

JOINT WASTE DISPOSAL BOARD

NOTICE OF MEETING

THURSDAY 5 JUNE 2014

TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD

You are invited to attend a meeting of the Joint Waste Disposal Board on **Thursday 5 June 2014 at 10.00 am** in the Education Centre, Smallmead, Reading. An agenda for the meeting is set out overleaf.

Mark Moon
Project Director

Members of the Joint Waste Disposal Board

Councillor Mrs Dorothy Hayes MBE, Bracknell Forest Council
Councillor Iain McCracken, Bracknell Forest Council
Councillor Paul Gittings, Reading Borough Council
Councillor Tony Page, Reading Borough Council
Councillor Angus Ross, Wokingham Borough Council
Councillor Rob Stanton, Wokingham Borough Council

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**



If you require further information, please contact: Katharine Simpson
Telephone 01344 352308
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JOINT WASTE DISPOSAL BOARD
Thursday 5 June 2014 (10.00 am)
Education Centre, Smallmead, Reading.

AGENDA

Page No

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare any disclosable pecuniary or affected interest in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest or an affected interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

3. MINUTES OF THE MEETING OF THE JOINT WASTE DISPOSAL BOARD

1 - 4

To approve as a correct record the minutes of the Joint Waste Disposal Board held on 13 March 2014.

4. URGENT ITEMS OF BUSINESS

To notify the Board of any items authorised by the Chairman on the grounds of urgency.

5. JOINT WASTE DISPOSAL BOARD PROJECT UPDATE

5 - 18

To consider a report providing an update of progress in terms of management of the joint waste PFI contract since the Board's last meeting on 13 March 2014.

6. DATES OF FUTURE MEETINGS

Please bring your diaries with you to the meeting so that further meetings of the Joint Waste Disposal Board can be agreed.

7. EXCLUSION OF PUBLIC AND PRESS

To consider the following motion:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 8 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

(3) Information relating to the financial or business affairs of any particular person.

8. **EXCESS PROFIT ADJUDICATION UPDATE**

19 - 20

To receive an update on the progress in terms of the Excess Profit Adjudication since its last meeting on 13 March 2014.

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Unrestricted

**JOINT WASTE DISPOSAL BOARD
13 MARCH 2014
(10.00 am - 12.15 pm)**

Present: Bracknell Forest Borough Council
Councillor Mrs Dorothy Hayes MBE
Councillor Iain McCracken

Reading Borough Council
Councillor Paul Gittings
Councillor Tony Page

Wokingham District Council
Councillor Angus Ross
Councillor Rob Stanton

Officers Claire Ayling, Reading Borough Council
Anthony Bolton, Reading Borough Council
Pete Baveystock, Wokingham Borough Council
Oliver Burt, re3 Project Manager
Janet Dowlman, Bracknell Forest Council
Sarah Innes, Reading Borough Council
Steve Loudoun, Bracknell Forest Council
Mark Moon, Wokingham Borough Council

26. Declarations of Interest

There were no declarations of interest.

27. Minutes of the Meeting of the Joint Waste Disposal Board

RESOLVED that the minutes of the Joint Waste Disposal Board meeting held on 12 February 2014 be approved as a correct record and signed by the Chairman.

28. Urgent Items of Business

There were no urgent items of business.

29. Joint Waste Disposal Board Progress Report

The Board received a report providing an update on the progress made since its last meeting on 12 February 2013. The report included an update on the impact that recent flooding in the area had had on the Household Waste Recycling Centres (HWRC), an update on the Green Machine Community Paint Recycling Scheme and an overview of financial matters.

It was noted that the end of the initial two year contract period with the paint reuse scheme had now been reached. The Green Machine's Dawn Cannon and Chris XXX presented an update on the work that had taken place over the past year to develop the Green Machine Community Paint Reuse Scheme and raise awareness of the Scheme's work. It was reported that during the first year of operation the Green machine had collected 8% of available paint. During the second year this had increased to an 18% collection rate. Sales of paint were slowly increasing and 4,400

litres of paint had been sold in the first two months of 2014. An agreement had been reached with Bracknell Forest Homes and a voucher scheme had been developed which tenants could exchange for paint from the Green Machine. This scheme was in the process of being expanded to cover painting equipment in addition to paint. Reciprocal arrangements with Community Paint Reuse Schemes in other areas had been developed and work was taking place to try and secure contracts with local authorities. A significant amount of work had taken place to promote the scheme and this had resulted in sales to people from outside the re3 area including Windsor and Maidenhead and High Wycombe.

