

Agenda



Councils working together

Meeting: Dorset Waste Partnership Joint Committee

Time: 10.00 am

Date: 7 November 2016

Venue: Committee Room 1, County Hall, Colliton Park, Dorchester DT1 1XJ

Anthony Alford (Chairman)	West Dorset District Council
Michael Roake (Vice-Chairman)	North Dorset District Council
Peter Finney	Dorset County Council
Robert Gould	Dorset County Council
Colin Bungey	Christchurch Borough Council
Margaret Phipps	Christchurch Borough Council
Ray Bryan	East Dorset District Council
Barbara Manuel	East Dorset District Council
David Budd	Purbeck District Council
Peter Webb	Purbeck District Council
Alan Thacker	West Dorset District Council
David Walsh	North Dorset District Council
Ray Nowak	Weymouth & Portland Borough Council
Kevin Brookes	Weymouth & Portland Borough Council

Notes:

- The reports with this agenda are available at www.dorsetforyou.com/countycommittees then click on the link "minutes, agendas and reports". Reports are normally available on this website within two working days of the agenda being sent out.
- We can provide this agenda and the reports as audio tape, CD, large print, Braille, or alternative languages on request.

- **Public Participation**

Guidance on public participation at County Council meetings is available on request or at <http://www.dorsetforyou.com/374629>.

Public Speaking

Members of the public can ask questions and make statements at the meeting. The closing date for us to receive questions is 10.00am on 2 November 2016, and statements by midday the day before the meeting.

Debbie Ward
Chief Executive

Contact: Denise Hunt
County Hall, Dorchester, DT1 1XJ
01305 224878 - d.hunt@dorsetcc.gov.uk

Date of Publication:
Friday, 28 October 2016

1. Apologies for Absence

To receive any apologies for absence.

2. Code of Conduct

Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests.

- Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary interest.
- Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done on the form available from the clerk within 28 days).
- Disclose the interest at the meeting (in accordance with the County Council's Code of Conduct) and in the absence of a dispensation to speak and/or vote, withdraw from any consideration of the item.

The Register of Interests is available on Dorsetforyou.com and the list of disclosable pecuniary interests is set out on the reverse of the form.

3. Minutes

To confirm and sign the minutes of the meeting held on 12 September 2016.

4. Public Participation

(a) Public Speaking

(b) Petitions

5. Dorset Waste Partnership Forward Plan 2016

To consider a report by the Head of Service (Strategy) of the Dorset Waste Partnership (attached).

6. Vehicle Replacement Capital Programme

To consider a report by the Head of Service (Operations) (attached).

7. Financial Report November 2016

To consider a joint report by the Treasurer and the Finance and Commercial Manager to the Dorset Waste Partnership (attached).

8. Medium Term Financial Plan 2016/17 - 2021/22

To consider a report by the Treasurer to the Dorset Waste Partnership (attached).

9. Capital Programme 2016/17 - 2021/22

To consider a joint report by the Treasurer and the Finance and Commercial Manager to the Dorset Waste Partnership (attached).

10. Draft Revenue Estimates 2017/18

To consider a joint report by the Treasurer and the Finance and Commercial Manager to the Dorset Waste Partnership (attached).

11. Narrow Access Routes – Savings Options

To consider a report by the Head of Service (Operations) (attached).

12. Questions from Councillors

To answer any questions received in writing by the Chief Executive by not later than 10.00am on 2 November 2016.

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Dorset Waste Partnership Joint Committee

Minutes of the meeting held at on Monday, 12
September 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), Colin Bungey (Christchurch Borough Council), Margaret Phipps (Christchurch Borough Council), Ray Bryan (East Dorset District Council), Barbara Manuel (East Dorset District Council), Peter Webb (Purbeck District Council), Alan Thacker (West Dorset District Council), David Walsh (North Dorset District Council) and Kevin Brookes (Weymouth & Portland Borough Council).

Other Members in attendance

Timothy Yarker (observer)

Dorset Waste Partnership Officers Attending:

Paul Ackrill (Commercial and Finance Manager), Gemma Clinton (Interim Head of Service - Strategy), Grace Evans (Clerk), Michael Moon (Head of Service (Operations)), James Potten (Communications and Marketing Officer), Karyn Punchard (Director), Andy Smith (Treasurer), Denise Hunt (Senior Democratic Services Officer).

Other Officers in attendance

Lindsay Cass (Christchurch and East Dorset Borough Councils) and Stephen Hill (Dorset Councils Partnership).

- (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: **Monday, 19 September 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, 7 November 2016.**)

Apologies for Absence

34 Apologies for absence were received from David Budd and Ray Nowak.

Deferral of Agenda Item

35 The Chairman advised that Item 11 – Vehicle Capital Replacement Programme had been withdrawn from the agenda as further work was required. This item would be considered at a future meeting.

Code of Conduct

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

Councillor Ray Bryan enquired whether he should declare an interest in Item 13 – Garden Waste Service and Setting the 2017/18 Price as he subscribed to the service and was advised that was not required.

Minutes

37 The minutes of the meeting held on 13 June 2016 were confirmed and signed.

Public Participation

38 A public question was received at the meeting in accordance with Host Authority Standing Order 21(1) which the Chairman read aloud on behalf of Ms S Whitehead who was unable to attend the meeting. He also read aloud the e-mail response by the Director of the DWP. Both the question and response are attached as an annexure to these minutes.

The Chairman advised that further to the e-mail correspondence, Ms Whitehead had requested the e-mail address for the Operations and Transport Manager and that the matter was in hand.

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

Petitions

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

Dorset Waste Partnership Forward Plan 2016

39 The Joint Committee considered the forward plan and Members were informed of the following changes:-

- Items on the Narrow Access Review and Vehicle Replacement Capital Programme to be considered on 07/11/16
- A new item on the Revised Dorset Waste Strategy – date to be advised.

Noted

Financial Report September 2016

40 The Joint Committee considered a joint report by the Treasurer and Finance and Commercial Manager to the Dorset Waste Partnership.

The Treasurer outlined the report and explained that the August figures had revealed a potential £971k underspend against the revenue budget of £34.205M which was a better position than the underspend of £733k highlighted in the report. The main reason for the change was an improved forecast in relation to Commercial Waste income.

The Director drew attention to two issues in particular:-

- The adverse impact of disposal costs of £150k as a result of the need to find alternative disposal arrangements for 15,000 tonnes of waste that was originally to be diverted from Trigon to New Earth Solutions (NES) Canford from August 2016 under a contract variation.
- Savings identified in the report were mostly secure apart from £166,667k saving arising from route optimisation in East Dorset and Christchurch.

A member commented that it had been stated previously that service levels should not suffer in the rush to achieve savings and that route optimisation had a significant impact on residents that required a long term solution.

It was noted that residents had been informed that they would receive a letter if a round had been changed, however, services had also been disrupted for some communities that had not been subject to a change in collection day.

The Director responded that the majority of routes had worked well across Christchurch and East Dorset, however, there were continuing problems in areas

including Wimborne, Ferndown, Verwood and Colehill. She explained that it was currently unclear why crews were unable to complete rounds on time. Therefore temporary resources were being put in place to ensure that rounds were completed on time and supervisors would also work with the crews in order to understand what was happening on the ground.

It was therefore unlikely that the savings identified would be achieved in full for 2016/17. Any change in rounds arising from the investigatory work would not take place until the end of the year and be clearly communicated to residents. The Joint Committee would be updated on developments and savings subsequently identified in the next budget round.

A Member highlighted that the reduction in capital expenditure expressed in the report was a postponement of payment rather than a saving and that the way in which savings on recycle price was not presented clearly in the report.

The Chairman asked that officers reflect on the latter point in time for next report.

Noted

Inter Authority Agreement (Scheme of Delegation and Scrutiny Arrangements)

41 The Joint Committee considered a report by the Legal Advisor that included a proposed Scheme of Delegation. Annual approval of the Scheme had been deferred from the June meeting as the Inter Authority Agreement (IAA) was in the process of being discussed and reviewed. The proposed Scheme was in line with the DCC Scheme of Delegation as the host authority and, if approved, would come into effect once the IAA had been signed by all of the Partner Councils.

The proposed Scheme was outlined in detail in the report and assumed that staff had authority to do what was necessary to perform their role unless the Scheme specified that a decision must be taken by someone else, such as the Joint Committee. Furthermore, there would be certain matters that the Director must decide whether to sub delegate in writing or to bring to the Joint Committee for consideration.

A Member expressed the view that the revised scheme was confusing and overly complicated and that a bespoke Scheme for the DWP would be appropriate, however, a majority of members considered that adoption of the host authority Scheme offered consistency and that a bespoke scheme might not look so different from what was proposed.

With regard to the scrutiny arrangements, the Legal Advisor explained that the revised IAA contained provisions for an informal Joint Scrutiny Group in addition to the formal scrutiny arrangements of the Partner Authorities.

The suggested terms of reference for the group had been circulated to the nominated scrutiny councillors for their views. The Legal Advisor reported that comments had been received from 3 councillors who wanted all of the suggested areas of scrutiny to be included and to therefore replace the word "OR" with "AND" in the terms of reference. Another Councillor had indicated that there should be pre and post decision scrutiny.

The Vice-Chairman expressed the view that informal pre-decision scrutiny could become unmanageable and divert officer time away from the business. He suggested that any decision to undertake pre-decision scrutiny should be taken by the Chairman in conjunction with the Director. He also considered that the scrutiny group should make recommendations to the Joint Committee and not have any decision making powers, however, it was found that this reference had been due to a typographical error in the report.

The Chairman considered that the opportunity for pre-decision scrutiny would be useful, particularly with regard to pre-budget scrutiny. He suggested that “pre” or “post” decision scrutiny did not need to be prescribed and that references to the word “pre” should be removed from the IAA which was supported by the Joint Committee.

A Member highlighted the risk that the informal joint scrutiny group could duplicate the work of scrutiny undertaken by the Partner Authorities.

The Legal Advisor stated that the legislation did not permit a formal joint authority scrutiny group in respect of waste services. Whilst understanding the risks associated with creating a double tier of scrutiny, this was the best that could be achieved at the present time.

Further suggestions were made to invite substitute members to attend all meetings (but not speak unless substituting for the nominated member) and that a report be prepared in 12 months’ time as part of the annual report on the Scheme of Delegation and Schedule of Meetings in June 2017.

Resolved

That in anticipation of the execution of the new Inter Authority Agreement that:

1. the Scheme of Delegation be adopted;
2. a Joint Scrutiny Group be established with a recommendation for the Joint Scrutiny Group to adopt the proposed schedule of meetings and terms of reference as amended by the Joint Committee;
3. that Partner Authorities appoint elected members to the Group, details to be provided to the Clerk to the Joint Committee.

Reason for Decision

To support the delivery of effective public services through the Dorset Waste Partnership.

Inter-Authority Agreement (cost sharing - options)

42 The Joint Committee considered a report by the Treasurer to the Dorset Waste Partnership which set out options for sharing the costs between partners for 2017/18 and beyond. The report had regard to local government reorganisation and that a revised cost sharing arrangement might only be required for the next two years.

The Treasurer outlined the options contained in the report and the rationale for recommending option 2 which took account of changing household numbers and would create less financial turbulence associated with options 3, 4 and 5.

In response to a question the Treasurer confirmed that option 2 allowed for a change in household numbers whereas option 1 did not.

The Joint Committee considered option 2 a pragmatic approach and acknowledged the huge amount of work that would be necessary to investigate a number of factors (eg urban vs rural factors) which could be overtaken by the timeline for local government reorganisation.

The Chairman advised that a unanimous decision was required by all the partner authorities on the cost sharing mechanism.

Resolved

That Option 2 be adopted, and adjusted in future for changing household numbers, as indicated on the annual ‘CTB1’ returns.

Reason for Decision

To ensure that future cost sharing of Dorset Waste Partnership costs was as fair and equitable as possible.

Charging for "Recycle for Dorset" Containers

43 The Joint Committee considered a report by the Interim Head of Service (Strategy) of the Dorset Waste Partnership which set out a charging approach for certain "Recycle for Dorset" containers.

