

JOINT WASTE DISPOSAL BOARD

NOTICE OF MEETING

FRIDAY 7 JULY 2017

TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD

You are invited to attend a meeting of the Joint Waste Disposal Board on **Friday 7 July 2017 at 11.00 am** in the Meeting Room FF11, Wokingham Borough Council, Shute End, Wokingham, RG40. An agenda for the meeting is set out overleaf.

Members of the Joint Waste Disposal Board

Councillor Mrs Dorothy Hayes MBE, Bracknell Forest Council
Councillor Iain McCracken, Bracknell Forest Council
Councillor Tony Page, Reading Borough Council
Councillor Liz Terry, Reading Borough Council
Councillor Norman Jorgensen, Wokingham District Council
Councillor Oliver Whittle, Wokingham District Council

EMERGENCY EVACUATION INSTRUCTIONS

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- 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: Hannah Stevenson
Telephone 01344 352308
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WOKINGHAM
BOROUGH COUNCIL



JOINT WASTE DISPOSAL BOARD
Friday 7 July 2017 (11.00 am)
Meeting Room FF11, Wokingham Borough Council, Shute End, Wokingham, RG40.

AGENDA

Page No

1. **ELECTION OF CHAIRMAN**
2. **NOMINATION OF VICE CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST**

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

Any Member with a Disclosable Pecuniary 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.

Any Member with an affected Interest in a matter must disclose the interest to the meeting and must not participate in discussion of the matter or vote on the matter unless granted a dispensation by the Monitoring officer or by the Governance and Audit Committee. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

5. **MINUTES OF THE MEETING OF THE JOINT WASTE DISPOSAL BOARD** 5 - 10

To approve as a correct record the minutes of the Joint Waste Disposal Board held on 21 April 2017.

6. **URGENT ITEMS OF BUSINESS**

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

7. **PROGRESS REPORT** 11 - 16

To receive a report briefing the re3 Joint Waste Disposal Board on progress in the delivery of the re3 Joint Waste PFI Contract.

8. **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 items 10 and 11

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
(including the authority holding that information)*

- | | | |
|-----|---|---------|
| 9. | PERFORMANCE REPORT

To brief the re3 Joint Waste Disposal Board on current recycling performance and the potential for the re3 councils to achieve 50% reuse and recycling by 2020. | 17 - 26 |
| 10. | MATERIAL RECYCLING FACILITY REPORT

To receive a report describing the proposal to include pots, tubs and trays (PTT) and cartons (such as Tetrapak cartons) within the material processed for recycling at the re3 MRF. | 27 - 34 |
| 11. | MARKETING AND COMMUNICATIONS REPORT

To receive a report briefing the re3 Joint Waste Disposal Board on the marketing and communications work being carried out to support re3 objectives. | 35 - 50 |
| 12. | FINANCIAL MANAGEMENT REPORT

To receive a report briefing the re3 Joint Waste Disposal Board on the Partnership's current financial position. | 51 - 54 |
| 13. | DATE OF THE NEXT BOARD MEETING

The date of the next Joint Waste Disposal Board is 11am on Friday 13 October 2017 at Smallmead Household Waste Recycling Centre. | |

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Unrestricted

**JOINT WASTE DISPOSAL BOARD
21 APRIL 2017
(11.15 am - 1.25 pm)**

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

Reading Borough Council
Councillor Paul Gittings

Wokingham District Council
Councillor Anthony Pollock
Councillor Angus Ross

Officers Oliver Burt, re3 Strategic Waste Manager
Steve Loudoun, Bracknell Forest Council
Mark Smith, Reading Borough Council
Josie Wragg, Wokingham Borough Council

Apologies for absence were received from:

Councillor Liz Terry, Reading Borough Council

28. Declarations of Interest

There were no declarations of interest.

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

RESOLVED that the minutes of the meeting of the Joint Waste Disposal Board held on the 27 January 2017 be approved as a correct record and signed by the Chairman.