The Board acknowledged that the Green Machine was a valuable community initiative and that the data was showing positive upward trends. It was questioned whether it would be more appropriate for any potential future contract to be based on the payment of an appropriate flat rate basis. It was agreed that this option would be explored and a paper detailing the contractual options would be brought to the Board's next meeting.

RESOLVED that:

- i. The report be noted
- ii. FCC staff be thanked for the work they undertook to ensure that Smallmead HWRC remained operational during the period of recent flooding
- iii. Staff at FCC, SITA , Veolia and council officers be thanked for the work undertaken to minimise disruption during recent electrical cabling work in the vicinity of Longshot Lane HWRC
- iv. Officers prepare a paper looking at the contractual options for future Community Paint Reuse Contracts for the next Board meeting

30. **Waste Strategy Report**

The Board received a report providing an update on the development of a Waste Strategy for the re3 Partnership and a draft dashboard of performance indicators was circulated.

It was noted that the Indicator Dashboard would be used to provide the Board with a ready reckoner of key performance data in an easily understood format that would be updated on a regular basis. It was proposed that the dashboard would include data relating to: the budget, the Landfill Allowance Trading Scheme (LATS), key data relating to National Performance Indicator 192 including the percentages of waste recycled, reused or composted and waste treatment figures, turnaround times for authorised vehicles at HWRCs and benchmarking data comparing the performance of the re3 councils against other local authorities with long term waste contracts. It was agreed that data relating to the contamination of waste collections would be useful information to have so that specific areas could be targeted in order to encourage increased levels of recycling and composting.

RESOLVED that the Board endorse the proposed approach to public consultation, as set out in the Project Director's report, be undertaken by officers from the re3 councils and the re3 Project Team and any comments received be reported by to the Board for consideration.

31. **Communications Plan Report**

The Board considered a report providing an update on the development of a Communications Plan for the re3 Councils since its meeting on 13 December 2013. The report included an update on progress made, an overview of the areas that the

plan would cover and a proposal to employ a Communications and Marketing Officer to help deliver the re3 Strategy

Arising from Members' questions and comments it was clarified that if employed the Communications and Marketing Officer would be employed by the re3 Councils and located with the re3 Project Team however their work would involve extensive work with Waste Officers and Communications Teams across the three re3 Councils. It was expected that the funding for the role would be split between the three re3 authorities using the waste minimisation apportionment guidelines however it was expected that this would equate to each authority paying approximately one third of the costs of the role.

The Board acknowledged that delivering the Communications Plan and the Waste Strategy were key areas of work and that the employment of a Communications and Marketing Officer would be a significant step forward in this process. It was agreed that officers be asked to develop a job description and person specification for the role for the Board's consideration before a final decision was made on the matter.

RESOLVED that:

- i. The contents of the report be noted
- ii. Officers bring a report setting out a proposed job description and person specification for the proposed Communications and Marketing Officer post to the Board's next meeting

32. Dates of Future Meetings

RESOLVED that the next meeting of the Joint Waste Disposal Board Management Committee be held on Thursday 5th June 2014 at 10am in the Smallmead Household Waste Recycling Centre.

33. Exclusion of Public and Press

RESOLVED 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 public and press be excluded from the meeting for the consideration of item 10 which involve the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

(3) Information relating to the financial or business affairs of any particular person.

34. Management Arrangements

The Board received a report providing an update on the project management arrangements for the Joint waste Disposal Board.

Members discussed the options proposed in the report and requested that a further report regarding the matters discussed would be brought to the Board's next meeting.

CHAIRMAN

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TO: JOINT WASTE DISPOSAL BOARD
5th June 2014

JOINT WASTE DISPOSAL BOARD - PROJECT UPDATE
(Report by the Project Director)

1. INTRODUCTION

1.1 The purpose of this report is to inform the Joint Waste Disposal Board (JWDB) of progress in terms of management of the joint Waste PFI contract since its last meeting on 13th March 2014.

2. RECOMMENDATIONS

2.1 That Members note the contents of this report.

2.2 That Members endorse the proposal for the re3 Project Director to appoint consultants for a suitable review of Longshot Lane capacity.

2.3 That Members endorse the proposed Job Description (accompanying this report at Appendix 5) which relates to the re3 Communications Strategy.