The Interim Head of Service outlined the report in detail including the areas where it was felt that a charge could be made at the present time. This did not include charging for lost or damaged containers due to the risk posed to recycling rates.

A member highlighted that loss or damage of containers sometimes arose as a result of collection and that there appeared to be variations in crew performance in this respect.

The Interim Head of Service advised that further investigation would be necessary to understand the reasons why containers were lost or damaged and this data would be collected via the website to assist future decision making. Implementing vehicle telematics could also be a way of recording damage to containers so that officers could be confident when loss or damage had arisen as a result of collection.

Members asked some questions in relation to residents in their areas and were advised that assessments were made on a case by case basis due to the wide variety of circumstances involved. However, there were instances when a charge would not be made if there was a clear operational benefit to the DWP.

The question was raised whether charging for a larger size refuse bin was discrimination against larger families.

The Director responded that the negative impact on larger families had been recognised and that the equalities impact assessment identified actions to mitigate the impact of the charges by offering advice, help and an extra effort with communications in order to allow people to reduce the volume of waste. An example of this was the Real Nappy Scheme that was being promoted in order to reduce residual waste.

The Joint Committee supported the idea of new developers purchasing the containers and wished to see links with planning departments strengthened, particularly with regard to ensuring that roads were to an adoptable standard.

Members were advised that Dorset County Council could not require developers to bring roads up to an adoptable standard in order for DWP vehicles to access properties and that this was achieved through negotiation and not enforcement.

Members were asked to consider the question of public consultation as this would be the first time that charging for containers was implemented on a wider scale.

The Legal Advisor had found the legal requirement to be less clear cut than previous service changes and other councils had undertaken public consultation as charging for containers was included as part of a wider service change. In the absence of public consultation there was a risk of challenge which would delay any decision being implemented until such time as public consultation had taken place.

She advised that the Joint Committee could agree to support the recommended approach and agree to online consultation over a 30 day period with a report on the findings of the public consultation to Joint Committee or delegate this to the

Chairman. It was confirmed that there would be sufficient time for this to take place before charging was implemented from 1 April 2017.

Members were mindful that, in all likelihood, the public would not wish to see charging introduced, and would serve to fuel public perception that councils did not listen to what the public had to say. It was therefore important to communicate the proposals with other parties, such as developers, in order to achieve a balanced view.

The Legal Advisor highlighted the difference between communications and compliance with legislation based public consultation required prior to significant service change. Despite the predictability of the public response, the standard to achieve would be to consult on a range of options, the outcome of which must be taken into account in the final decision.

The Vice-Chairman expressed an alternative view that since the charges would only affect a small percentage of residents, that resources should not be allocated to public consultation and that the decision should be taken by elected representatives without delay. He also noted that the bins did not have to be purchased from the DWP as long as the containers met the required specifications.

The Director confirmed that an online public consultation over a 30 day period would not take up significant staff resource and that consideration of the outcome could be delegated to the Chairman in conjunction with the Director.

Resolved

1. That the proposals identified in paragraph 3.5 of this report to commence charging for certain 'Recycle for Dorset' containers be supported;
2. That the 'Recycle for Dorset' policy wording relating to additional refuse sacks as identified in paragraph 3.5 (iii) of the report be amended;
3. That authority is delegated to the Director of DWP, in consultation with the Chairman of Joint Committee, to review the level of charges and make any further policy changes regarding charging for containers.
4. That formal public consultation is undertaken on the proposals identified in paragraph 3.5 of the report and that a report is prepared for the Joint Committee to consider the results of the consultation.

Reason for Decisions

Implementing the proposed policy and charges would allow the DWP to recover the costs of purchasing and delivering household waste containers as permitted by the EPA 1990 (s 46), resulting in an avoided financial burden of approximately £124,000 per annum (minus an estimated £40,500 for admin and I.T requirements). Without the introduction of a charging policy for these waste containers, the DWP would continue to incur this cost. As detailed in this report, this cost could be passed to housing developers and customers.

Fixed Penalty Notices (FPNs) for Fly Tipping and Use of an External Company to Issue FPNs

44 The Joint Committee considered a report by the Interim Head of Service (Strategy) of the Dorset Waste Partnership that set out the introduction of a charging fixed penalty notices (FPNs) for fly tipping offences following a change of legislation in May 2016.

Members were disappointed that recent court action had resulted in a fine that was less than the cost of the proposed FPN, however, it was acknowledged that proceeding with court action could save money over the longer term by making people think twice about fly tipping.

Resolved

1. That a charge level of £400 is set for fixed penalty notices made under The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 with a 50% reduction if paid within 7 days;
2. That the Director of the DWP be authorised to procure and appoint the external company;
3. That a 12 month pilot is carried out with an external company to issue FPN's for littering, fly-tipping and failure to produce duty of care documents on behalf of the DWP.

Reason for Decisions

It was a legal requirement to specify a charge under the regulations. The recommended charge was the maximum amount set out in the legislation.

Vehicle Replacement Capital Programme

45 This item was withdrawn from the agenda.

Corporate Risk Register

46 The Joint Committee considered a report by the Interim Head of Service (Strategy) who explained that the risk register had been brought back due to the increase in disposal costs outlined in risk 1 that related to the uncertainty surrounding NES and its sub holding NES (Canford) and the need to divert the additional 15,000 tonnes between August 16 and January 17 at greater cost. If the situation remained unresolved then there were potential larger risks going forward as other disposal options may not be as cheap.

A member asked whether there was the potential for DWP to invest in NES (Canford) and the Director responded that this could be considered along with other options, possibly in partnership with Bournemouth and Poole. Although officers were keeping in close contact with NES, there would come a point towards the end of the year where a decision would need to be made and it could then be necessary to re-procure a disposal contract next year.

A member noted that loss of senior managers was not included in risk 6. The Director informed the Joint Committee that this risk was attached to all staff, however, the risk in relation to senior managers was currently quite low due to improved resilience with the senior management team and that the largest risks were in relation to operational posts.

Noted

Garden Waste Service and Setting the 2017/18 Price

47 The Joint Committee considered a report by the Director of the Dorset Waste Partnership that provided an update on the garden waste service and sought to set 2017/18 price.

The report was introduced by the Finance and Commercial Manager who outlined the main points of the report.

Members discussed the report and made the following comments:-

- That collections could be made at less frequent intervals during the winter rather than stopping altogether.
- Linking the service with local authority allotments sites as part of allotment rental could be investigated.
- That the service should not be reduced at the same time as increasing its cost
- The introduction of charges at HRCs, resident dissatisfaction with missed collections together with an increase in garden waste charges could lead to

an increase in fly tipping.

Members were informed that work undertaken previously had shown a saving of £40k for not providing a winter service for a 3 month period and that due to the need to find additional savings in future, officers were asking members whether there was an appetite for more detailed work for options that could come into effect in 2018/19.

Councillor David Walsh proposed a £4 price increase which was seconded by Councillor Peter Finney. Upon being put to a vote, there were an equal number of members in favour of a £2.50 (to £47.50) increase and a £4 (to £49) increase. The Chairman used his second vote to support an increase of £2.50 to £47.50.

Resolved

1. That the annual fee of £47.50 for 2017/18 for the DWP Garden Waste service be approved;
2. That the implications of a reduced Garden Waste service in the winter months, to take effect no earlier than 2018/19 be explored by officers;
3. That the Joint Committee agree that the annual charge for garden waste sack customers is set at £5 less than the price agreed for a wheeled bin.

Reason for Decisions

To offer a garden waste service at a price that would remain popular with customers whilst maintaining an acceptable level of contribution to overheads.

Questions from Councillors

48 No questions were asked by members under Standing Order 20.

Meeting Duration: 10.00 am - 12.15 pm



Dorset Waste Partnership Joint Committee

Date of Meeting	7 November 2016
Officer	Head of Service (Strategy)
Subject of Report	Forward Plan 2016
Executive Summary	<p>This paper sets out the Forward Plan for the Dorset Waste Partnership (DWP) for 2016. The Forward Plan is based upon the DWP Business Plan 2014/19.</p> <p>Members are asked to comment on items for future inclusion.</p>
Impact Assessment:	Equalities Impact Assessment; N/A
	Use of Evidence: DWP Business Plan 2014/19
	Budget: N/A
	Risk Assessment: N/A
	Other Implications: None

Recommendation	That the Joint Committee notes the DWP's forward plan and comments on the items included and suggests others for future meetings where appropriate.
Reason for Recommendation	To provide greater visibility of the DWP Forward Plan and to ensure decisions are taken in a timely and programmed manner to achieve the objectives of the Business Plan and meet the Joint Committee's needs.
Appendices	Appendix One: DWP Forward Plan 2016
Background Papers	None
Report Originator and Contact	Name: Gemma Clinton, Head of Service (Strategy) Tel: 01305 224716 Email: g.clinton@dorsetwastepartnership.gov.uk

1. Background

- 1.1 The Joint Committee previously requested that the Work Programme be reported as a separate item so that progress could be more easily identified and the timing of key decisions highlighted.
- 1.2 The Forward Plan (Appendix 1) gives an indication of all reports to be submitted to Joint Committee during the calendar year to provide clarity on forthcoming projects and plans.

Gemma Clinton
Head of Service (Strategy)
 November 2016

**Dorset Waste Partnership Joint Committee Forward Plan
(Meeting Date - 7 November 2016)**



Explanatory note: This work plan contains future items to be considered by the Dorset Waste Partnership Joint Committee. It will be published 28 days before the next meeting of the Joint Committee.

This plan includes key decision to be taken by the Joint Committee and items that are planned to be considered in a private part of the meeting. The plan shows the following details for key decisions:-

- (1) date on which decision will be made
- (2) matter for decision, whether in public or private (if private see the extract from the Local Government Act on the last page of this plan)
- (3) decision maker
- (4) consultees
- (5) means of consultation carried out
- (6) documents relied upon in making the decision

28
9
5
Any additional items added to the Forward Plan following publication of the Plan in accordance with section 5 of Part 2, 10 of Part 3, and Section 11 of Part 3 of The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 are detailed at the end of this document.

Definition of Key Decisions

Key decisions are defined in the Inter-Authority Agreement as decisions of the Joint Committee which are likely to -

- "(a) result in the Dorset Waste Partnership (DWP) incurring expenditure which is, or the making of savings which are, significant having regard to the DWP's budget for the service or function to which the decision relates namely where the sum involved would exceed £500,000; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in Dorset."

How to request access to details of documents, or make representations regarding a particular item

If you would like to request access to details of documents or to make representations about any matter in respect of which a decision is to be made, please contact the Senior Democratic Services Officer, Chief Executive's Department, County Hall, Colliton Park, Dorchester, DT1 1XJ (Tel: (01305) 224878 or email: d.hunt@dorsetcc.gov.uk).