Arising on the minutes it was noted:

Minute 7 – A formal invitation had been sent to Paul Taylor inviting him to the Board Meeting on the 21 April 2017. Unfortunately he had a diary clash and was unable to make it. Oliver Burt would liaise with Paul and invite him to attend the Board Meeting on the 7 July 2017.

Minute 23 – An update would be provided to the Board at the next meeting in July regarding the work streams that the three Waste Collection Teams had been working on. Officers were making sure that the teams had scope to deal with the proactive work streams alongside the reactive work that was undertaken.

Minute 24 – The posters were going to be reworked with new designs and a moderated message, these would be brought to the Board. It was important for the Councils to communicate with the public about the financial implications of recycling as well as environmental benefits. This was particularly important where service changes were introduced and so residents understand the reasoning for change.

30. Urgent Items of Business

There were no urgent items of business.

31. **Progress Report with presentation from Hampshire Services on the Joint Minerals and Waste Plan for Central and Eastern Berkshire**

The Board received a presentation from Iliana Todorovska, Hampshire Services on the Joint Minerals and Waste Plan for Central and Eastern Berkshire – 2036 and the links to Re3 work.

The Joint Minerals and Waste Plan for Central and Eastern Berkshire was being developed with four of the Berkshire Authorities. These were; Bracknell Forest Council, Reading Borough Council, West Berkshire Council and The Royal Borough of Windsor and Maidenhead. Slough Borough Council were keeping a watching brief but were not involved in the plan.

The presentation would be circulated to Member's and Officers after the meeting by Oliver Burt.

As a result of the Members' questions and comments, the following points were made:

- The call for sites was issued in the 13 March 2017 and would end on 5 May 2017.
- If sites weren't submitted in the call for sites, then sites would need to be sought and landowners convinced to put sites forward.
- The timeline was fluid but the plan needed to be adopted by all four Councils by 2020.
- West Berkshire Council had already undertaken some work previously on the Joint Minerals and Waste Plan and were slightly ahead of the other Authorities.
- The plan would project future transport links across Central and Eastern Berkshire.
- Members raised concerns about the financial contributions to the Plan.
- There were links to Governments Policy on recyclable packaging such as tetra packs; the Government had more ability to set UK policy on packaging.
- It was hard to predict the changes that could occur due to Brexit.
- The national trends for waste indicated that there would be an increase in the future.
- The increase in tonnage linked to the increase in housing within the Boroughs.
- Concerns were raised about the lack of cycling facilities available in flats. This is something that needed to be conditioned at Planning stage of the developments.
- Hampshire had three incineration sites which had been developed in partnership between Hampshire County Council and the private sector.
- All Local Authorities had a duty to co-operate with exporting minerals.
- There were small pockets of land at Smallmead and Longshot Lane that could be identified in the call for sites.
- Councillor Angus Ross was the Chair of the Joint Minerals and Waste Plan Board. Councillor Mrs Hayes MBE also sat on the Board and Oliver Burt attended representing re3. Any comments, questions or concerns from the JWDB could be fed in to Joint Minerals and Waste Plan Board through these channels.

The Joint Waste Disposal Board received a report briefing them on the progress in the delivery of the re3 Joint Waste PFI Contract and the re3 Strategy.

re3 were aiming to be more self sufficient with planning underway to ensure that Oxfordshire would take less waste from 2031.

'Black bag' recycling had been introduced as part of the changes at Recycling Centres during 2016, with staff intercepting waste bags before they were deposited over the wall for disposal. These bags are taken aside and opened with any items that can be recycled treated accordingly. There were performance differences at the two sites and a report would be brought to the next JWDB in July to outline any steps that could be taken to improve recycling at the sites.

In January 2017 a formal Change Notice had been submitted to the contractor requiring the contractor to consider and propose processing plastic pots, tubs and trays. A number of trials were underway and due to conclude in May. A report from Officers was proposed for the next meeting of the JWDB in July updating the Board on the conclusion and outcomes of the trials. Any changes could result in Council investment as there may be a need for a change of facilities to process the Pots, Tub and Trays. There would be a 60/40 share in any revenue which would be reflected in the business case.

Members' emphasised that the contractor's proposals needed to look at future changes to ensure any implemented changes were fit for purpose over the long term, not just in 2017.