2.4 That Members approve the proposal to increase the re3 Management Budget by up to a maximum £50,000 from the 2015/16 year onwards.

3. SUPPORTING INFORMATION

Site Access Works at Smallmead

3.1 Works have been undertaken, throughout May, to improve the access to Smallmead for large vehicle (accessing the Transfer Station) and for members of the public (for access to the HWRC).

3.2 The works were instigated to permanently establish a greater degree of separation between public visitors and 'operational' visitors – many in large vehicles. They are also intended to reduce the potential for conflicting manoeuvres between vehicles entering and exiting the site.

3.3 The works incorporate the following:

- Improved turning area for split-bodied refuse vehicles.
- Widened access for (aforementioned 'operational') vehicles accessing the Transfer Station.
- Further separation of vehicles accessing the HWRC and Transfer Station.
- Specific waiting area for 'overheight' vehicles who visit during the hours in which these vehicles are granted access (in accordance with the councils' policy).
- Amended height barrier and measures to slow exit from the site onto Island Road.

3.4 A flyer, produced to explain the works and what they mean for patrons, is included at Appendix 4 to this report.

3.5 Many of the aspects of the service remain unchanged but the flyer sets out in detail how the amendments to site access will be apparent for visitors.

- 3.6 As an example, the height barrier will now only cover one lane of the access road. The exit lane will be controlled by 'directional flow plates' (sometimes called 'crocodile teeth') rather than a height barrier. This amendment will ensure that large vehicles, who have been granted access in the normal manner and as described on the flyer, do not have to re-enter the 'operational' side of the facility to exit the site.

re3 Facility at Longshot Lane

- 3.7 While not (according to our annual surveys) receiving quite as many visitors as the Smallmead site, the re3 HWRC at Longshot Lane in Bracknell is undoubtedly a popular and busy site.
- 3.8 Circumstances, such as its position on a large and important trading estate and the shape of the site itself, contribute to the pressures upon the site - particularly at the busiest times.
- 3.9 The site was passed into Bracknell Forest Borough Council control at the abolition of Berkshire County Council in 1998. It therefore predates the current re3 partnership between Bracknell Forest, Reading and Wokingham Borough's.
- 3.10 The site is now operated by FCC Environment (UK) Ltd on behalf of the re3 partnership and as part of the shared PFI Contract between the councils.
- 3.11 Over the last two years there has been some concern about how busy the site is and the impact of queuing traffic on the surrounding area.
- 3.12 The re3 Project Team and FCC Environment (UK) Ltd have sought to amend on-site procedures to ensure that patrons are supported in depositing their waste items as promptly and safely as possible in order that 'throughput' is maintained – with the intention of minimising the creation of off-site queues.
- 3.13 That has proved a worthwhile exercise but, given the number of visitors, has not been able to eradicate queuing on Longshot Lane itself at busy times.
- 3.14 Officers recommend that the re3 Project Team be requested to undertake further investigation work into the exact nature of the issues at Longshot Lane.
- 3.15 This should include the appointment of a suitable consultancy to undertake an objective review of the pressures on Longshot Lane HWRC. Members are accordingly recommended to approve the appointment, by the Project Director, of suitable consultants for such work with a budget estimated at around £5000.
- 3.16 Such work could include, among other considerations, the relationship between visitor numbers and overall tonnage received, housing growth in the re3 area, usage of Longshot Lane for non-HWRC visits and, once the exact root of the problem is identified, potential solutions.
- 3.17 Progress to be reported at the next JWDB Meeting.

Communications Strategy

- 3.18 Members requested, at the last JWDB meeting, the preparation of a Job Description and Person Specification (JD) be developed as the next step in delivering the Communications Strategy.

- 3.19 The re3 Project Team has created the JD in consultation with the Heads of Service at each of the re3 councils and it accompanies this report at Appendix 5. Members are recommended to endorse the JD.
- 3.20 Subject to the endorsement of the JD, the Joint Waste Disposal Board is also recommended to give approval for an increase in the PFI management budget in the 2015/16 year up to a maximum of £50,000 (as described at the March 2014 Joint Waste Disposal Board meeting).