Date of meeting of the Cabinet (1)	Matter for Decision/ Consideration (2)	Decision Maker (3)	Consultees (4)	Means of Consultation (5)	Documents (6)
7/11/16 16/01/17	Key Decision - Yes Open Financial Report To provide an update on current financial issues relating to the Dorset Waste Partnership and make recommendations, if necessary, to Partner Councils.	Dorset Waste Partnership Joint Committee	DWP Officers Dorset Finance Officers Management Board	Meetings and Discussions	
7/11/16 Page 16	Key Decision - Yes Open Vehicle Replacement Programme	Dorset Waste Partnership Joint Committee	DWP Officers Management Board	Meetings and Discussions	
16/11/16 16/01/17	Key Decision - Yes Open Medium Term Financial Plan 2016/17 - 2021/22	Dorset Waste Partnership Joint Committee	DWP Officers Dorset Finance Officers Management Board	Meetings and discussions	
7/11/16 16/01/17	Key Decision - Yes Open Draft Revenue Estimates 2017/18	Dorset Waste Partnership Joint Committee	DWP Officers Dorset Finance Officers Management Board	Meetings and discussions	
7/11/16 16/01/17	Key Decision - Yes Open Capital Programme 2016/17 - 2021/22	Dorset Waste Partnership Joint Committee	DWP Officers Management Board	Meetings and Discussions	

7/11/16	Key Decision - No Open Narrow Access Review	Dorset Waste Partnership Joint Committee	DWP Officers Management Board	Meetings and Discussions	
16/01/17	Key Decision - No Open South West Audit Partnership - Half Yearly Review (including an update on the 37 point action plan)	Dorset Waste Partnership Joint Committee	DWP Officers Dorset Finance Officers Management Board	Meetings and discussions	
16/01/17	Key Decision - No Open Corporate Risk Register	Dorset Waste Partnership Joint Committee			
16/01/17	Key Decision - Yes Charging for "Recycle for Dorset" Containers - Outcome of Public Consultation	Dorset Waste Partnership Joint Committee			
12/06/17	Key Decision - Yes Open Scheme of Delegation, 2017 Schedule of Meetings and Joint Scrutiny Governance Arrangements. To approve a scheme of delegation and schedule of meetings for 2017.	Dorset Waste Partnership Joint Committee	DWP Officers Dorset Finance Officers Management Board	Meetings and discussions	

	<p>Key Decision – Yes Open Infrastructure Review To outline proposals for infrastructure, advise and make recommendations as required.</p>	<p>Dorset Waste Partnership Joint Committee</p>	<p>DWP Officers Management Board</p>	<p>Meetings and discussions</p>	
	<p>Key Decision - No Update on Commercial Waste Pricing Policy</p>	<p>Dorset Waste Partnership Joint Committee</p>			
	<p>Key Decision - Yes Revised Dorset Waste Strategy</p>	<p>Dorset Waste Partnership Joint Committee</p>			


Private Meetings

The following paragraphs define the reasons why the public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed and the public interest in withholding the information outweighs the public interest in disclosing the information to the public. Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:-
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Dorset Waste Partnership Joint Committee

Business not included in the Forward Plan

 Is this item a Key Decision	Date of meeting of the Cabinet	Matter for Decision/ Consideration	Agreement to Exception, Urgency or Private Item	Reason(s) why the item was not included
		NONE		

The above notice provides information required by The Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 in respect of matters considered by the Cabinet which were not included in the published Forward Plan.

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Dorset Waste Partnership Joint Committee

Date of Meeting	7th November 2016
Officer	Mike Moon - Head of Service (Operations)
Subject of Report	Vehicle Replacement Capital Programme
Executive Summary	This report is an update on the Report presented to Joint Committee in October 2015. Review of the provisional replacement programme has identified some amended vehicle requirements which are covered by this report.
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>This report does not require a EIA</p>
	<p>Use of Evidence: Feedback from Operations Managers and review of service requirements</p>
	<p>Budget:</p> <p>Capital spend requirement increased from £422k to £645k in 2017/18</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: HIGH Residual Risk MEDIUM</p> <p>The HIGH risk relates to criticality of service, financial, health and safety and reputation categories</p>

Recommendation	That the Joint Committee agree the revised procurement programme as outlined in this report.
Reason for Recommendation	Continued review of the fleet and to allow the DWP to develop Commercial Services and respond to the requests from partner Authorities.
Appendices	Appendix 1 – 2015/16 Vehicle Replacement Programme Appendix 2 – 2017/18 Revised Vehicle Replacement Programme Appendix 3 – Proposed Commercial and Garden Waste Fleet Requirements
Background Papers	<ol style="list-style-type: none"> 1. Dorset Waste Partnership Transport Strategy 2. Capital Programme 2016/17 – 2020/21 3. Vehicle Procurement Programme
Report Originator and Contact	Name: Andy Cadman, Operations and Transport Manager Tel: 01305 225451 Email: a.cadman@dorsetcc.gov.uk

1. Background

- 1.1 The term 'core fleet' in this instance means any vehicles that are not directly related to the provision of Commercial Services (Commercial Waste and Garden Waste) i.e. refuse, recycling, street sweeping, street cleansing, vans and other ad-hoc vehicles.
- 1.2 In October 2015, the Joint Committee considered the provisional vehicle replacement programme for the next 5 years. The estimated requirements for 2017/18 amounted to £422k, for 10 vehicles (as set out in Appendix 1).
- 1.3 The vehicle procurement programme has been revisited and updated. This is presented in Appendix 2. It can be seen that the requirements have changed, and now the 2017/18 estimated cost is £645,000 for 14 vehicles. This is due to replacements for leased vehicles expiring in 2017/18 and replacement Street Cleansing vehicles which were not previously identified.
- 1.4 DWP officers have examined the performance and cost of the current fleet: and consider that it is necessary to acquire the following vehicles for 2017/18:
- 1 x 18t RCV
 - 1 x 7.5t Restricted access RCV
 - 7 x 3.5t Cage tippers
 - 4 x 3.5t Luton body vehicles
 - 1 x Gum/ graffiti /hot wash removal vehicle

The proposed depot location of each vehicle is also shown in Appendices 2 and 3.

1.5 The effect on the revenue budget is in the region of an additional £32k per annum (due to vehicles being written off over 7 years, plus an estimate for interest on borrowing). The paper on the proposed revenue budget for 2017/18, being considered on the same Joint Committee agenda as this paper, already takes this into account.

1.6 Revised procurement programme

With the continuing review of the fleet and a better understanding of the requirements of the Dorset Waste Partnership now that all Tranches are completed, a review of vehicle requirements has been carried out. This takes into account where demands on vehicle use come from and how we can utilise vehicles between geographical areas.

There are two additional types of vehicles proposed:

1.6.1 Gum/ Graffiti Removal vehicle 3.5t circa £45,000

There is an expectation from partners for the DWP to be able to respond and remove graffiti and as part of existing cleansing arrangements remove chewing gum from pavements and provide a hot wash cleaning service.

Historically two authorities Weymouth and Portland BC and West Dorset DC had purchased specialist trailer mounted equipment to provide this. Other authorities have used a more labour intensive manual scrubbing approach. These two pieces of plant are both in-excess of 10 years old and the DWP has been forced to make one working machine out of the two in order to be able to continue to provide a service. The existing machine has become un-reliable and needs ongoing maintenance to keep it serviceable.

Private contractors have been approached in the past to carry out works of this type in the past, however this does come at a premium.

Proposed within this procurement schedule is a van mounted cleansing system that offers the following benefits

- Self-contained unit that does not require any additional vehicle to tow a trailer and then spend the remainder of the shift obsolete unless the trailer needs to be moved.
- Accessible to more staff. Modern driving licences are not issued with the trailer category as standard (unless by acquired rights or completion of a test). This limits the number of staff that can be tasked to perform these duties.

1.6.2 Luton Body styled vehicle

The DWP has historically hired this type of vehicle to perform bin delivery and a number of other duties from cleansing, collection fly-tips, supporting partner Authorities with the delivery and collection of Polling Booths. To give the Partnership greater flexibility the proposal is to replace the standard cage body tail-lift vehicle with Luton styled vehicles that can be used across different depots.

2. Garden Waste Fleet

2.1 The current fleet requirement for vehicles for Garden Waste service is set out at Appendix 3.

- 2.2 Note that, at the time of writing, six vehicles are due for replacement under the vehicle procurement 2016/17 exercise for the Garden Waste service. In addition, there is one vehicle being replaced which is split across the Garden Waste service and the Commercial Waste service, at Ferndown.
- 2.3 Unlike the core fleet, the MTFP as seen by Joint Committee in October 2015 did not make any assumptions about future vehicle procurements for the Garden Waste service. The reason for this is that the Garden Waste service is operated as a Trading Account and that any investment in vehicles would need to be able to demonstrate that it would add to, or maintain (but not diminish), the overall contribution generated by the trading account. The operating context for the trading account in terms of numbers of customers, income levels, and round capacity is constantly changing, and medium to long term predictions are unlikely to be reliable. For example, recent experience has taught us that budget expectations based on the growth of the garden waste service in the east of the County have not proved true in the west of the County. Therefore, decisions on investment (such as vehicle procurement) need to be taken based on recent knowledge rather than set out in advance on a medium term timescale (such as the MTFP).
- 2.4 The proposal put forward here is to purchase four new vehicles. These have been selected using two criteria:
- a) these vehicles are more than 7 years old and therefore due for replacement (and are assumed to be incurring greater maintenance costs).
 - b) the replacement costs (in terms of capital charges) are considered to be 'affordable' within the context of the trading account.
 - c) this will leave the Garden fleet with no vehicles beyond the 7 year life span of vehicles, so there should be no increase (for vehicle related capital charges) in the trading account for the next few years, with the exception of any growth needs.
- 2.5 For the 2016/17 vehicle procurement exercise the cost of a single body 26t RCV with split lift was just under £150k per vehicle. If this cost held true for the proposed 2017/18 procurement exercise, the costs of four new vehicles would amount to around £600k of capital spend, which would be written off to trading account over 7 years at a cost of £86k per year. To give some context of the affordability of this extra cost:
- * the Garden Waste service made a positive contribution of £128k in 2014/15 and £245k in 2015/16. This trend is expected to continue, given the efforts that are now being made in marketing, controlling the costs, and the management of the service.
 - * the Garden Waste service shows no sign of reaching saturation point. Highest levels of growth continues in the East and Christchurch areas, even though these areas have been the longest established for this service. There is sufficient capacity for growth in the Weymouth and West part of the County.
 - * Customer numbers for 2017/18 are highly likely to exceed 40,000. At the current year charge of £45, this will result in increased income of £135k over and above the currently budgeted level of 37,000 customers. In addition, a price increase for 2017/18 has been agreed at the September Joint Committee, to £47.50 for a full year. There will be increased costs in 2017/18, of course, due to annual factors such as pay award, but customer numbers of over 40,000 will more than offset these costs.

- 2.6 It could be assumed that vehicle maintenance charges to the Garden Waste trading account will reduce with the purchase of new vehicles. This can only be quantified and accounted for once the new fleet software is operational.
- 2.7 The proposed purchase of four replacement vehicles in 2017/18 does not address the need for growth. Growth needs are most likely in the East and/or Christchurch areas, where existing capacity is stretched. The proposal is to retain the best of the existing vehicles for cover and/or growth needs.

3. Commercial Waste Fleet

- 3.1 The current fleet requirement for vehicles for Commercial Waste service is set out at Appendix 3.
- 3.2 Note that, at the time of writing, four vehicles are due for replacement under the vehicle procurement 2016/17 exercise for the Commercial Waste service. In addition, there are two vehicles being replaced which are split across the Garden Waste service and the Commercial Waste service, at Crookhill and at North.
- 3.3 Unlike the core fleet, the MTFP as seen by Joint Committee in October 2015 did not make any assumptions about future vehicle procurements for the Commercial Waste service. The reason for this is that the Commercial Waste service is operated as a Trading Account, and that any investment in vehicles would need to be able to demonstrate that it would add to, or maintain (but not diminish), the overall contribution generated by the trading account. The operating context for the trading account in terms of numbers of customers, income levels, and round capacity is constantly changing, and medium to long term predictions are unlikely to be reliable. Therefore, decisions on investment (such as vehicle procurement) need to be taken based on recent knowledge rather than set out in advance on a medium term timescale (such as the MTFP).
- 3.4 The proposal put forward here is to purchase **three** new vehicles for use at Christchurch and Poundbury, plus a spare for cover and growth purposes.

As with Garden Waste above, this proposal has been reached by consideration of two key criteria:

- a) these vehicles are more than 7 years old and therefore due for replacement (and are assumed to be incurring greater maintenance costs).
- b) the replacement costs (in terms of capital charges) are considered to be 'affordable' within the context of the trading account. More on this below.
- c) this will leave the Commercial Waste fleet with no vehicles beyond the 7 year life span of vehicles, so there should be no increase (for vehicle related capital charges) in the trading account for the next few years, with the exception of any growth needs.
- 3.5 The 2016/17 vehicle procurement exercise saw the cost of a single body 26t RCV with split lift come in at just under £150k per vehicle. If this cost held true for the proposed 2017/18 procurement exercise, the costs of three new vehicles would amount to around £450k of capital spend, which would be written off to trading account over 7 years at a cost of £64k per year. To give some context of the affordability of this extra cost:

* the Commercial Waste service made a positive contribution of £182k in 2014/15 and £460k in 2015/16.

The investment of £64k per annum is considered essential to maintain and grow the service, and is considered 'affordable' in the overall context of the Trading Account. Improvements in pricing information and management information, together with the direction of travel in terms of customer sign up mean that there is every expectation that the Trading Account surplus will increase in the short and medium term, and be able to cover this additional cost.