RESOLVED that:

- i. Members note the content of this report.
- ii. Members request the proposed future reports be added to the agenda for the next Joint Waste Disposal Board meeting.

32. **HWRC Changes Report**

The Board received a report updating them on the outcomes of the 2016 HWRC access changes.

Oliver Burt informed the Board that there had been some changes since the report had been written regarding the charging of disposing of certain types of waste. Within the Litter Strategy the Government had briefly referred to Councils charging for waste, confirming that it was lawful but indicating that they intended to review the practice during 2017.

It was discussed that Government could review the law at any point so a review during 2017 was not of itself a significant matter. If Government chose to make the charges unlawful, if this change was implemented the charges would cease, however this would not be retrospective. The Board raised concerns that if the charges were not enforced then small scale builders could abuse the system.

Oliver Burt would continue to liaise with colleagues from other councils and gain clarity from Government via monitoring the developing situation. It was noted that the review may be delayed as a result of the General Election on 8 June 2017.

Councillor Iain McCracken would pursue conversations about the introduction of the Ecard (which can already be used as a resident's ID) given the decision to end the

allocation of new and replacement resident permits. The Board also discussed whether number plate recognition could be used at the recycling centres.

After discussions, the Board decided to not introduce a minimum waste charge for chargeable waste at re3 Recycling Centres but would keep the current charges until guidance was received from Government.

The Chair would also write to Government and the LGA in order to gain further clarity on the issue.

RESOLVED that:

- i. The Board note the contents of this report.
- ii. The Board considers the recommendation to maintain the Waste Acceptance Policy criteria for sign written vehicles.
- iii. The Board considers the recommendation to end the allocation of new and replacement residents' permits.

33. Exclusion of Public and Press

RESOLVED that pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012, members of the public and press be excluded from the meeting for the consideration of item 8 and 9 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.

34. Financial Savings Report

The Joint Waste Disposal Board received a report briefing them on the re3 options and proposals which supported the re3 Strategy in reducing the net cost of waste. The report focused on two principal areas of savings:

1. Potential savings within the re3 shared PFI contract.
2. The recent work that had been undertaken on waste collection, in accordance with the re3 Strategy.

The Board were informed that a Change Notice had been submitted to the contractor to investigate the collection of food waste, the contract had 21 days to issue a response which would incorporate consideration of trials.

RESOLVED that:

- i. Members approved the recommendation that the re3 Strategic Waste Manager should pursue the options for savings described in PART A of the report, bringing back to the Board business cases for each proposal.
- ii. Members asked the re3 Strategic Waste Manager to liaise with colleagues and the Contractor in modelling some additional shared collection scenarios for consideration by the Board alongside the proposed further work leading-up to the next Board meeting in July 2017.

35. **Financial Management Report**

The Board received a report briefing them on the Partnership's current financial position as well as summarising the progress in achieving the savings related to the Recycling Centres.

RESOLVED that Members note the Partnership's financial position for the year to date.

36. **Any Other Business**

The Chair thanked Councillor Angus Ross for his contribution during his time on the Joint Waste Disposal Board.

The Board also wished their best to Clare Ayling who was leaving re3, the Board expressed their thanks to Clare and appreciated her contribution to re3 and the Board.

Claire's post had been advertised nationally and an appointment made. The Board would be informed in future when an officer was leaving re3.

37. **Date of Next Meeting**

The date of the next meeting was 7 July 2017 at Wokingham Borough Council.

CHAIRMAN

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TO: JOINT WASTE DISPOSAL BOARD
7th July 2017

PROGRESS REPORT
Report of the re3 Strategic Waste Manager

1 INTRODUCTION

- 1.1 The purpose of this report is to brief the re3 Joint Waste Disposal Board on progress in the delivery of the re3 Joint Waste PFI Contract.

2 RECOMMENDATION

- 2.2 That Members note the contents of this report.**

3 ALTERNATIVE OPTIONS CONSIDERED

- 3.1 None for this report.