Finance

- 3.21 The provisional annual outturn for 2013/14 is attached under Appendix 1.
- 3.22 Figures for Quarter 4 are provisional, as validation of the reconciliation is currently ongoing.
- 3.23 The total expected overspend has increased to £1.1m, which is an increase of £178k on the £922k projected overspend reported at the March 2014 meeting.
- 3.24 Members will recall that contract waste received in January was 3,750 tonnes above forecast, and represented the highest monthly waste volume experienced since June 2008.
- 3.25 This extreme growth did not continue at the same level into February and March, but there were some significant variations to the forecast which have affected the financial outcome, and are described below.
- 3.26 Bracknell and Reading both delivered an additional 200 tonnes upon forecast in February and March; for Bracknell the increase was mainly via the residual waste stream, and in Reading mainly via green waste.
- 3.27 Wokingham delivered an additional 750 tonnes upon forecast in these months, of which 600 tonnes was residual waste (approximately two thirds household residual and one third sweepings/flytipping).
- 3.28 Members will be aware that tonnage collected at the HWRCs throughout 2013/14 has significantly exceeded that collected in 2012/13, as detailed in Appendix 3. The monthly variances to the previous year are illustrated, as well as the annual percentage increases and decreases by waste type.
- 3.29 There were some disruptions in access to the HWRCs during Quarter 4 due to the SSE works at Longshot Lane (resulting in a 4 day closure) and the flooding at Island Road (resulting in a 2 week closure for Smallmead).
- 3.30 The impact of the Smallmead closure is apparent, with waste at the site down 80% in February 2014 compared to February 2013. It does not appear that there was a direct transfer of waste from Smallmead to Longshot Lane, as the tonnage increases in both January and March at Longshot Lane were even more significant than in February itself.
- 3.31 The Smallmead closure has resulted in a reduction in HWRC costs for Reading and Wokingham in February, which is offset against increased costs in January and March. The increased waste received at Longshot Lane throughout Quarter 4 has led to an increase in HWRC related costs for Bracknell and Wokingham.
- 3.32 Due to the increased patronage evidenced in the September 2012 user survey, in 2013/14 Wokingham was allocated a larger proportion of the HWRC tonnage than

previously. Wokingham therefore experienced a greater financial impact as a result of the increased level of HWRC tonnage delivered this year. It should be noted that the results of the latest survey (which will be used to allocate the 2014/15 costs) have shown that patronage at the sites by Wokingham residents has fallen back compared to the previous survey, especially so at Smallmead.

- 3.33 The budgeted tonnage for 2013/14 was just over 185,000 tonnes (which was consistent with waste arisings at the time of budget setting). The provisional figures show that actual contract waste received in the year was over 193,000 tonnes, an increase of 4%.
- 3.34 The budget for 2014/15 is based on 187,000 tonnes. The budget was produced in November 2013, and was based on the prevailing tonnage expectations at that time. The significant growth experienced since the Autumn means that the most recent forecast for the year is 195,000 tonnes. Based on that difference, the project could potentially expect a budget shortfall of around £750k. Officers will continue to monitor, and keep the three Councils informed.
- 3.35 It is worth considering the current financial situation, as described above, in the context of longer-term expectations. The tonnage of waste being processed through this contract remains lower than was expected at its commencement. Accordingly (whilst taking into account factors beyond the control of the councils or the PFI contract such as landfill tax and indexation), the re3 councils have paid, and for the time being continue to pay, a lower cost for managing waste from the re3 area than was expected (modelled) to be the case at the point the contract was signed.
- 3.36 A statement of the provisional year to date expenditure on re3 Management costs is included under Appendix 2.

BACKGROUND PAPERS

JWDB Reports for March 2014.

CONTACTS FOR FURTHER INFORMATION

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APPENDIX 1 – 2013/14 Provisional Annual Outturn

