

**JOINT WASTE DISPOSAL BOARD**  
**11 MARCH 2004**  
**(6.00 pm to 7.50 pm)**

Present: Bracknell Forest Borough Council

Councillor T Mills, Chairman  
Councillor Mrs M P Ballin

Reading Borough Council

Councillor J Orton

Wokingham District Council

Councillor Mrs C A Ferris  
Councillor R Stanton

Apologies for absence were received from:  
Councillor Maskell (Reading)

The Chairman welcomed Mr Derek Hampshire from the Project's User Group to the meeting.

**18. Minutes**

**RESOLVED** that the minutes of the Board held on 2 October 2003 be confirmed as a correct record and signed by the Chairman.

**19. Declarations of Interest**

There were no declarations of interest in relation to any items on the Board's agenda.

**20. Project Update (Item 5)**

The Board considered a report which set out progress with the project and its associated procurement since the last meeting. The Board noted that Invitation To Negotiate (ITN) submissions had been received on 17 February 2004 and their evaluation was ongoing. The Board was advised that the Project's User Group had received a summary of the ITN submissions and these had already been considered by the User Group. The Board also agreed to receive a presentation from the bidders and agreed that this would take place at the Board's next meeting on 21 April, subject to confirmation of availability.

The Board also noted the activities of the Joint Project Team in developing a Joint Working Agreement details of which were set out elsewhere on the agenda.

**RESOLVED** that the Project Update Report, including a summary of progress on the procurement process, be noted.

**21. User Group Annual Report (Item 6)**

The Board considered a report which set out the work undertaken by the User Group since its establishment in February 2003. The report also included minutes of the User Group meetings which had taken place from that time approximately every two months. In addition to the range of activities undertaken by the User Group, the Board also noted that its membership had remained constant during the last year and this had been beneficial to the project and the User Group.

The Board was advised that a meeting of the User Group had taken place on 10 March at which the summary of the submissions made by the bidders had been considered. A number of questions had arisen from the User Group and a further meeting would take place to consider new additional information.

Mr Hampshire responded to questions on particular details within the minutes of the User Group meetings.

**RESOLVED** that the progress of the User Group's involvement in the Re3 Project be noted.

**22. "WasteWatch" Project Update (Item 7)**

A report was submitted to the Board which set out progress with the project which had been funded in the sum £195,000 for The Department of The Environment, Food and Rural Affairs. The funding had been provided to support a project aimed at raising awareness amongst residents of existing recycling schemes. The Board was advised that "WasteWatch", the consultants appointed to undertake the project on behalf of the three authorities, had divided the project into a development phase and an implementation phase. The former phase had included a "door-stepping" campaign throughout the three authorities to assess attitudes to recycling and highlight available recycling services as well as the undertaking of a communications audit. As part of the implementation phase there would be a five week marketing campaign to promote recycling.

The Board received a presentation from Mrs B Herridge from Waste Watch, who gave details of the work undertaken to date and also presented examples of the campaign materials which would be used as part of the marketing campaign. Reference was also made to an education pack which would be available for use in schools. The key dates in the project were also specified and the suggested emphasis was on targeting "medium recyclers" i.e. those people who currently recycled, but who could be encouraged to recycle more. It was felt that this group of recyclers would produce the greatest benefit in terms of raising the overall levels of recycling.

**RESOLVED** that

- (i) the report and presentation be noted; and
- (ii) a further report be submitted to a subsequent meeting of the Board on the results of the Communication and Awareness Raising Report.

**23. Exclusion of Public and Press (Item 8)**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of items 9 and 10, which involved the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (9) Terms proposed or to be proposed for a contract for the supply of services.

**24. Joint Working Arrangements (Item 10)**

The Board considered a report containing exempt information which set out the key elements of a Joint Working Agreement to be developed between the three authorities. The Joint Working Agreement would include provisions on decision making processes and contract management arrangements; cost allocations; the treatment of assets on termination; insurance indemnity; and dispute resolution. The Board noted the work that had been undertaken on the Draft Agreement and acknowledged that it was a working document subject to further negotiations and development.

**RESOLVED** that the terms of the draft Joint Working Agreement as a document, which would form the basis of further negotiations between the parties, alongside the development of the principal agreement, be noted and endorsed.

**25. Joint Working Agreement – Financial Allocation Mechanism (Item 9)**

A report containing exempt information was submitted to the Board which set out the financial allocation mechanism, under which the financial obligations forming the PFI Contract would be allocated between the three councils. The Board was advised that the final details of the financial allocation mechanism would need to be developed and reviewed in parallel with the finalisation of the overall PFI Contract.

**RESOLVED** that the work carried out to date be noted and the further development of the draft financial allocation mechanism (attached to the report at item 9 of the agenda) be further developed in line with the development of the PFI contract.

**26. Date of Next Meeting**

The Board agreed that its next meeting would be provisionally held on Wednesday 21 April at 6.30 pm in Reading.

**CHAIRMAN**