records	<b>0</b>	<b>0</b>
SO8:13	Site Diary	<b>0</b>	<b>0</b>
SO8:14	Signage	<b>0</b>	<b>0</b>
SO8:15	Annual Service Report	<b>0</b>	<b>0</b>
SO8:16	EM Accreditation – Existing Facilities	<b>0</b>	<b>0</b>
SO8:17	Maintenance of EM	<b>0</b>	<b>0</b>
SO8:18	Withdrawal of EM	<b>0</b>	<b>0</b>
SO8:19	Inspection of EM Certificates		
<b>Total SO 8</b>		<b>0</b>	<b>1</b>

Table I2

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Default Points	Performance Deductions	Number of Defaults		Default Points	Performance Deductions
		Within tolerance	Outside tolerance			Within tolerance	Outside tolerance		
<b>SO 8: SERVICE MANAGEMENT</b>									
SO8:1	Management arrangements	0	0	0	0	0	0	0	0
SO8:2	Management arrangements (Update SDP)	0	0	0	0	0	0	0	0
SO8:3	Staffing of facilities	0	0	0	0	0	0	0	0
SO8:4	Attendance at meetings	0	0	0	0	0	0	0	0
SO8:5	Service Improvement Plan	0	0	0	0	0	0	0	0
SO8:6	Service Delivery Plan	0	0	0	0	0	0	0	0
SO8:7	Monitoring - Sites	0	0	0	0	0	0	0	0
SO8:8	Performance Standard Monitoring	0	0	0	0	0	0	0	0
SO8:9	Reporting - Provision	0	0	0	0	1	0	0	0
SO8:10	Reporting - Correction	0	0	0	0	0	0	0	0
SO8:11	Access to facilities	0	0	0	0	0	0	0	0
SO8:12	Access to records	0	0	0	0	0	0	0	0
SO8:13	Site Diary	0	0	0	0	0	0	0	0
SO8:14	Signage	0	0	0	0	30	12	12	0
SO8:15	Annual Service Report	0	0	0	0	0	0	0	0
SO8:16	EM Accreditation – Existing Facilities	0	0	0	0	0	0	0	0
SO8:17	Maintenance of EM	0	0	0	0	0	0	0	0
SO8:18	Withdrawal of EM	0	0	0	0	0	0	0	0
SO8:19	Inspection of EM Certificates	0	0	0	0	0	0	0	0
Total SO 8		0	0	0	0	31	12	12	0

**SECTION 10: Health and Safety**

**Performance in Month**

The Contractor maintains records and best practice in accordance with the Group’s Health and Safety policy. This is in addition to the requirements of SO 9.

During September there were no occurrences of any RIDDOR incidents at any of the facilities.

**Table J1**

Ref	Performance Topic	No. of Qualifying Events rectified within Rectification Period	
		Current Month	Cumulative Year to Date
<b>SO 9: HEALTH &amp; SAFETY</b>			
SO9:1	Health and Safety systems	0	0
SO9:2	Health & Safety Notification - RIDDOR	0	0
SO9:3	Health & Safety reporting -RIDDOR	0	0
SO9:4	Health & Safety reporting - Public	0	0
SO9:5	RIDDOR compliance	0	0
SO9:6	Site welfare facilities	0	0
SO9:7	Site rules	0	0
<b>Total SO 9</b>		<b>0</b>	<b>0</b>

Table J2

Ref.	Performance Topic	Current Month				Cumulative Year to Date			
		Number of Defaults		Performance Deductions	Number of Defaults		Performance Deductions		
		Within tolerance	Outside tolerance		Within tolerance	Outside tolerance			
Default Points	Performance Deductions	Default Points	Performance Deductions						
SO 9: HEALTH & SAFETY									
SO9:1	Health and Safety systems	0	0	0	0	0	0	0	0
SO9:2	Health & Safety Notification - RIDDOR	0	0	0	0	0	0	0	0
SO9:3	Health & Safety reporting -RIDDOR	0	0	0	0	0	0	0	0
SO9:4	Health & Safety reporting - Public	0	0	0	0	0	0	0	0
SO9:5	RIDDOR compliance	0	0	0	0	0	0	0	0
SO9:6	Site welfare facilities	0	0	0	0	0	0	0	0
SO9:7	Site rules	0	0	0	0	0	0	0	0
Total SO 9		0	0	0	0	0	0	0	0

## SECTION 11: Details of Performance Failures

SO2:2 - Turnaround Times - Daily						
When incident occurred			Location	Vehicle Registration	Relevant Council	Reason for exclusion
Date	Time in	Duration				
01.09.07						
02.09.07						
03.09.07						
04.09.07						
05.09.07						
06.09.07	10:13:52	00:28:02	Longshot Lane	WX05GFA	Wokingham	Under-staffed vehicle
07.09.07	12:38:01	00:36:01	Longshot Lane	WX05GFA	Wokingham	Under-staffed vehicle
08.09.07						
09.09.07						
10.09.07	15:30:45	01:01:43	Longshot Lane	YJ51 MVM	Bracknell	Vehicle breakdown
11.09.07						
12.09.07						
13.09.07						
14.09.07	07:59:00	00:21:19	Longshot Lane	WG07 JXN	Bracknell	
15.09.07						
16.09.07						
17.09.07	15:32:58	00:24:03	Longshot Lane	LK06 CZO	Bracknell	
18.09.07						
19.09.07						
20.09.07						
21.09.07						
22.09.07						
23.09.07						
24.09.07						
25.09.07						
26.09.07						
27.09.07						
28.09.07	09:31:58	02:09:00	Longshot Lane	MJ07 UNM	Bracknell	Vehicle breakdown
29.09.07						
30.09.07						

SO3:4 Bring Bank Service Failures					
Site	Bank Type	June Frequency	Collections	Missed Collection	Failure
Jocks Lane Community Centre	Card	Twice Weekly	12th, 17th, 21st, 24th, 28th	7th	2
Whitley Wood Rec Centre	PAMS	Fortnightly	18th, 25th	14th	1
Dinton Pastures	PAMS	3 Weekly	26th	21st	2
Swallowfield Village Hall	PAMS	Fortnightly	5th, 26th	21st	2
Tesco, Wokingham	PAMS	Weekly	5th, 19th, 26th	14th	2
				TOTAL	9

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**TO: JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2007**

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## **JOINT WASTE DISPOSAL BOARD – JOINT WASTE STRATEGY (Project Director)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of progress on the creation of the Re3 Waste Strategy and inform them of the proposed delivery timetable.

### **2. RECOMMENDATION**

- 2.1 **To note the programme for delivery.**

### **3. SUPPORTING INFORMATION**

#### **Background**

- 3.1 At the last meeting of the Joint Waste Disposal Board it was agreed that a Joint Waste Strategy would be drafted and considered at this meeting of the Board. However, while the document has been developed there is still a significant amount of work that is required in order to complete it as a draft document.
- 3.2 A timeline is attached for Members' information and officers will arrange for a report to be submitted in detail to the next meeting of the Board in March 2008.

### **BACKGROUND PAPERS**

Reports to Joint Waste Disposal Board, 5 September 2007

### **CONTACTS FOR FURTHER INFORMATION**

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