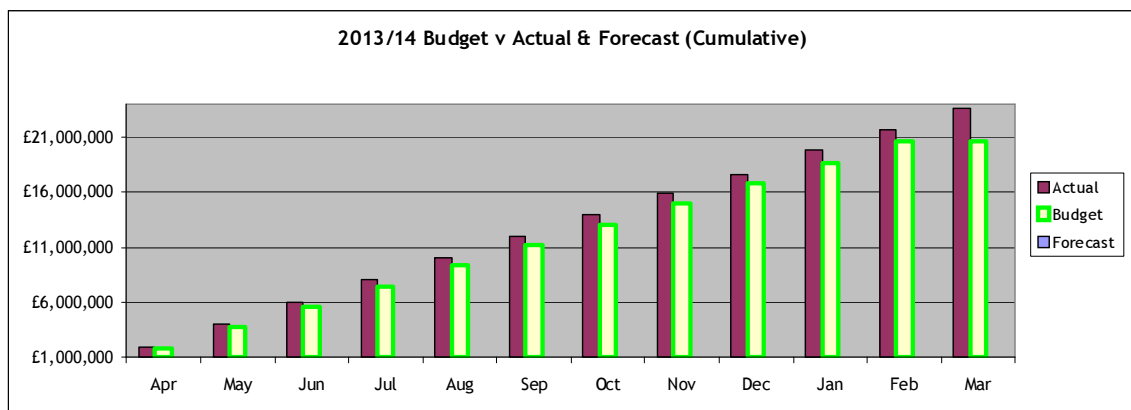
re3 PFI Budget Monitoring

2013/14 Waste PFI Forecast

		BFBC £	RBC £	WBC £	TOTAL £
Apr-13	Actuals	488,145	693,417	790,964	1,972,526
May-13	Actuals	522,349	726,369	829,320	2,078,039
Jun-13	Actuals	486,615	703,031	792,810	1,982,456
Jul-13	Actuals	507,283	738,382	866,991	2,112,657
Aug-13	Actuals	502,389	674,228	749,735	1,926,352
Sep-13	Actuals	472,631	702,024	809,484	1,984,139
Oct-13	Actuals	498,274	725,981	780,108	2,004,363
Nov-13	Actuals	504,159	658,381	860,844	2,023,384
Dec-13	Actuals	458,451	602,577	667,262	1,728,290
Jan-14	Provisionals	555,551	747,560	934,279	2,237,390
Feb-14	Provisionals	506,609	538,123	679,959	1,724,692
Mar-14	Provisionals	496,545	659,665	805,724	1,961,934
TOTAL		5,999,003	8,169,738	9,567,481	23,736,222
Business Rates (actual)		96,310	124,914	131,044	352,268
Recovery Gainshare (forecast)		35,693	53,334	47,507	136,534
Recyclate Income (forecast)		-187,763	-246,229	-266,008	-700,000
2013/14 Projected Outturn		5,943,242	8,101,757	9,480,024	23,525,024
2013/14 Original Budget		5,727,477	8,311,868	8,496,855	22,536,200
Revised 2013/14 Budget		5,838,660	7,931,068	8,644,337	22,414,065
Projected Over/Underspend		104,582	170,689	835,687	1,110,959
Variance from revised budget (%)		1.8%	2.2%	9.7%	5.0%

Notes

1. Based on Qtr1-3 actuals, and Qtr4 provisional tonnages.
2. RBC original budget reduced by £380,800. £263,800 trade waste costs removed due to independent account being set up, and dealt with under waste collection budget. £117k removed due to anticipated savings from the endorsement of the One Bin Policy.
3. BFBC budget increased by £111,183. Due to differing assumptions on inflation and HWRC tonnage allocations.
4. WBC budget increased by £147,482. Budget confirmed by Wokingham Sept 13.
5. The Projected Over/Underspend is against the revised budgets.



APPENDIX 2 – 2013/14 re3 Management Costs

JWDB - re3 Waste PFI Management Costs 2013/14						Updated April 2014
Employees	Budget	YTD Cost	YTD Variance	Projected Annual Cost	Projected Annual Variance	Comments
	£	£	£	£	£	
Salaries, NI & Super	184,300	172,275	-12,026	172,275	-12,026	
Training	3,000	3,103	103	3,103	103	
Employees sub total	187,300	175,378	-11,923	175,378	-11,923	
Other Costs	Budget	Cost	Variance	Projected Annual Cost	Projected Annual Variance	Comments
Transport:						
Travel Expenses	800	1,173	373	1,173	373	
Supplies & Services:						
Equipment	500	0	-500	0	-500	
Stationery	500	519	19	519	19	
Consultancy Fees	20,000	20,000	0	20,000	0	
Purchase of Computer Equipment	1,800	732	-1,068	732	-1,068	
Mobile Phones	400	119	-281	119	-281	
Other Costs sub total	24,000	22,543	-1,457	£22,543	-£1,457	
2013/14 Total	211,300	197,921	-13,379	£197,921	-£13,379	

Projected Annual Share		£
Reading		65,974
Bracknell		65,974
Wokingham		65,974
Total		197,921