3.6 It could be assumed that vehicle maintenance charges to the Commercial Waste trading account will reduce with the purchase of new vehicles. This can only be quantified and accounted for once the new fleet software is operational.

3.7 **Additional potential fleet requirements**

In 2015 the DWP modified the youngest remaining stillage recycling vehicle that was considered to have a reasonable second life available to a vehicle that could carry larger quantities of both residual and trade bins. This has been particularly useful for some of the reasons below.

- Increased customer base for paid for services such as Garden and Commercial waste, renewals, replacement and returns
- Two centralised bin stores requires bulk collection and delivery of bins to satellite depots for forwarding on to customers from these depots
- Increases in property numbers in Dorset deliveries to residents
- The requirement to support large Commercial "one off" events such as festivals

The success of this vehicle has greatly assisted the delivery of bins to residents and saved repeated trips to the two bin stores located at Ferndown and Dorchester. The demand on this vehicle from all 7 Depots is greater than the availability.

Potential Requirement

A review will be undertaken to assess the need of purchasing an additional container deliver vehicle to work adjacent to the existing vehicle. Decisions taken on container charging at the January 2017 meeting of this Committee may well impact on the demand for this service.

The type of vehicle being considered is a 15t standard curtain side haulage vehicle with a few modification for the requirements of the service, cost is considered to be circa £65,000.

Mike Moon
Head of Service (Operations)
October 2016

Appendix 1 – 2015/16 Vehicle replacement programme

Vehicle Type	GVW	Est £	Depot							Number	Cost
			Shaftesbury	Ferndown	Christchurch	Wareham	Dorchester	Bridport	Weymouth		
RCV 70/30 (R4D)	26	191,000	0	0	0	0	0	0	0	0	
RCV (R4D)	26	150,000	0	0	0	0	0	0	1	1	150,000
RCV 70/30 (R4D)	15	121,000	0	0	0	0	0	0	0	0	0
RCV 70/30	15	118,000	0	0	0	0	0	0	0	0	0
Bin delivery vehicle	15	65,000	0	0	0	0	0	0	0	0	0
RCV R/Access	7.5	85,000	0	0	0	0	0	0	1	1	85,000
Cage tipper	7.5	48,000	0	0	0	0	0	0	0	0	0
Cage tail-lift	7.5	48,000	0	0	0	0	0	0	0	0	0
Cage tipper	3.5	35,000	0	1	0	0	1	0	1	3	105,000
Medium Panel van	3.5	25,000	0	0	0	0	0	1	0	1	25,000
Car derived van	1	13,000	1	0	1	0	0	0	1	3	39,000
Small van	1	18,000	0	0	0	0	1	0	0	1	18,000
Totals			1	1	1	0	3	1	4	10	422,000

This report reflected the replacement assumptions for 2017/18 in 2015 and was a guide to the requirements of what the DWP would require based very much on a like for like basis.

Appendix 2 – 2017/18 Revised Vehicle Replacement Programme

Vehicle Type	GVW	Est £	Depot							Number	£ Cost
			Shaftesbury	Ferndown	Christchurch	Wareham	Dorchester	Bridport	Weymouth		
RCV 70/30 (R4D)	26	191,000	0	0	0	0	0	0	0	0	0
RCV (R4D)	26	150,000	0	0	0	0	0	0	0	0	0
RCV 70/30 (R4D)	15	121,000	0	0	0	0	0	0	0	0	0
RCV 70/30	15	118,000	0	0	0	0	0	0	0	0	0
RCV	18	130,000	0	0	0	0	0	0	1	1	130,000
RCV R/Access	7.5	85,000	0	0	0	0	1	0	0	1	85,000
Cage tipper	7.5	48,000	0	0	0	0	0	0	0	0	0
Cage tail-lift	7.5	48,000	0	0	0	0	0	0	0	0	0
Cage tipper	3.5	35,000	2	1	0	0	1	0	3	7	245,000
Luton tail-lift	3.5	35,000	0	0	1	1	0	1	1	4	140,000
Gum removal	3.5	45,000	0	0	0	0	0	0	1	1	45,000
Totals			2	1	1	1	2	1	6	14	645,000

Appendix 3 – Proposed Commercial and Garden Waste Fleet Requirements

Vehicle Type	GVW	Est £	Depot								Number	£ Cost
			Shaftesbury	Ferndown	Christchurch	Wareham	Dorchester	Bridport	Weymouth	Growth/ spare		
RCV (Trade)	26	150,000	0		1		1	0		1	3	450,000
RCV (Garden Waste)	26	150,000		1		1		1	1		4	600,000
Totals			1	1	0	1	1	2	1		7	1,050,000

(Exact locations of the vehicles will be decided at a later date in consultation with Operations Managers)

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Dorset Waste Partnership Joint Committee

Date of Meeting	7 November 2016
Officers	Treasurer to the Dorset Waste Partnership and Finance and Commercial Manager, Dorset Waste Partnership
Subject of Report	Financial Report November 2016
Executive Summary	<p>This report presents and discusses the following –</p> <p><u>The risks of variance in spend against the 2016/17 revenue budget of £34.205M, agreed by the DWP Joint Committee in January 2016, which is currently assessed, based on the end of September 2016 budget monitoring position, at a potential for underspend of £1.21M. This shows an improvement on the position reported to the September 2016 Joint Committee meeting. The current prediction of underspend representing about 3.5% of the original budget. This is based on information that is now available since the budget was agreed. The most significant items being :</u></p> <p>Renewal of the HRC contract: £302k favourable Reduction in winter HRC opening hours: £158k favourable Reduction in capital charges in respect of bin life: £250k favourable Slippage in capital programme: £152k favourable Favourable variance on Trade and Garden Waste due to additional income : £403k Recyclate price to date: £178k favourable Unanticipated disposal costs: £150k adverse Adverse variance in tonnages of waste disposed of : £149k</p>

	<p><u>Capital Budget Monitoring for 2016/17</u> - Expenditure of £768k has been incurred to date against an approved capital budget of £5.614M as agreed at Joint Committee December 2016.</p>
<p>Impact Assessment:</p>	<p>Equalities Impact Assessment:</p> <p>This report contains no new proposals and has no equalities implications.</p>
	<p>Use of Evidence:</p> <p>The report is based on data from the County Council's financial system and the management information systems used by the Dorset Waste Partnership. This is supplemented by information from service managers where necessary.</p>
	<p>Budget:</p> <p>A revenue budget of £34.205m was agreed by the DWP Joint Committee for 2016/17 and includes a requirement to achieve savings of £397k. Budget monitoring for 2016/17, to date, shows that there is a forecast underspend of £1.21M, representing a more optimistic position from that reported to the September 2016 Joint Committee Meeting.</p> <p>The effects of the Capital expenditure programme for 2016/17 are reflected in the capital charges line of the revenue budget monitoring (above).</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this information using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH Residual Risk HIGH</p> <p>This assessment relates to the potential volatility of, in particular, the revenue budget for 2016/17 where some factors (e.g. recycle costs) could move in a significant adverse direction for the remainder of the year.</p>
	<p>Other Implications:</p> <p>No other implications have been identified.</p>

Recommendations	The DWP Joint Committee is asked to: <ol style="list-style-type: none"> 1. To note the current 2016/17 revenue budget forecast. 2. To note the capital expenditure position for 2016/17 to date.
Reason for Recommendations	The Joint Committee monitors the Partnership's performance against budget and scrutinises actions taken to manage within budget on behalf of partner Councils.
Appendices	Appendix 1 – DWP Capital spend and commitments
Background Papers	None
Report Originator and Contact	<p>Name: Andy Smith, Treasurer to the Dorset Waste Partnership, Tel: 01305 224031 Email: a.g.smith@dorsetcc.gov.uk</p> <p>Name: Paul Ackrill, Finance and Commercial Manager, Dorset Waste Partnership, Tel: 01305 224121 Email: Paul.Ackrill@dorsetwastepartnership.gov.uk</p>

1. Background

- 1.1 The Dorset Waste Partnership is now in its sixth year of operation. The Recycle for Dorset service has now been rolled out to all 201,000 properties in Dorset.
- 1.2 The Joint Committee of 14 December 2015 agreed a revenue budget of £34.205m for 2016/17.

2. 2016/17 Revenue Budget forecast

- 2.1 Based on 2016/17 data to date there is a forecast underspend for 2016/17 of £1.21M on an originally approved budget of £34.205M. Further detail is given on each identified variance in the paragraphs below.
- 2.2 Management and Administration is forecast to underspend by £66k due in particular to staffing budgets.
- 2.3 The capital charges budget line will benefit by £250k from the decision to change bin life write off from 10 years to 15 years.
- 2.4 Recyclate prices paid vary each month depending on the market value at that time and the quality of the DWP material. The 2016/17 budget was set on the assumption of a price paid of £20 per tonne. Prices paid for the year to date have been favourable in relation to the budget set, with the effect of saving £178k in the year to date.

- 2.5 On 29th February 2016, the Joint Committee received a report regarding the award of a new HRC contract to take effect from 28th August 2016. The award of that contract will see a favourable budget variance of £302k in this financial year (£518k in a full year) and a further £158k in relation to the decision to reduce opening hours during the winter.
- 2.6 The current year budget anticipated that the use of the landfill site at Trigon (near Wareham) would cease at the end of August 2016, as that site prepares to close down permanently. The budget anticipated that the waste would primarily be diverted to the facility at NES (Canford) under a contract variation. Unfortunately, due to changes in ownership of the NES facilities, the contract variation is unlikely to be in place before January 2017, meaning that alternative (and more expensive) disposal arrangements need to be in place for the intervening months. An exact cost is not known as arrangements are being made at the time of writing, however it is prudent to expect an additional revenue cost of around £150k in total for those intervening months.
- 2.7 There is now a forecast adverse variance in the tonnage of waste collected and then disposed, against the assumptions made when the 2016/17 budget was set. It is estimated that this will cost an additional £149k.
- 2.8 The capital budget for 2016/17 made certain assumptions regarding progress on the development and construction of a scheme for a new depot and other waste facilities at Blandford. Those assumptions now look optimistic, and it looks likely that the full extent of anticipated capital charges will not be incurred in 2016/17. A figure of £40k is shown as anticipated underspend, but will be subject to refinement as and when more information on the programme and costs for the scheme become known.
- 2.9 Vehicles ordered as part of the 2016/17 vehicle replacement programme are anticipated to arrive around November / December 2016. A favourable variance, due this timing slippage, in capital financing costs of £112k is estimated to arise as a result.
- 2.10 Trade Waste net income is predicted to be more buoyant than the budget with a prediction of an additional £300k due to the growth in the service.
- 2.11 Garden Waste net income is also predicted to be more buoyant than the budget with a prediction of an additional £103k due to a growth in the number of customers subscribing to the service.
- 2.12 The table below summarises the items where a significant variance has been identified.

Item	Significance (relative to the size of the overall budget)	Probability of occurrence	Current risk of variance £k	Notes / Management Action / Mitigation (where possible)
Management and Admin - staffing	Green	Possible	-66	Continue to monitor.
Savings arising in capital charges on bin life	Green	Certain	-250	Ongoing effect of change in bin life assumptions from

Item	Significance (relative to the size of the overall budget)	Probability of occurrence	Current risk of variance £k	Notes / Management Action / Mitigation (where possible)
				10 years to 15 years.
Recyclate price paid - savings to date	Green	Possible	-178	Current price paid below assumed price of £20 per tonne.
HRC new contract	Green	Certain	-302	Favourable contract price
HRC contract – reduced winter hours	Green	Certain	-158	Joint Committee decision
Additional disposal costs following landfill closure at Trigon	Amber	Possible	150	Arrangements were in place for this waste to be taken to NES at Canford under a variation to contract, however that contractor is unable to accept additional tonnage at the current time. Variation is expected to be in place by January 2017.
Adverse tonnages of waste	Amber	Possible	149	Continue to monitor.
Further slippage on Blandford Waste Management Centre	Green	Possible	-40	DWP managers to advance scheme as quickly as possible.
Slippage on vehicle purchases	Green	Possible	-112	DWP managers to advance purchases as quickly as possible.
Trade Waste – net income	Green	Possible	-300	Buoyant income – service growing

Item	Significance (relative to the size of the overall budget)	Probability of occurrence	Current risk of variance £k	Notes / Management Action / Mitigation (where possible)
Garden Waste – net income	Green	Possible	-103	Buoyant income – greater volume of customers.
TOTAL			-1,210	Forecast underspend

The share of the current underspend by partner according to the agreed costs share would be –

Local Authority	Cost Share percentage (%)	Share of forecast underspend (£)
Dorset County Council	64.32%	778,272
Christchurch BC	3.99%	48,279
East Dorset DC	5.94%	71,874
North Dorset DC	5.40%	65,340
Purbeck DC	4.07%	49,247
West Dorset DC	8.98%	108,658
Weymouth & Portland BC	7.30%	88,330

3. Savings

3.1 Included within the 2016/17 revenue budget was the need to achieve £397k of savings in a number of areas of operation. For reference, the table of savings is repeated below.

