

## Dorset Waste Partnership Joint Committee

Minutes of the meeting held at on Monday, 29  
February 2016.

### **Present:**

Anthony Alford (West Dorset District Council) (Chairman)  
Michael Roake (North Dorset District Council) (Vice-Chairman)

### Members Attending

Peter Finney (Dorset County Council), Robert Gould (Dorset County Council), Sally Derham-Wilkes (Christchurch Borough Council), Margaret Phipps (Christchurch Borough Council), Barbara Manuel (East Dorset District Council), David Budd (Purbeck District Council), Peter Webb (Purbeck District Council), Alan Thacker (West Dorset District Council), Ian Roebuck (Weymouth & Portland Borough Council) and David Walsh (North Dorset District Council).

### Other Members in attendance

Ray Nowak, Weymouth & Portland Borough Council (Reserve).

### Dorset Waste Partnership Officers Attending:

Paul Ackrill (Finance and Commercial Manager), Andy Cadman (Operations and Transport Manager), Gemma Clinton (Interim Head of Service - Strategy), Grace Evans (Clerk), Marten Gregory (Recycling Team Leader), Jason Jones (Group Manager - Commissioning), Tegwyn Jones (Interim Head of Operations), James Potten (Communications and Marketing Officer), Karyn Punchard (Interim Director), Andy Smith (Treasurer) and Denise Hunt (Senior Democratic Services Officer).

### Other Officers in attendance

Lindsay Cass (Christchurch and East Dorset Borough Councils), Graham Duggan (Weymouth & Portland Borough Council and West Dorset District Council), Mike Harries (Dorset County Council), Stephen Hill (Dorset Councils Partnership), Rebecca Kirk (Purbeck District Council) and Steve Mackenzie (Purbeck District Council).

- (Notes:(1) Publication In accordance with paragraph 8.4 of Schedule 1 of the Joint Committee's Constitution the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date. Publication Date: **7 June 2016**.
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Joint Committee to be held on **Monday, 13 June 2016**.)

### **Impact of Recycle for Dorset and Future Campaigns**

- 1 The Joint Committee received a presentation by the Recycling Team Leader who presented details of publicity campaigns to address waste prevention, including increasing recycling and reducing contamination to stop the increase in waste arisings. One area of concern was food waste and an intervention technique would be piloted in April 16 by using advisory stickers on bins. The campaigns were linked to savings and avoiding future costs in order to fund public services.

In response to a question concerning educational programmes for schools, members were informed of activity in both primary and secondary schools one of which was "Walter" the waste wizard made out of recyclate materials.

A member drew attention to the leaflet distributed at the meeting highlighting that both aluminium foil and corks had not been included in the narrative.

The Recycling Team Leader explained that the aim was not to overcomplicate publicity material and that the leaflet that had been circulated focussed on kerbside collections. However, there were additional material specific leaflets available. It was explained that the glass industry had requested the inclusion of metal lids and therefore this had been included in the glass recycle.

### **Apologies for Absence**

2 There were no apologies for absence.

### **Code of Conduct**

3 There were no declarations by members of any disclosable pecuniary interests under the Code of Conduct.

### **Minutes**

4 The minutes of the meeting held on 14 December 2015 were confirmed and signed.

### **Public Participation**

#### **5 Public Speaking**

There were no public questions received at the meeting in accordance with Host Authority Standing Order 21(1).

There were no public statements received at the meeting in accordance with Host Authority Standing Order 21(2).

Councillor Gill Taylor spoke on behalf of a resident who had received a poor service from the Dorset Waste Partnership (DWP) over a prolonged period of time and had been dissuaded from withholding her Council Tax payment. Councillor Taylor presented an invoice on behalf of the resident in respect of the service that the resident considered she should have received.

The Chairman stated that the Dorset Waste Partnership did not receive invoices from members of the public, however, officers would look into this matter at the earliest opportunity.

#### **Petitions**

There were no petitions received in accordance with the Host Authority's petition scheme at this meeting.

### **Dorset Waste Partnership Forward Plan 2016**

6 The Joint Committee considered a report by the Interim Head of Service (Strategy) of the DWP which included the forward plan.