APPENDIX 3 – HWRC TONNAGE VARIATIONS

Longshot Lane HWRC	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	TOTAL
Residual Waste	730	628	667	600	691	650	314	793	62	1026	764	730	7655
Recyclate	656	591	562	475	653	445	449	547	70	806	570	550	6374
Compost	508	841	780	721	554	509	452	645	355	331	266	616	6578
Beneficial Use	439	566	468	508	452	335	315	214	160	234	260	422	4373
Longshot Lane CA Total	2332	2626	2476	2304	2350	1939	1530	2199	647	2397	1861	2318	24980

Longshot Lane HWRC Variance to 2012/13 11% 13% 37% -12% -12% 1% -18% 29% -2.1% 60% 49% 77% 14%

Longshot Lane HWRC	Annual % Increase/Decrease
Residual Waste	17%
Recyclate	14%
Compost	7%
Beneficial Use	21%

Smallmead HWRC	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	TOTAL
Residual Waste	544	515	806	790	304	927	315	1074	-423	1478	1	761	7093
Recyclate	817	905	693	864	612	717	657	537	251	737	144	738	7672
Compost	444	676	887	664	510	161	512	560	304	210	86	386	5400
Beneficial Use	669	763	689	750	758	505	493	337	331	321	124	453	6191
Smallmead HWRC Total	2475	2859	3075	3068	2184	2310	1977	2508	463	2746	355	2338	26357

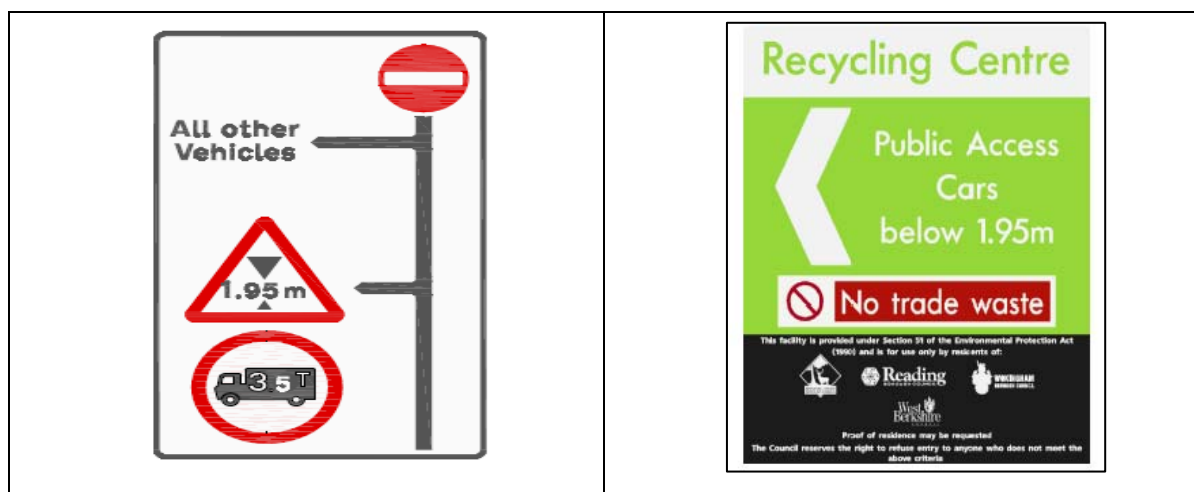
Smallmead HWRC Variance to 2012/13 7% 14% 54% 14% -17% 1% 11% 35% -39% 57% -80% 72% 11%

Smallmead HWRC	Annual % Increase/Decrease
Residual Waste	20%
Recyclate	6%
Compost	-3%
Beneficial Use	23%

Changes to the entrance at Smallmead Waste Management Park

Residents wishing to use the Household Waste Recycling Centre and Weighbridges from the end of May will notice changes in how the facility is accessed. The purpose of the change is to make traffic movements to and from the site safer for all vehicles.

You will see some different signs as you approach the site and on site too – please take note as these are important. Even if you are a regular visitor, please approach with caution and be alert to site differences.