4 REASONS FOR RECOMMENDATION

- 4.1 The purpose of this report is to brief Members on progress and delivery within the re3 Joint Waste PFI Contract and the re3 Strategy.

5 BACKGROUND INFORMATION

Minerals and Waste Planning Process

- 5.1 The Call for Sites has now finished, though new locations may still be added during this the Plan process. The identification of a site within this phase of the Plan only adds to options for its use at that stage. Only after the adoption of the final Plan, and assuming a site was safeguarded for either Minerals or Waste use, would there be a presumption of specific activity.
- 5.2 The process is now moving towards the preparation of a draft evidence base and draft Plan, in both cases drawing-upon representations received thus far. This phase is scheduled to run from July to December 2017.
- 5.3 A further report and detail will provided for the next Board meeting in October 2017.

Review of Service Delivery Plans

- 5.4 The Service Delivery Plans (SDPs) form an important part of the re3 Contract. They represent the Contractor's codified offer of service.
- 5.5 Officers have been engaged, with the Contractor, in a scheduled review and process of updating the SDPs, over the last two months.
- 5.6 Both parties have sought to minimise areas for change to those already agreed in practice and to ensure that the SDPs reflect subsequent operational delivery and levels of service.
- 5.7 The principal area in which discussion continues is over the effective measurement of the time taken for council vehicles to discharge their waste whilst on site. This is a key operational consideration for the councils as it may impact on the amount of

active time they spend undertaking collections. The measurement is complicated by the post-contract transition, by two councils, to split-bodied vehicles.

- 5.8 The review stage has now been completed. The re3 Project Team have recently consulted with colleagues in the respective waste collection services in order to understand their preferences and to assess the operational impacts of potential changes. In particular in respect of the aforementioned time on site of waste collection vehicles.
- 5.9 The SDP review will be completed in time for the anniversary of contract commencement (December) and a further briefing will be provided to Members at the next meeting.

Consultation on Access Conditions at Recycling Centres

- 5.10 The recent Litter Strategy for England, published in April, referred to the intention of Government to review the conditions which relate to access arrangements and charging for certain types of 'non-household' waste. Part of the review involves a consultation with local government.
- 5.11 The Waste and Resources Action Programme (WRAP), a registered charity which aims to promote waste awareness and resource efficiency, has been engaged by Defra to undertake an element of the consultation process.
- 5.12 Notice of the consultation was rather short and was initially circulated by fora such as the National Association of Waste Disposal Officers (NAWDO) and the Local Authority Recycling Advisory Committee (LARAC) rather than to councils themselves.
- 5.13 Nonetheless, a combined re3 response was submitted. The reasoning behind the changes at re3 Recycling Centres was explained as was the non-profit making characteristics of the charges for 'non-household' waste. The response also explained that flytipping across the re3 area as a whole has fallen over the period since the introduction of charges and that the re3 councils will continue to monitor it.
- 5.14 The outcome of the consultation, and Government's response to it, is awaited.

Contractor Support Appraisal

- 5.15 The re3 PFI Contract was negotiated 10 years ago. Since that time, the operating environment for local government has changed significantly and has arguably become more dynamic and challenging.
- 5.16 To reflect contemporary needs and the considerable scale of this contract, the re3 Partnership has developed a Contractor Support Appraisal.
- 5.17 The purpose of the Contractor Appraisal is to reflect the extent to which the Contractor, FCC, as a key strategic partner and alongside the continuing contractual performance standards, has been supportive of the current requirements of the re3 Partnership over the preceding year.
- 5.18 The Support Appraisal will enable feedback to be provided in specific areas of service, reflecting the breadth and status of this large contract. It should be considered as an element of the contractual relationship between the councils and FCC, which fosters a constructive culture which recognises the considerable investment made by the re3 Councils, on behalf of re3 residents.

- 5.19 The Contractor has been immensely supportive of the re3 Partnership in terms of strategic development over the last year.
- 5.20 The full Appraisal is included at Appendix 1.

6 ADVICE RECEIVED FROM ADMINISTERING AUTHORITY

Head of Legal Services

- 6.1 None for this report.