#### **Noted**

### **Financial Report February 2016**

7 The Joint Committee considered a report by the Treasurer and the Finance and Commercial Manager to the DWP outlining the budget position at the end of January 2016 and a potential overspend/under achievement of income of £356k. This was a slight improvement on the end of December 2015 position of £380k overspent and represented approximately 1% of the total budget.

The Chairman asked about the difference in the financial calculations relating to vehicle hire and was informed that this was due to the delay in procurement of vehicles that would show as a favourable variance in the capital charges.

It was suggested that the DWP could benefit from discounts for early payment and that this could be worth exploring in future procurement activity.

In response to questions, the Finance and Commercial Manager confirmed that the Blandford Waste Management Centre would be subject to a revised business case and that the £6m estimated construction cost currently identified in the capital programme would be refreshed as part of the process.

He further reported that around 2,000 people had not renewed their subscription to the garden waste service and that the deadline for renewal concluded that day. However, there had been around 2,200 new sign ups to the service, meaning that the overall customer base of approximately 37,000 people would be retained.

The second part of the report related to service level agreements (SLAs) for support services to the DWP. These had been costed and reviewed by the DWP Senior Management Team (SMT) and the Chief Executive Sponsor who reported that overall costs had increased by £9k in 2016/17. The information had provided clarity in the costs of the support services and it was anticipated that around £75k could be saved in next year's budget to bring SLA costs down to less than £1m. The report highlighted that the ratio of support service costs to the total budget broadly represented value for money according to an independent definition, but that there remained scope for further savings to ensure value for money.

The Chairman asked about the increase in the number of audit days and the Interim Director reported that the audit programme for the year, details of which had been e-mailed to the Joint Committee, had been discussed and agreed with the South West Audit Partnership (SWAP). SWAP had advised the DWP that 20 audit days were insufficient for an organisation of its size and that 60 days would be appropriate to undertake the required audit work.

Some concern was expressed about support services' costs increasing at the same time as the need to think about savings and to consider all the options. The Interim Director informed members that work was currently underway on a new schedule of savings that would be presented to the Management Board on Friday 4 March 2016. She acknowledged that there would be some difficult decisions for the Joint Committee going forward.

### **Noted**

#### **Review of the Governance Arrangements**

8 The Joint Committee considered a report by the Chief Executive Sponsor to the Dorset Waste Partnership that set out the changes to the Inter Authority Agreement following acceptance by the partner councils. Members were informed that since the report had been published, North Dorset District Council had agreed to the proposals.

The only exception was Weymouth and Portland Borough Council who had objected to the principle of a joint scrutiny group. It was confirmed that each partner would have one seat on this group, but it was up to each council to decide whether or not to take up its seat.

A member questioned the timescale for implementing the revised arrangements and the Joint Committee was informed that this would depend on the decision making arrangements within individual partner councils.

The Vice-Chairman advised the Joint Committee of an additional recommendation from the Cabinet at North Dorset District Council regarding the timeliness of receiving DWP performance information with a request that this be provided directly to partner councils within 2 weeks of this information becoming available. This would be particularly relevant in the event that there were fewer Joint Committee meetings at which members were able to receive this information.

The Interim Director indicated that there were time impediments to some indicators including sickness and tonnage data. She suggested that performance information could be included in the member newsletter as well as being provided to the new joint scrutiny group.

The Chairman suggested that work on the timeliness of provision of performance information could be achieved as part of the work being undertaken on the service level agreements.

It was confirmed that there was nothing written in the Inter Authority Agreement (IAA) to preclude performance information being passed to local authorities prior to consideration by the Joint Committee.

The revised IAA would take effect from 1st April 2016.

### **Resolved**

- (i) That the formation of a Waste Partnership Scrutiny Group as agreed at the December meeting of the Joint Committee be confirmed;
- (ii) That the principle of revisions to the Inter Authority Agreement as set out in section 3 of the report be agreed and the revised Agreement be commended to the partner Councils for adoption and signature;
- (iii) That authority be delegated to the Legal Advisor to the Waste Partnership to finalise and sign the Inter Authority Agreement in consultation with the solicitors of all partner Councils.

### **Reason for Decisions**

To improve the governance arrangements of the Waste Partnership.

## **Dorset Waste Partnership Medium Term Transport Strategy**

9 The Joint Committee considered a report by the Interim Head of Service (Operations) which introduced a strategy by which transport was managed to support the DWP's wider operational and financial strategies.