The table below details how vehicles may be affected even if you have visited the site before. Please note these changes **do not** affect our Waste Acceptance Policy (see reverse):

1	Vehicles under 1.95m in height (with or without single axle trailers)	<p>If you are coming to the site in a vehicle under 1.95m* in height please use the usual entrance. The primary change that will affect you will be the removal of the height barrier from the exit road. Instead the exit road will be controlled by directional flow plates (also known as 'crocodile teeth') which you will drive over when you leave – these plates will cause damage if used the wrong way.</p> <p>*Please note roof boxes / roof racks / roof mounted lights / tall items in trailers will increase the vehicle height. If you drive a small van, pick up, sports utility, 4 x 4 or larger MPV vehicle please check the height of your vehicle before coming to site.</p>
2	Vehicles over 1.95m in height (with or without single axle trailers)	<p>If you are coming to the site in a vehicle over 1.95m* in height PLEASE NOTE THE FOLLOWING NEW ROUTE INTO SITE:</p> <ul style="list-style-type: none"> • Take the <u>second</u> entrance to site from Island Road signposted "all other vehicles" • Make your way in to the over-height access area** where there are marked parking bays and a front of queue assessment bay to pull into. <p>Access times and on site assessment of the load for overheights remains unchanged at 2pm to 4pm Monday to Saturday (there is no access on Bank Holidays).</p> <p>Once site staff are satisfied the waste is your own domestic waste, access will be granted by lifting a barrier for you to rejoin the main access road into site – please give way to under 1.95m traffic coming in.</p> <p>The exit is controlled by directional flow plates (also known as 'crocodile teeth') which you will driver over to leave - these plates will cause damage if used the wrong way.</p> <p>*If you are hiring or borrowing a vehicle and are unsure of its height, please speak with the hire company, the person you are borrowing it from or the vehicles manual for confirmation. Local hire companies have been provided with this information. **If the area is already full (six large vehicles) please wait off site and do not block access to the site for other users.</p>

Waste Acceptance Policy :

Waste Material	Limit Per Trip
Soil and Rubble	1 car boot load or a maximum of 6 sacks per trip 1 bathroom suite (1 bath, 1 sink, 1 toilet bowl/cistern) per trip
Asbestos (Cement bonded asbestos only)	Maximum of 6 sheets of no greater size than 8' x 4' (or equivalent). Residents can bring asbestos sheets to site a maximum of twice per year. Residents with this waste must call re3 to prebook. This is to ensure that there is enough capacity on site to accept the waste. Please call re3 on 0800 988 3023. Asbestos must be double wrapped in thick durable plastic (such as builders rubble bags) before it is brought to site.
Plasterboard and Gypsum based products	Maximum of 6 sheets of no greater size than 8' x 4' (or equivalent) per trip
Fridges and Freezers	Any domestic fridge or freezer, up to the maximum size of an American style upright fridge can be brought to site per trip
Paint	Up to 10 litres of paint per trip
Engine Oil	Maximum of 10 litres per trip
Animal and Pet Waste	Maximum of 2 bags per day from domestic animals only. Waste from livestock and stabling is not accepted.
Hazardous Household Waste	Up to 2 litres (chemicals) per trip Residents must call re3 on 0800 988 3023 to pre book
Fluorescent Tubes and Light Bulbs	Maximum of 3 tubes or bulbs per trip
Tyres	Maximum of 2 car tyres per trip
Gas Bottles	1 gas bottle up to 15kg per trip Air cylinders or SCUBA bottles are not accepted
Fire Extinguishers	Maximum of 2 per household (domestic size only)

We want you to **be safe on our sites** – please read the safety advice below.

	<p>Cuts hurt, make sure you're alert!</p>	<p>Don't climb and slip, you'll end up in a skip.</p>	<p>Prevent a bruise, wear sensible shoes!</p>	<p>Hazards come and go, keep us in the know!</p>
				
<p>Read me, it's for your own safety.</p>	<p>Check the load before lifting and be aware of sharp edges. Wear gloves!</p>	<p>You will put yourself at risk if you climb on the barriers to access the containers. Keep your feet firmly on the ground!</p>	<p>Protect your feet from bulky and sharp objects. Put on sturdy footwear!</p>	<p>Report any potential hazards, near misses or accidents to site operatives. Make us aware!</p>

If you are removing waste, carrying waste that is not yours, is from a property you let out (landlord), is from your home office or has been produced by a business or by a trader your load may be classified as trade waste. If staff believe your waste to be trade they have the right to refuse access to the household waste recycling centre. They do this to ensure that the cost of trade waste abuse is not passed on to the taxpayer. Instead you will be asked to pay to dispose of your waste via the weighbridge.