£131,250	Charging for non-household materials at HRCs (part year effect)
£74,000	Discontinue recycling credit payments
£15,000	Security arrangements
£166,667	Route optimisation – East Dorset and Christchurch (part year effect)
£10,000	Street sweepings to different destination
£396,917	Total savings for 2016/17 budget

3.2 All savings listed above are considered as ‘implemented’ and have been applied to the appropriate budget lines. The achievement of these savings can be considered as ‘certain’ with the exception of the savings associated with the route optimisation exercise at East Dorset and Christchurch, which has only just been implemented at the time of writing, and further monitoring is required to judge whether the expected levels of savings will be realised.

- 3.3 The level of savings for 2016/17 was relatively small compared to the total DWP budget. This level of saving was supported by the Joint Committee in view of the wider savings achieved by the Recycle for Dorset scheme, and other cost pressures within the DWP operating environment at that time, but with the expectation that DWP continue to develop cost saving initiatives for future consideration.

4 Capital Budget 2016/17 to date

- 4.1 Capital spend and commitments for the year to date can be seen at Appendix 1.
- 4.2 Spend to date amounts to £768k. Of this, £548k of spend (on vehicles) is slippage from the previous financial year, meaning that £218k is spend against 2016-17 capital expectations. Commitments of just under £2.7m for vehicles place total spend and commitments to date at £2.716m against a forecast (as presented to Joint Committee in October 2015) of £5.6m for the full year.
- 4.3 Orders for the 2016/17 vehicle replacement programme have been placed. Although originally estimated at £3.3m, the vehicle requirements were further refined prior to the procurement exercise. The orders placed amounted to just under £2.7m.
- 4.4 Minor infrastructure spend is almost just under £55k to date. The only major planned item is the development of a scheme at Blandford, which is now unlikely to see construction costs incurred before 2018/19.
- 4.5 Capital spend, and the effect on the revenue budget, will continue to be monitored as the year progresses.

5. Budget Equalisation Reserve

- 5.1 At the end of financial year 2015/16, Joint Committee agreed to set up a budget equalisation reserve. The following funds are currently held in the reserve:

Local Authority	Amount held in Budget Equalisation Reserve (£)
Dorset County Council	336,587
Christchurch BC	20,316
East Dorset DC	30,863
North Dorset DC	27,382
Purbeck DC	20,835
West Dorset DC	37,982
Weymouth & Portland BC	45,620
Total	519,584

Financial Report November 2016

Andy Smith
Treasurer to the Dorset Waste Partnership

Paul Ackrill
Finance and Commercial Manager, Dorset Waste Partnership

October 2016

DWP capital spend and commitments as at 10/10/2016

	Spend to date £	of which is slippage from pre 2016-17	of which is spend against 2016-17 budget	commitments against 2016-17 budget	Total of spend against 2016-17 budget and commitments	Forecast of spend as per JC October 2015
Containers - r4d:	133,212		133,212		133,212	504,179
Containers - garden waste service:	30,781		30,781		30,781	165,000
Containers - commercial waste service:	1,196					68,000
Infrastructure:	54,579		54,579	18,000	72,579	1,550,000
Vehicles:	548,368	548,368	0	2,698,665	2,698,665	3,327,000
	768,136	548,368	218,572	2,716,665	2,935,237	5,614,179

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Dorset Waste Partnership Joint Committee

Date of Meeting	7 November 2016
Officer	Treasurer to the Dorset Waste Partnership
Subject of Report	Medium Term Financial Plan 2018/19 - 2021/22
Executive Summary	<p>This report presents and discusses the following:</p> <ul style="list-style-type: none"> • The projected net costs of the DWP through to the year 2021/22 on the assumption that the service continues in its present form and that savings initiatives that are currently in progress come to fruition as currently planned. • It does not include further savings initiatives that may impact on the style of service delivery. • The Medium Term Financial Plan includes assumptions on cost drivers and levels of income that will potentially need reassessment in the light of further information including market conditions that may be available at a later date. For example, the Garden Waste and Commercial Waste services may need to be revisited in the light of later information and strategic direction. • Based on the above, and assuming the 2017/18 cost shares between partners, projected net costs are shown for each partner authority. • The report does not consider the future funding position of partner councils nor potential changes in the organisation of local government within the geographical county of Dorset. • The MTFP shows that the projected costs of the DWP are between £162 per household (2018/19) and £170 per household (2021/22).
Impact Assessment:	Equalities Impact Assessment: This report contains no new proposals and has no equalities implications.

	<p>Use of Evidence: The report is based on data from the County Council's financial system and the systems used by the DWP to monitor, for example, waste arising and income from recyclates. This is supplemented by information from service managers where necessary.</p> <p>Budget:</p> <p>The Medium Term Financial Plan suggests that the net cost of the service will range from £33.663M (2018/19) to £35.067M (2021/22) accounting for current savings initiatives in progress but not accounting for further savings which may impact on the current service delivery model.</p> <p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH Residual Risk: HIGH</p> <p>This assessment relates to the potential volatility of the budget in future years and the potential need to find a significant level of further savings in each year to meet future partner funding expectations.</p> <p>Other Implications: No other implications have been identified.</p>
<p>Recommendation</p>	<p>The DWP Joint Committee is asked to:</p> <p>Consider and adopt the Medium Term Financial Plan 2018/19 to 2021/22 as set out in this report.</p>
<p>Reason for Recommendation</p>	<p>The Joint Committee along with the Management Board monitors the Partnership's performance against budget and scrutinises actions taken to manage within budget on behalf of partner Councils.</p>
<p>Appendices</p>	<p>Appendix 1 – Medium Term Financial Plan projections 2018/19 to 2021/22.</p>
<p>Background Papers</p>	<p>None</p>
<p>Report Originator and Contact</p>	<p>Name: Andy Smith, Treasurer to the Dorset Waste Partnership, Tel: 01305 224031 Email: a.g.smith@dorsetcc.gov.uk</p>

1. Background

- 1.1 The Dorset Waste Partnership is now in its sixth year with all District and Borough Council, together with the County Council now fully active partners. The Recycle for Dorset service is now serving all (201,000+) properties in Dorset.
- 1.2 There is now a need to fully refresh the Medium Term Financial Plan and represent it to this committee for their consideration and adoption to highlight the longer term financial direction of the DWP.
- 1.3 The main thrust of the proposed MTFP (detail shown in Appendix 1) is to present the projected net costs of the DWP on the assumption that it continues to operate in a similar way, offering similar service to the public over the lifetime of the plan. Should partner funding in future years need to be constrained below the currently projected cost of the service, then further savings initiatives that may change the service model will need to be considered.
- 1.4 Work continues to be undertaken by DWP managers to ensure implementation of current savings initiatives and to investigate further opportunities and options.
- 1.5 The major assumptions in forming the MTFP are:
 - The MTFP assumes that there are no changes to the Recycle for Dorset service model.
 - The MTFP does not consider the effect of uplifts in the legal minimum wage. It is known that the legal minimum wage will uplift every year from April 2017, however there is limited detail currently available on the proposed amounts for these annual uplifts.
 - The MTFP makes assumptions, where appropriate, of inflationary uplifts of 1% for pay and 1.5% for non-pay in each year of the MTFP, based on latest national information and forecasts, and consistent with assumptions made by the host authority.
 - Recyclate value is assumed to be a cost paid of £17.32 per tonne. Market conditions remain volatile and recyclate value will need to be reassessed for each budget round.
 - It is assumed that household numbers will grow by 1250 dwellings for each year of the plan, which is based on planning data. It is known that planning data does not necessarily translate into new households service by DWP on the same timescales but is nonetheless a reasonable broad brush assumption. It is also in line with increases in households reported on the Council Tax Base forms.
 - The waste disposal line incorporates assumed additional costs based on growth of household numbers.
 - The MTFP assumes that a new round is required, due to housing growth, each year from 2019/20 onwards. It is assumed that rounds have capacity to deal with growth up to that point in time. A new round is estimated to cost in the region of £225k, consisting of a refuse round and recycling round for alternate weeks and a food waste collection every week. Rounds in urban areas can deal with 1000+ properties per round, whilst more rural rounds are

typically collecting around 700 to 800 properties per round. With growth assumed at 1250 new dwellings per annum, additional rounds will therefore be needed once existing capacity is reached.

- It is assumed that capital charges for vehicle replacement of the core fleet have reached a 'plateau' by 2020/21 and that additional charges are only incurred for additional vehicles such as growth in rounds.
- The vehicle fuel budget line shows an annual uplift in line with inflation, whilst in reality fuel prices are subject to many international factors and are difficult to predict beyond the short term.
- The waste disposal budget assumes that the existing contracts and disposal arrangements continue as is, with an annual uplift for inflation. In reality, disposal arrangements provided to the DWP by the private sector are sometimes subject to unforeseen circumstances such as trading problems/take overs, fires etc. for which some contingency is now provided through the budget equalisation reserve.

1.6 The Joint Committee is asked to consider and adopt the plan as presented, with a recognition that there will be further regular iterations of the MTFP presented to the Joint Committee in the light of further experience of the Recycle for Dorset service, further information on the ability to achieve savings, future information on local government funding and updated information on other external factors.

1.7 In summary the MTFP suggests that the net cost of the service will range from £33.663M (2018/19) to £36.067M (2021/22) accounting for current savings but not accounting for further savings which may impact on the current service delivery model. The projected costs per household are between £162 (2018/19) and £170 (2021/22).