Corporate Finance Business Partner

- 6.2 None for this report.

Equalities Impact Assessment

- 6.3 None.

Strategic Risk Management Issues

- 6.4 As described at 5.5 the Minerals and Waste Planning process addresses a key strategic risk for the re3 Partnership. The identification of sites for waste management activity is important in the context of the growing population of the re3 area and for the councils upon the conclusion of the current contract.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Not applicable.

Method of Consultation

Not applicable.

Representations Received

- 7.3 Not applicable.

Background Papers

None

Contacts for further information

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APPENDIX 1.

ANNUAL re3 CONTRACTOR SUPPORT APPRAISAL

Category	Criteria	Rating (1-10)
Contract Delivery		
Knowledge of Contract	Has a practical, client conscious and accurate understanding of the contract been demonstrated in each circumstance where such understanding was required?	6
Adherence to Contract	Default compliance with the terms of the contract is important in its own right and as the base from which any supplementary activities will be approached. Where contractual interpretation is perceived to be necessary has it been undertaken with full involvement of the client team and at the earliest opportunity?	7
Monitoring and Reporting	Has the Contractor accurately monitored and reported performance throughout the Contract Year?	7
KPI's	Is performance against KPIs managed appropriately? Are performance deductions and default points accepted where evidenced?	8
Contract Administration	Has the Contractor provided all contract documents required to be provided in the relevant Contract Year? Are they complete according to specification or agreement and on time?	6
Maintenance	Are the facilities and assets maintained according to relevant specifications and/or contractual requirements? Are accurate records held and available to the client?	6
Operations	Does the Contractor exemplify on-site behaviours which support high standards, safe working and the performance outcomes in keeping with our collective expectations of this Contract? Are all visitors appropriately supported and encouraged to uphold the same standards?	9
Financial Delivery		
Accurate Reporting	Have invoices and reconciliations been submitted with a high degree of accuracy? Were there obvious or avoidable errors? Have actual outputs been consistent with forecasts?	5
Timely Reporting	Were invoices and reconciliations submitted on time? Were queries and information requests from the client given prompt attention?	5
Transparency	Has supporting information been freely and promptly available to the client? Can operational decisions be supported with evidence of Best Value in accordance with the Contract?	5
Delivering Value	Does the Contractor provide financial support and expertise as needed? Does the Contractor use their industry knowledge and resource to minimise costs and maximise returns to the client?	8
Strategic Support		
Support for re3 Strategy	Has the Contractor actively and purposefully supported the aims of the re3 Strategy?	10
Collaboration	Has the Contractor supported and/or facilitated initiatives which are of importance to the re3 Partnership?	9
Brand and Image	Does the Contractor adhere to the re3 and individual Council branding guidelines - such as the correct usage of logos? Do contract staff, by their words and actions, effectively and appropriately represent the re3 Councils? Do staff also help in building a positive re3 brand and image by, for example, sharing any feedback they may have come across on social media?	8
Marketing and Communications	Is the Contractor supportive of re3 marketing and communication campaigns? Does the Contractor update the website promptly and according to requirements? Are all media opportunities, visit or media requests to the	7

	Contractor shared with the client?	
Customer Care		
Residents (on site)	Does the Contractor interact with residents constructively about re3 facilities? Do staff at the re3 facilities exemplify the expectations of the re3 Partnership for residents to experience high quality services?	8
Residents (in writing)	When replying to correspondence (as required and including emails), does the Contractor communicate in a manner which is constructive, open and appropriate?	7
Residents (phone)	Does the Contractor manage phone communications appropriately so that residents are informed, supported and able to proceed correctly following a single call?	8
Service Development	Has the Contractor delivered continuous service development and improvement throughout the relevant year?	8
Business Analysis	The Contract is a Partnership. Has the Contractor shared its analysis of the business environment in order that the re3 Partnership can support mutually beneficial performance improvements, commercial initiatives and safe working practices?	8
Innovation	Has the Contractor incorporated innovations from within its own, wider corporate structure, or the waste industry in general, which facilitate the delivery of savings to the re3 Partnership, add value or improve efficiency?	9

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