ABUSIVE BEHAVIOUR WILL NOT BE TOLERATED

If you are unsure about how these changes affect you and want to speak to someone, please contact 0800 988 3023. For any other information, please see our website www.re3.org.uk



JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: XXXXXXXX
Post Reference No: XXXXXX	Location: re3 Office, Smallmead, Reading
Job Title: re3 Marketing and Communications Officer	Grade/Salary Range: XXXXXXX

JOB PURPOSE

To undertake and co-ordinate marketing and communications activities in support of the waste management objectives of re3 partnership.

To liaise with the respective communications teams across the re3 councils in support of the shared waste services and objectives.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The postholder will be employed by Reading Borough Council but will support each of the re3 partnership councils (Bracknell-Forest, Reading and Wokingham Borough's).

MAIN DUTIES AND RESPONSIBILITIES

1. To coordinate the implementation of the re3 Communications Strategy across the re3 partner councils.
2. To ensure that all communications activities in relation to re3 reflect the aims and priorities of the re3 partnership.
3. To devise effective communication and/or marketing methods to ensure that re3 messages are communicated effectively to key stakeholders.
4. Within the scope of the re3 partnership, to devise and deliver an effective and sustainable strategy for the use of social platforms.
5. To co-ordinate communications activities related to the re3 partnership to ensure joined-up communications and consistent messaging.
6. To undertake other duties as directed in line with the aims of the re3 partnership including supporting any necessary consultation activities.
7. As required, take responsibility for the writing, design and production of publications and other publicity material.
8. Ensure correct use of branding and maintenance of the corporate image of the re3 partnership.
9. Develop effective working relationships across the range of colleagues and partner organisations related to the re3 partnership.

SCOPE OF JOB (Budgetary/Resource control, Impact)

The post holds no line management or direct budget responsibilities.

Please note this is a politically restricted post under the Local Government & Housing Act 1989 (Restricted Posts) - please see enclosed document

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: XXXXXX
Job Title: re3 Marketing and Communications Officer	Post Reference No: XXXXXX

Qualifications/Education/Training:

1. Good standard of education
2. Experience of using IT
3. Recognised journalism, PR or marketing qualification

Experience:

1. At least 3 years experience in marketing/PR or journalism (ideally part of this time spent dealing with waste related issues).
2. A good knowledge of Local Authority working.
3. Ability to communicate effectively with a diverse range of people.
2. Proven track record of working with partners in outside organisations.
3. Ability to cope effectively with the competing priorities which arise when working in partnership.
4. Able to produce a high standard of work to agreed deadlines.
5. Awareness of current affairs and how they relate to waste policy.
6. Experience of initiating work and producing creative and imaginative solutions to problems.
7. Demonstration of integrity and credibility.
8. Experience in market research and management information systems.
9. Experience in briefing and managing outside designers, PR agencies, research companies and other suppliers.
10. Experience of dealing with media.

Skills and Abilities:

1. Ability to provide and manage workable strategic Marketing and Marketing Communications plans
2. Ability to interpret and communicate data and information
3. Manage major self-contained marketing/ publicity/consultation projects to budget.
4. Demonstrate political sensitivity and awareness
5. Self-motivated with the ability to work on own initiative or as part of a wider team.
6. Ability to come up with creative and workable solutions to problems.
7. Devise, implement and evaluate marketing strategies and plans.
8. Experience in producing a range of publications and other marketing and publicity material to a high standard in-house and using external suppliers
9. Good communication and presentation skills to convey the importance of effective marketing to officers and members.
10. Awareness of the principles of equal opportunities and the importance of meeting the needs of all sectors of the community.
11. Experience of market research and consultation.
12. An understanding of Website management and
13. Ability to work on and manage multiple projects at once.
14. Ensuring deadlines are met and budgets adhered to.

Contract of employment with Reading Borough Council Terms and Conditions.

Specific Working Requirements

- **Valid driving licence.**
- **From time to time there may be a requirement to work additional hours, for example to attend meetings in the evening or at weekends. Accordingly, flexibility for some out of core hour's work will be necessary.**
- **Commitment to the Council's Equal Opportunities Policy and ability to apply EO principles across all aspects of the service.**
- **Commitment to the Council's Key Values.**
- **Commitment and support of the e-government concept.**
- **Level 2 Health and Safety Training.**
- **Politically restricted post.**

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Agenda Item 8

By virtue of
Regulation 4 of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2012.

Document is Restricted

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