Andy Smith
Treasurer to the Dorset Waste Partnership

October 2016



Dorset Waste Partnership
Medium Term Financial Plan 2018-19 to 2021/22

Estimated number of households - assumes growth of 1250 dwellings per annum		208,163	209,413	210,663	211,913	
Row reference		2018/19 revenue budget	2019/20 revenue budget	2020/21 revenue budget	2021/22 revenue budget	
		£	£	£	£	
1	Host Authority support costs	1,002,300	1,012,300	1,022,400	1,032,600	
2	Insurance costs	312,900	317,600	322,400	327,200	
3		1,315,200	1,329,900	1,344,800	1,359,800	
4						
5	Waste Disposal - see separate summary	11,038,800	11,270,600	11,505,900	11,744,700	
6						
7	Bring Banks					
8	Textile income	-30,500	-31,000	-31,500	-32,000	
9	Maintenance	10,200	10,400	10,600	10,800	
10						
11	Recycling Transfer Stations (RTSs)					
12	Management Fees	438,900	445,500	452,200	459,000	
13	Haulage	113,800	115,500	117,200	119,000	
14						
15	Recyclate disposal	529,000	536,900	545,000	553,200	
16						
17	Household Recycling Centres (HRCs)					
18	Management Fees	1,399,400	1,420,400	1,441,700	1,463,300	
19	Haulage	666,300	676,300	686,400	696,700	
20	Cross border	139,300	141,400	143,500	145,700	
21	Rates	228,500	231,900	235,400	238,900	
22	Rent	109,300	110,900	112,600	114,300	
23	R&M (reactive)	32,500	33,000	33,500	34,000	
24	Planned maintenance	15,200	15,400	15,600	15,800	
25						
26	Closed landfill sites:					
27	Grounds Services	35,800	36,300	36,800	37,400	
28	Utilities	47,700	48,400	49,100	49,800	
29	Rent	4,200	4,300	4,400	4,500	
30	R&M	15,200	15,400	15,600	15,800	
31	Other	8,500	8,600	8,700	8,800	
32						
33						
34	Projects and promotions budget	150,700	153,000	155,300	157,600	
35						
36	Reuse credits	10,700	10,900	11,100	11,300	
37						
38	Waste Transfer Stations (WTSs)					
39	Management fees	438,900	445,500	452,200	459,000	
40	Haulage fees	113,800	115,500	117,200	119,000	
41	Crookhill haulage	194,300	197,200	200,200	203,200	
42						
43	DWP Management / corporate costs:					
44	Senior Management Team - pay, oncosts	367,900	371,600	375,300	379,100	
45	Management and Admin - pay, oncosts, overtime & training	1,950,600	1,970,100	1,989,800	2,009,700	
46	SMT consultancy support	52,000	52,800	53,600	54,400	
47	HQ premises	55,000	55,800	56,600	57,400	
48	Income	-10,200	-10,400	-10,600	-10,800	
49	Supplies and Services	33,700	34,200	34,700	35,200	
50	Corporate training budget	50,800	51,600	52,400	53,200	
51	Travel expenses and other	65,400	66,400	67,400	68,400	
52	Charging for containers	-84,800	-86,100	-87,400	-88,700	
53						
54	Capital charges (excl Garden & Trade)					
55	<i>to be broken down into:</i>					
56						
57	<i>Vehicles</i>	1,277,100	1,403,500	1,460,800	1,518,100	
58	<i>Vehicle workshop equipment at Crookhill</i>	7,900	7,900	7,900	7,900	
59	<i>Containers</i>	667,000	701,300	735,600	739,700	
60	<i>Infrastructure</i>	137,400	282,200	304,600	306,600	
61		2,089,400	2,394,900	2,508,900	2,572,300	
62	Bin Storage	21,000	21,300	21,600	21,900	
63						
64	Depot property costs					
65	Utilities	60,400	61,300	62,200	63,100	
66	Rents	308,900	313,500	318,200	323,000	
67	Other	34,800	35,300	35,800	36,300	
68	Rates	72,500	73,600	74,700	75,800	
69	Repairs & Maintenance	20,300	20,600	20,900	21,200	
70	Minor building works	126,900	128,800	130,700	132,700	
71						
72	Collection costs:					
74	Other Ops revenue costs	79,200	80,400	81,600	82,800	
75	Personal Protective Equipment (PPE)	93,800	95,200	96,600	98,000	
76	recycle for Dorset staffing costs - collection	6,482,700	6,547,500	6,613,000	6,679,100	
77	Ops staffing costs - transfer, other sundry functions	0	110,000	220,000	330,000	
78	Street Cleaning staffing costs	2,040,600	2,061,000	2,081,600	2,102,400	
79	sacks / bags	97,400	98,900	100,400	101,900	
80	Bin delivery resource	50,800	51,600	52,400	53,200	
81						
82	Vehicles					
83	Vehicle workshop staff - pay, oncosts	406,800	410,900	415,000	419,200	
84	Hire of vehicles	208,100	211,200	214,400	217,600	
85	Vehicle fuel	1,319,500	1,373,800	1,428,900	1,484,800	
86	Maintenance and other minor revenue costs	1,017,000	1,056,800	1,097,200	1,138,200	
91	Leasing revenue costs - Mechanical Sweepers	577,900	586,600	595,400	604,300	
92						
93	Garden Waste service					
94	Costs of collection	854,800	863,300	871,900	880,600	
95	Costs of administration	272,300	275,000	277,800	280,600	
96	Capital charges	373,000	377,100	377,100	377,100	
97	Income	-2,130,600	-2,162,600	-2,195,000	-2,227,900	
98		-630,500	-647,200	-668,200	-689,600	
99						
100	Commercial Waste service					
101	Costs of collection	543,600	549,000	554,500	560,000	
102	Costs of administration	235,000	237,400	239,800	242,200	
103	Capital charges	141,200	145,800	145,800	145,800	
104	Income	-2,176,200	-2,208,800	-2,241,900	-2,275,500	
105	Costs of disposal	936,100	950,100	964,400	978,900	
106		-320,300	-326,500	-337,400	-348,600	
107						
108						
109	Total budget	33,663,300	34,607,900	35,359,500	36,067,600	
	<i>Cost per household:</i>	<i>£162</i>	<i>£165</i>	<i>£168</i>	<i>£170</i>	
	Cost share if using 2017/18 cost share percentages:					
	Christchurch BC	3.98%	1,338,713	1,376,278	1,406,167	1,434,327
	East Dorset DC	5.93%	1,997,373	2,053,420	2,098,015	2,140,030
	North Dorset DC	5.40%	1,817,466	1,868,464	1,909,043	1,947,273
	Purbeck DC	4.07%	1,370,402	1,408,855	1,439,452	1,468,278
	West Dorset DC	8.99%	3,027,935	3,112,900	3,180,504	3,244,196
	W&PBC	7.31%	2,459,176	2,528,182	2,583,088	2,634,816
	Dorset County Council	64.32%	21,652,235	22,259,801	22,743,230	23,198,680
		100.00%	33,663,300	34,607,900	35,359,500	36,067,600

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Dorset Waste Partnership Joint Committee

Date of Meeting	7 November 2016
Officers	Treasurer to the Dorset Waste Partnership and Finance and Commercial Manager, Dorset Waste Partnership
Subject of Report	Capital Programme to 2021/22
Executive Summary	<p>This report contains an update on the proposed capital programme for the period of the Medium Term Financial Plan (MTFP) i.e. up to and including 2021/22.</p> <p>Estimates of capital expenditure have been updated based on current knowledge and progress of the capital programme to date.</p> <p>The DWP is unable to incur capital expenditure in its own right, and therefore needs Dorset County Council, as host authority, to reflect the DWP expectations of capital expenditure within its own capital programme. The Joint Committee are therefore asked to instruct the Treasurer to take the capital programme back to the County Council for inclusion in their capital programme.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>Not applicable.</p> <p>Use of Evidence: This report is based on data from the County Council's financial system together with information from service managers.</p>

	<p>Budget:</p> <p>Implications for the budget are contained within the report.</p> <hr/> <p>Risk Assessment:</p> <p>Having considered the risks associated with this information using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: MEDIUM Residual Risk: MEDIUM</p> <hr/> <p>Other Implications:</p> <p>No other implications have been identified.</p>
<p>Recommendations</p>	<p>The DWP Joint Committee is asked to consider the information in this report and:</p> <ul style="list-style-type: none"> i) Comment on the updated capital programme. ii) Instruct the Treasurer to take the latest capital estimates through the County Council's capital programme approval arrangements.
<p>Reason for Recommendations</p>	<p>The Capital Programme does not require the formal approval of partner councils, but they are invited to comment on the programme.</p> <p>The County Council, as host authority, must incur capital expenditure on the Partnership's behalf by including the expenditure in the County Council's capital programme.</p>
<p>Appendices</p>	<p>Appendix 1 – Capital programme 2017/18 to 2021/22</p>
<p>Background Papers</p>	<p>None</p>
<p>Report Originator and Contact</p>	<p>Name: Andy Smith, Treasurer to the Dorset Waste Partnership, Tel: 01305 224031 Email: a.g.smith@dorsetcc.gov.uk</p> <p>Name: Paul Ackrill, Finance and Commercial Manager, Dorset Waste Partnership, Tel: 01305 224121 Email: Paul.Ackrill@dorsetwastepartnership.gov.uk</p>

1. Capital Programme

- 1.1 Details of the refreshed capital programme are attached at Appendix 1. The main points are as follows:
- 1.2 **New waste facility at Blandford.** The programme reflects the latest estimate of spend and profiling for the proposed new facilities at Blandford. The Joint Committee will receive further updates on this project in due course.
- 1.3 **Containers.** The capital programme contains an annual sum estimated to be the 'business as usual' capital requirement for bins and boxes i.e. for replacements and for dealing with new service requirements such as new dwellings, estimated at just over £500k per annum. 2016/17 is the first year that has needed a 'business as usual' container replacement budget, being the first full year since completion of the 'recycle for Dorset' rollout. At the time of writing £133k has been spent. It is too early to determine what this might mean for future years container replacement budgets.
- 1.4 **Vehicle replacement programme.** DWP policy for vehicle replacement is based on a seven year asset life. Every year contains a sum for the purchase of new vehicles as deemed necessary. The details are the subject of a separate report.
- 1.5 **Purchase of vehicle maintenance workshop equipment.** The capital programme includes a sum for the assumed purchase of fixed assets in relation to vehicle maintenance workshop equipment.

2. Other potential capital schemes

- 2.1 There are a number of projects currently being progressed that may result in the need for additional capital expenditure that is not currently included in the attached programme (e.g. investment in "in-cab technology"). Planned expenditure will only be included on the programme once the appropriate approval to proceed has been given (usually subject to a successful business case etc.).

3. Capital cost sharing mechanism

- 3.1 The Joint Committee are reminded that the funding mechanism of separate partner contributions for capital have ceased. All capital spend is cost shared as and when it affects the revenue budget (in the form of 'capital charges' (essentially a depreciation charge plus interest paid for borrowing of capital funding)) as per the cost sharing percentages.

Andy Smith
Treasurer to the Dorset Waste Partnership

Paul Ackrill
Finance and Commercial Manager, Dorset Waste Partnership

October 2016

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Dorset Waste Partnership Joint Committee

Date of Meeting	7 November 2016
Officers	Treasurer to the Dorset Waste Partnership
Subject of Report	Draft Revenue Estimates 2017-18
Executive Summary	<p>This report contains draft revenue estimates for 2017-18. An updated Medium Term Financial Plan and Capital Programme are presented elsewhere on the agenda.</p> <p>The draft revenue estimates are presented at this early stage to facilitate comment from partner councils, before formal agreement at the January 2017 Joint Committee meeting.</p> <p>Sections of the report explain a number of the main aspects, assumptions and drivers of the budget and some of the sensitivities and risks. In broad terms, the budget reflects stability on the collection side now that the 'Recycle for Dorset' scheme is fully rolled out. The disposal side of the budget reflects expectations in volume growth and price increases are linked to inflation as part of the contractual arrangements for disposal. Recyclate price remains volatile, being linked to macro-economic factors, which in turn drive the market price.</p> <p>Details of the savings that are being applied to the budget for 2017/18 are shown, and explained in detail in the main body of the report.</p>

	<p>Update cost shares are also illustrated based on the draft estimates presented in accordance with the Inter Authority Agreement.</p>
<p>Impact Assessment:</p>	<p>Equalities Impact Assessment: The services covered by this report have been subject to an Equalities Impact Assessment where appropriate.</p>
	<p>Use of Evidence: The figures for the draft revenue estimates for 2017/18 have been drawn up taking account of information about service requirements and costs provided by a range of managers of the Dorset Waste Partnership.</p>
	<p>Budget:</p> <p>The budget contributions expected from each partner to fund the draft revenue budget for 2017/18 are set out in Appendix 2.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with these decisions using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH Residual Risk: HIGH</p> <p>High risk areas are financial, reputational and critical service delivery.</p> <p>Financial: The operating environment for the Dorset Waste Partnership has potential for overspending arising from uncontrollable external factors (e.g. market prices for recyclates), local factors (e.g. changes in the level of waste generated by Dorset households) and is heavily dependent upon key external contractual relationships for our disposal arrangements.</p> <p>Reputational: The Dorset Waste Partnership is considered to be a good example of partnership working, with some initial reputational difficulties having now been countered by good financial and operational performance in recent times. However, the underlying risk remains and is reflected in the Dorset Waste Partnership risk register.</p> <p>Critical Service Delivery: Waste collection is a vital service for Dorset households and the waste must be disposed of safely and efficiently.</p>
<p>Other Implications: Sustainability</p> <p>A key objective of the Dorset Waste Partnership is to provide a harmonised service that maximises levels of recycling across the</p>	

	county. The current business plan sets out to achieve a level of 60%.
Recommendations	<p>The DWP Joint Committee is asked to consider the information in this report and:</p> <ul style="list-style-type: none"> i) Recommend the draft revenue estimates for 2017/18 to partner councils, for consideration at the next Joint Committee on 16 January 2016. ii) Note the savings proposals included within the revenue estimates for 2017/18. iii) Note the cost shares for each partner council.
Reason for Recommendations	The Inter Authority Agreement requires the Joint Committee to recommend a draft estimate for the following year to partner councils. This is to enable partners to give their views on the draft estimates and to reflect them in their own budgets.
Appendices	<ul style="list-style-type: none"> 1. Draft revenue estimates 2017/18. 2. Cost shares for each partner.
Background Papers	None
Report Originator and Contact	<p>Name: Andy Smith, Treasurer to the Dorset Waste Partnership, Tel: 01305 224031 Email: a.g.smith@dorsetcc.gov.uk</p> <p>Name: Paul Ackrill, Finance and Commercial Manager, Dorset Waste Partnership, Tel: 01305 224121 Email: Paul.Ackrill@dorsetwastepartnership.gov.uk</p>

1. Background

- 1.1 The Dorset Waste Partnership was formed in April 2011, and has been a partnership of the seven Dorset councils since West Dorset District Council and Weymouth and Portland Borough Council became fully active partners on 1 April 2013. One of the primary objectives of the partnership was to replace the disparate waste collection systems with a single 'recycle for Dorset' scheme, which has been in place since October 2015. All properties in Dorset now receive the service, which is approximately 201,000 properties.
- 1.2 The Inter Authority Agreement (IAA) for the Dorset Waste Partnership requires the Joint Committee to approve a draft budget for the following year. Partner councils must

consider the draft budget and respond to the Joint Committee by 16 January with any comments or proposed amendments to it.