In response to a question regarding route optimisation the Joint Committee was informed that this would go live in the East Dorset and Christchurch areas in May 2016 before being rolled out across other areas. This would result in many changes to collections in some areas and minimal changes in other areas with consequential changes including a reduction in the hired vehicle fleet and close management of the purchase of any new vehicles.

A further question was asked in relation to narrow access vehicles and whether these were always necessary. The Interim Director informed members that route optimisation would include investigation of existing narrow access routes and whether any of these could be re-designated as standard routes. The Joint Committee would receive a report on this review in December 2016.

It was also confirmed that there would be a rationalisation of the maintenance facilities.

### **Resolved**

That the Dorset Waste Partnership Medium Term Transport Strategy as set out in Appendix 1 of the report be approved.

### **Reason for Decision**

The Strategy would enable adoption of best practice, increase efficiency, and tend to reduce vehicle down time, in support of DWP operations.

## **Strategic Waste Facility (SWF) Project Highlight Report**

- 10 The Joint Committee considered a report by the Interim Director of the DWP setting out the timescale in the Call for Final Tenders.

### **Noted**

## **Dorset Waste Partnership Corporate Risk Register**

- 11 The Joint Committee considered a report by the Interim Head of Service (Strategy) presenting the current corporate risk register for the DWP. It was clarified that if there were increases in risk then the risk register could be brought back to the Joint Committee on more than two occasions per year.

A member noted that risk 3, the failure or major delay of the Strategic Waste Facility (SWF) project, had been downgraded from a high to a medium risk and was therefore incompatible with the risk in the previous highlight report. However, members were informed that risk 3 related to the timeframe and it was anticipated that the information received by the committee at its June meeting would be sufficient in order to downgrade the risk from high to medium.

The Chairman commented that of greatest significance was how the DWP Senior Management Team worked with the corporate risk register in order that the Joint Committee could have confidence in how the specific risks were being managed.

The Interim Director confirmed that the risk register was discussed by the Senior Management Team on a regular basis. Separate sessions were arranged to go through each risk and update the ratings in conjunction with other DWP managers and this was also shared with the Management Board.

An amendment to recommendation (ii) to include the words “at least” was supported by the Joint Committee.

### **Resolved**

- (i) That the current status of risk included in the register of corporate risks of the Dorset Waste Partnership be noted;
- (ii) That the risk register be presented at least twice a year to Joint Committee going forward.

### **Reason for Decisions**

To manage the corporate risks of the DWP on behalf of all partner councils.

## **Questions from Councillors**

- 12 No questions were asked by members under Standing Order 20.

## **Exempt Business**

- 13 **Resolved**  
That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for minute number 14 because it was likely that if members of the public were present, there would be a disclosure to them of exempt information as defined in the paragraph 3 of Part 1 of Schedule 12A and the public interest in withholding the information outweighed the public interest in disclosing that information.

## **Household Recycling Centre Contract**

- 14 The Joint Committee considered an exempt report by the Interim Director of the Dorset Waste Partnership outlining the household recycling centre (HRC) contract.

It was agreed that a recommendation in relation to a reduction in HRC openings by 2 weekdays at Bridport, Weymouth, Portland, Sherborne, Swanage, Wareham,

Blandford and Christchurch be deferred on the understanding that this would be considered again by the Joint Committee. It was confirmed that there were such opportunities for review and variations contained within contract clauses.

**Resolved**

- (i) To proceed with the award of contract to the winning tenderer Weymouth and Sherborne Recycling (W&S) and residual waste treatment arrangements on terms to be agreed by the DWP Interim Director;
- (ii) That the charges submitted by W&S in Appendix 1 for non-household materials be introduced;
- (iii) That A reduction in Winter Hours (November to end of March) from 09:00 – 17:00 to 10:00 – 16:00 from 1 November 2016 be agreed;
- (iv) That the Winter Hours are brought forward to commence 1 October subject to further negotiation;
- (v) The use of tendered rates for optional services - Crookhill depot transportation, skip services and bring bank services should these prove value for money and subject to future changes in services be agreed.

**Reason for Decisions**

To allow the DWP to continue to provide the statutory service of providing HRCs and the ongoing requirement to provide transfer and haulage services of waste for recycling, treatment and disposal in a safe and cost effective manner.

Meeting Duration: 10.00 am - 12.10 pm