- 1.3 Elsewhere on the agenda is an updated Medium Term Financial Plan which shows how the service will develop over the next few years. The updated Medium Term Financial Plan will also inform the financial planning of the partner councils.

2. Overview

- 2.1 The draft estimates for 2017/18 are contained in Appendix 1 together with a breakdown of costs for each partner council at Appendix 2.
- 2.2 The proposed cost of the service for 2017/18 is estimated to be £33.100M and includes net savings of £1.149m which will be needed to achieve the budget.
- 2.3 There are thought to be good practical prospects of achieving the level of savings stated above, ensuring that the budget has been set on a reasonable basis.

3. Issues and Assumptions affecting the draft estimates for 2017/18

- 3.1 The starting point for the draft revenues estimates is the updated 2016/17 budget. Figures have been updated to take account of later information and further knowledge of service delivery since previous Medium Term Financial Plans were presented.
- 3.2 The estimates represent the best level of knowledge that is available at the time of writing. The figures presented in this paper have been considered by the various DWP budget holders and the Senior Management Team, and are considered appropriate for the purpose of informing partner councils of the estimated cost of the service, including reasonable expectations around securing future savings and thus being able to indicate 2017/18 costs to partner councils.
- 3.3 Some significant assumptions have been made in forming the draft estimates for 2017/18 which brings a degree of risk around the robustness of the estimates, should the practical experience of running the service prove to be different from the assumptions made.
- 3.4 Significant issues and assumptions are listed below:
- 3.5 Inflation. A significant proportion of the revenue budget (approaching 50%) is contracted out, with the major contracts being for the Household Recycling Centres (HRCs) and various waste disposal arrangements. These contracts are subject to an annual uplift based on nationally recognised inflation indices. For the purposes of this budget, an inflation rate of 1% has been applied, in line with budget guidance issued by the host authority. This adds almost £194k to the budget.
- 3.6 Annual pay award. The DWP has approximately 390 FTE employees, of which around 310 are front line service delivery operatives (drivers, loaders, and street cleansing staff). As County Council employees, DWP staff receive an annual pay award as agreed nationally. For 2017/18, this has already been agreed at a 1% increase. This adds around £130k to the budget.

- 3.7 Volumes of household waste arising. The DWP are assuming that volumes of household waste arising will increase by, in the main, 2% (around 4,000 tonnes). This is in line with expectations of household waste growth anticipated in the waste local plan. This adds almost £312k to the budget.
- 3.8 Recyclate price. The price paid for disposal of recyclate is dependent upon the market price, which is subject to international economic factors. In the past, a considerable *income* had been received from the sale of high quality recyclate. For 2016/17 a *cost* of £20 per tonne had been assumed in the budget. The 2017/18 budget assumes a price per tonne *paid* of £17.32/tonne, giving a total budget of just over £521k, based on an assumption of 30,090 tonnes of material. The figure is £17.32 per tonne is based on an average price over the last 12 months, adjusted for a recent uplift in haulage. Whilst recent monthly prices have been more favourable for the DWP, this budget line will no doubt remain volatile, with current or past prices not necessarily being a guide to future prices. This budget line will continue to be monitored closely going forward.
- 3.9 Disposal arrangements. Disposal contracts make up a significant proportion of the overall DWP revenue budget, on an assumed total disposal tonnage of 201,432 tonnes at a total budgeted cost of £10.810m.
- 3.10 Charging for containers. The budget contains a new budget line for income arising from charging for containers, at a value of £83.5k.
- 3.11 Garden Waste trading account. The draft revenue budget contains assumptions on the Garden Waste trading account based on the decision taken by Joint Committee in September 2016 i.e. delivering a service to over 43,000 customers with a full year charge of £47.50. The trading account is budgeted to make a contribution to overheads of £614.3k. This is an improvement of £165k over the 2016/17 budgeted contribution (£449k).
- 3.12 Commercial Waste trading account. The Joint Committee will be aware of the steady growth in the DWP Commercial Waste service. The 2016/17 budget was set at a contribution to overheads of just over £100k, with the latest forecasts suggesting that this could be exceeded by £300k. The draft revenue budget presented here recognises this growth, though also recognises the costs that come with growth (i.e. additional collection and disposal costs) and in particular the cost of further replacement of old vehicles. The overall effect for 2017/18 is calculated as a contribution to overheads of £314k, which is an improvement of £213k over the 2016/17 budgeted position.
- 3.13 Savings identified in the 2016/17 budget round. The major item in the 2016/17 budget round was the route optimisation work in the areas of East Dorset and Christchurch. This work was initially estimated to save £250k per annum (revised to £234k on a later reiteration of the calculation). The Joint Committee will be aware that the route optimisation work was considered to be largely but not fully successful and as a result, some additional temporary resource in 2016/17 has had to be allocated in the area to catch up. The effect on the permanent levels of resource are not totally clear at the

time of writing, but a more prudent estimated saving of £117k per annum has been included in the budget for 2017/18, pending further clarification.

- 3.14 Vehicle workshop staff budget. The budget for 2017/18 assumes an increase in vehicles maintenance capacity.
- 3.15 Hire of vehicles. With the vehicle purchases that are due to arrive in autumn of 2016, no significant element of the DWP fleet will be on a hired basis in 2017/18. The budget for hiring vehicles is therefore reduced by £100k to just over £200k, which is considered to be the 'business as usual' level of hire – hire will always be expected on a small scale to deal with unforeseen breakdowns and seasonal variations (such as beach raking in summer).
- 3.16 Leased vehicles at Weymouth. The DWP uses leased vehicles at the Crookhill depot under a long term lease arrangement with Weymouth & Portland Borough Council. The number of vehicles leased has reduced over time, in line with the agreed lease schedule. The 2017/18 budget line sees a reduction of over £171k on leased vehicles. 2017/18 is the final year of using these leased vehicles under this arrangement. Replacement vehicles have been catered for as part of the vehicle replacement programme.
- 3.17 Leased sweepers. 2016/17 saw the DWP take ownership of 17 leased sweepers, at a cost of £564k per annum (including maintenance agreements), following a procurement exercise which indicated that leased sweepers presented better value for money than purchases. Although this is a new budget line, it is not an additional cost pressure – the budget line has been funded from existing budget lines for capital charges and maintenance, which would have borne the costs if these vehicles had been purchased.
- 3.18 Bin delivery resource has been identified as a pressure point. A sum of £50k has been included in the 2017/18 budget as an estimate to address this.
- 3.19 The capital charges budget effectively represents the write-off (depreciation) costs of capital expenditure on assets plus associated interest on borrowing of funding. The capital charges budget for 2017/18 is based on the latest expectations of the capital programme, which is the subject of a separate paper on this same agenda.
- 3.20 Insurance costs. DWPs insurance needs are dealt with via the host authority, whose approach is partly via self-insurance and partly via the insurance market. The insurance costs for 2017/18 will be the subject of a procurement exercise that the host authority is currently undertaking, and the results of that exercise will not be available in time for this budget setting exercise. This budget assumes an inflationary increase on the existing level. It is not anticipated that the procurement exercise will result in either significant increase or significant savings for the DWP, however it is not possible to be certain until the results are known.

4. Savings for 2017/18

- 4.1 Net savings of £1.149m have been applied to the 2017/18 budget as follows.

- 4.2 Reduction in host authority support service costs, of around £94k, bringing the budget from £1.075m (2016/17) to £993k (2017/18, including annual uplift). DWP have been working with support services to reduce costs wherever possible. These savings have been identified primarily through reduced contact centre demand and savings through financial transactional support, as well as reduced demand for use of the design and print services since the rollout of 'Recycle for Dorset' has completed. There is some ongoing work being pursued to agree further savings in ICT, finance and procurement support. Savings from the ongoing work cannot yet be considered as 'secure' but the size of potential savings is relatively small compared to the budgeted savings.
- 4.3 The full year effect of the new HRC contract delivers a saving of almost £523k for the 2017/18 budget.
- 4.4 The agreed changes to HRC opening hours in winter delivers a saving of almost £160k for the 2017/18 budget.
- 4.5 The changes to bring bank provision that took place in summer 2016 delivers a saving of almost £123k for the 2017/18 budget.
- 4.6 The capital charges budget sees an ongoing reduction of £250k due to the agreed changes in accounting for bin life over 15 years rather than 10 years.

5. Cost Sharing

- 5.1 The Inter Authority Agreement requires notification of residential properties by partner council every year as a driver for the agreed cost sharing formula. Data has been updated to reflect these numbers as at October 2016 in accordance with the agreement; updated figures are shown in Appendix 2. It should be noted that the County Council percentage will be unaffected by any changes in residential property numbers.
- 5.2 The budget will be presented again for final approval at the Joint Committee meeting of 16 January 2017.

6. Sensitivity and Risks

- 6.1 The assumptions made in the calculation of the draft estimates for 2017/18 are of course subject to varying degrees of risk. Listed below are an indication of the sensitivity and risk of each of the major factors used.
- 6.2 Recyclate price paid is assumed to be £17.32 per tonne. A variation of £1 per tonne would result in a change of around £30k in a full year.
- 6.3 The budget currently assumes household waste growth of 2%. A variation of 1% would result in a change of around £150k in a full year.
- 6.4 The fuel budget has been based on long term projections of industry experts. Nonetheless, prices for vehicle fuel can be subject to unforeseen fluctuations. The fuel

budget, excluding the trade waste and garden waste services, is £1.3m for the year. A 1% variation in prices paid would affect the DWP by £13k.

7. Budget Equalisation Reserve

- 7.1 The Joint Committee are reminded that, at the end of financial year 2015/16, it was agreed to set up a budget equalisation reserve. The following funds are currently held in the reserve:

Local Authority	Amount held in Budget Equalisation Reserve (£)
Dorset County Council	336,587
Christchurch BC	20,316
East Dorset DC	30,863
North Dorset DC	27,382
Purbeck DC	20,835
West Dorset DC	37,982
Weymouth & Portland BC	45,620
Total	519,584

8. Next Steps

- 8.1 The budget timetable as set out in the Inter Authority Agreement requires the Joint Committee to approve a budget at this Joint Committee for consideration and comment by partner councils. Final approval will be sought by the Joint Committee in January 2017, to allow partner councils to set their own budgets and council tax levels during February 2017.
- 8.2 Further work will continue in ensuring that the savings plan, as set out, can be achieved in practice and in a timely fashion.
- 8.3 The Dorset Finance Officers Group will be invited to review the draft estimates, together with the redrawn Medium Term Financial Plan, so that their views can be considered and to ensure that they the draft estimates and Medium Term Financial Plan meets the needs of all partners.

Andy Smith
Treasurer to the Dorset Waste Partnership

Paul Ackrill
Finance and Commercial Manager, Dorset Waste Partnership



Dorset Waste Partnership
Draft Revenue Budget 2017-18

Appendix 1

Estimated number of households - assumes growth of 1250 dwellings per annum

205,663

206,913

Row reference	Current 2016/17 budget	Inflationary cost pressures		Volume changes	Application of 2016/17 savings achieved, on a full year basis	Other changes	Savings new for the for 2017/18 budget	Additional income generation	Proposed 2017/18 revenue budget
		Forecast of CPI	Staffing - annual pay award						
	£	£	£	£	£	£	£	£	£
1	Host Authority support costs	1,075,555	10,756				-93,915		992,396
2	Insurance costs	302,236		6,045					308,300
3		1,377,791							1,300,696
4									
5	Waste Disposal - see separate summary	14,549,752	145,498	311,987	-10,000	-4,186,811	0		10,810,424
6									
7	Bring Banks					122,715	-122,715		0
8	Textile income					-30,000			-30,000
9	Maintenance					10,000			10,000
10									
11	Recycling Transfer Stations (RTSs)								
12	Management Fees					432,377			432,400
13	Haulage					112,110			112,100
14									
15	Recyclate disposal					521,200			521,200
16									
17	Household Recycling Centres (HRCs)								
18	Management Fees					2,061,070	-682,374		1,378,700
19	Haulage					656,500			656,500
20	Cross border					137,216			137,200
21	Rates					225,068			225,100
22	Rent					107,712			107,700
	R&M (reactive)					32,000			32,000
	Planned maintenance					15,000			15,000
23									
24	Closed landfill sites:	87,600	876			-88,500			0
25	Grounds Services					35,331			35,300
26	Utilities					46,951			47,000
27	Rent					4,120			4,100
28	R&M					15,000			15,000
29	Other					8,364			8,400
30									
31									
32	Projects and promotions budget	146,700	1,467	300					148,500
33									
34	Reuse credits	10,400	104						10,500
35									
36	Waste Transfer Stations (WTSs)	529,938	5,299			-535,237			
37	Management fees					432,377			432,400
38	Haulage fees					112,110			112,100
39	Crookhill haulage					191,435			191,400
40									
41	DWP Management / corporate costs:								
42	Senior Management Team - pay, oncosts	339,877	3,399	21,024					364,300
43	Management and Admin - pay, oncosts, overtime & training	2,090,051	20,901			-179,671			1,931,280
44	SMT consultancy support	50,700	507						51,200
45	HQ premises	53,700	537						54,200
46	Income	-9,000		-1,000					-10,000
47	Supplies and Services	82,416	824			-50,000			33,200
	Corporate training budget	<i>included in above</i>				50,000			50,000
48	Travel expenses and other	63,800	638						64,400
49	Charging for containers	0	0					-83,500	-83,500
50									
51	Capital charges (excl Garden & Trade)								
52	<i>to be broken down into:</i>								
53		Vehicles	1,618,834			-476,234			1,142,600
		Vehicle workshop equipment at Crookhill	0			7,872			7,900
54		Containers	882,668				-250,000		632,700
55		Infrastructure	131,494			-87,944			43,550
56			2,632,996						1,826,750
57									
58	Bin Storage	20,500	205						20,700
59									
60	Depot property costs	361,500				-361,500			0
61	Utilities					59,462			59,500
62	Rents					304,303			304,300
63	Other					34,271			34,300
64	Rates					71,416			71,400
65	Repairs & Maintenance					20,000			20,000
66	Minor building works					125,000			125,000
67									
68	Collection costs:								



Dorset Waste Partnership
Draft Revenue Budget 2017-18

Appendix 1

Estimated number of households - assumes growth of 1250 dwellings per annum

205,663

206,913

Row reference	Current 2016/17 budget	Inflationary cost pressures		Volume changes	Application of 2016/17 savings achieved, on a full year basis	Other changes	Savings new for the for 2017/18 budget	Additional income generation	Proposed 2017/18 revenue budget
		Forecast of CPI	Staffing - annual pay award						
	£	£	£	£	£	£	£	£	£
70	191,900	1,919				-115,819			78,000
	<i>included in above</i>					92,400			92,400
71	6,204,955		62,050		-83,500	234,995			6,418,500
72	277,034		2,770			-279,800			0
73	1,964,297		19,643			36,460			2,020,400
74	95,000	950							96,000
75	0					50,000			50,000
76									
77									
78	313,807		3,138			85,818			402,800
79	302,000	3,020				-100,000			205,000
80	1,415,700	14,157			-10,100	-119,800			1,300,000
81	883,685	8,837			-23,500	133,000			1,002,000
82	331,372	3,314				-171,357			163,300
86	563,781	5,638							569,400
87									
88									
89	-166,667				166,667				0
90	0						0		0
91	-10,000				10,000				0
92	-176,667								
93									
94									
95	695,480		150,836						846,300
96	200,900		68,680						269,600
97	319,357		49,563						368,900
98	-1,665,000							-434,075	-2,099,100
99	-449,263								-614,300
100									
101									
102	488,000		4,880			45,300			538,200
103	220,500		2,205			10,000			232,700
104	119,860					16,740			136,600
105	-1,860,000							-284,000	-2,144,000
106	930,000					-7,700			922,300
107	-101,640								-314,200
108									
109									
110	34,204,683	193,789	129,741	295,447	311,987	49,567	-134,681	-1,149,004	-801,575
									33,100,000
									33,100,050
									£160
	<i>Cost per household:</i>								£166

Dorset Waste Partnership - proposed cost share for 2017/18 budget

Partner Council	2016/17 budget			2017/18 budget		
	CTB1 figures			CTB1 figures		
	%	November 2015	£	%	November 2016	£
Christchurch BC	3.99%	23,701	1,364,767	3.98%	23,764	1,316,312
East Dorset DC	5.94%	39,609	2,031,758	5.93%	39,802	1,963,950
North Dorset DC	5.40%	31,390	1,847,053	5.40%	31,572	1,787,054
Purbeck DC	4.07%	22,197	1,392,131	4.07%	22,335	1,347,470
West Dorset DC	8.98%	49,953	3,071,581	8.99%	50,335	2,977,268
W&PBC	7.30%	31,438	2,496,942	7.31%	31,649	2,418,026
Dorset County Council	64.32%	n/a	22,000,452	64.32%	n/a	21,289,920
	100.00%		34,204,683	100.00%		33,100,000
				0.00%		0

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Councils working together

Dorset Waste Partnership Joint Committee

Date of Meeting	7 November 2016
Officer	Head of Service (Operations)
Subject of Report	Narrow Access Routes – Savings Options
Executive Summary	This report reviews the application of the DWP policy for collection of containers from the highway where there are long drives or private roads, It also updates on the issue of collecting glass with recycling on narrow access rounds.
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>There is no requirement for an Equalities Impact Assessment for this report.</p>
	<p>Use of Evidence:</p> <p>WYG Report – Phase 2 “Alternative Collection Model/Potential Outsourcing” Recycle for Dorset Policy – Updated September 2015</p>
	<p>Budget:</p> <p>Subject to further review during future route optimisation a saving of approximately £140k per annum could be realized by a reduction in narrow access vehicles.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council’s approved risk management methodology, the level of risk has been identified as: Current Risk: MEDIUM Residual Risk MEDIUM</p>

	<p>Other Implications:</p> <p>The report sets out alternative ways in which services could be delivered and thereby help to contribute to longer-term service improvements for DWP. The full implications any changes would need to be assessed as proposals are progressed.</p>
Recommendation	<p>That the Joint Committee</p> <ol style="list-style-type: none"> 1. Approves the proposal to retain existing household collection points; 2. Approves revised wording to the Recycle for Dorset Service policy as set out in Paragraph 3.5; 3. Agrees to continue to collect glass as a separate waste stream on narrow access routes
Reason for Recommendation	<p>Implementing the adopted policy across the whole of the area covered by DWP will allow for this to be taken into account in future route optimisation projects.</p>
Appendices	<p>Appendix 1. Recycle for Dorset Policy – Updated September 2015</p>
Background Papers	<p>WYG Report – Phase 2 “Alternative Collection Model/Potential Outsourcing Recycle for Dorset Policy – Updated September 2015</p>
Report Originator and Contact	<p>Name: Mike Moon, Head of Service (Operations) Tel: 01305 225789 Email: m.moon@dorsetcc.gov.uk</p>

1. Background

- 1.1 Dorset Waste Partnership has an agreed Recycle for Dorset Service Policy which was updated in September 2015. This policy covers all issues including the collection points from where all containers are collected from.
- 1.2 The updated policy states that containers should be placed on the kerbside at the boundary/edge of curtilage of the property adjacent to the public road (adopted highway), unless otherwise agreed by the DWP. Wheeled bins and containers must be clearly visible with no restrictions to access.
- 1.3 Where a household is on a private or 'un-adopted' road and council collection vehicles have historically accessed this road, the DWP has endeavoured to continue to do so. This has been subject to obtaining permissions and/or indemnity against damage from the owner.
- 1.4 Dorset Waste Partnership currently operate 63 narrow access collections rounds which service approximately 20,500 properties. It is estimated that over 15 000

properties are collected from un-adopted or private roads, including approximately 6,000 on the narrow access rounds.

- 1.5 WYG report Phase 2 “Alternative Collection Model/Potential outsourcing” makes reference to potential savings (£120,000) by collecting glass with the co-mingled recycling on narrow access rounds.
- 1.6 On December 14 2015 The Joint Committee agreed for the DWP to conduct further work and analysis regarding any potential savings in including glass in the recycling mix on narrow access rounds.

2. Legislation

- 2.1 The Environmental Protection Act 1990 (EPA) underpins the requirement for households to place their receptacles at a location specified by the Local Authority(section 46).
- 2.2 Under Section 46 of the EPA a council may serve a notice on the occupiers of the premises from which it collects household waste, requiring those occupiers to place their receptacles in a designated position for the purpose of facilitating the emptying of them.

3. Private and Un-adopted highway

- 3.1 When the Recycle for Dorset service was first rolled out members asked that properties served by long drives or private roads should initially receive the same service, with collection points unchanged. It was recognised that this was a short term arrangement to assist the transition to the new service, even though it is contrary to the approved Service Policy. The number of narrow access vehicles required could be reduced by ceasing to go down long drives or private highways. Residents could be offered bag and box service to make it easier to transport items up to the collection point at the public highway. It is estimated that over 15 000 properties are collected from un-adopted or private roads.
- 3.2 If the policy remained as it is there would still be some properties on un-adopted roads that the DWP will want to continue to service in order to optimise operational efficiency, such as the need to turn at the end of the road or where there isn't a suitable and safe stopping point to collect the materials where the un-adopted road meets the public highway. On a case by case basis the DWP would consider to service the un-adopted roads providing the owner has provided suitable indemnification to do so.
- 3.3 If the policy agreed in September 2015 was to be enforced across the whole of the DWP area it is anticipated the number of assisted collections would rise dramatically and a collection vehicle would still have to attend to collect.
- 3.4 It is anticipated that there would be a saving of 2 x 7.5 tonne collection vehicles and this would realise a saving of approximately £140k per annum. However, a balance needs to be struck between the cost of service disruption and reputational damage which may be unacceptably high in comparison to the relatively small saving on offer.
- 3.5 It is therefore recommended that the collection points remain as they are and DWP continue to provide the services as usual. The current wording of the service policy is “Containers should be placed on the kerbside at the boundary/edge of curtilage of

the property adjacent to the public road (adopted highway) unless otherwise agreed by the DWP” and it is recommended that this is amended to “Containers should be placed on the kerbside at the boundary/edge or curtilage of the property adjacent to the highway, unless otherwise agreed by the DWP. Wheeled bins and containers must be clearly visible with no restrictions to access.”

4. Glass Collections for narrow access properties

- 4.1 The WYG report based its calculated savings for narrow access on the Portland model. Currently in Portland the DWP use a 15T vehicle for narrow access with a split body. This collects dry mixed recycling (DMR) and glass, and a separate vehicle collects food. However, on a Tuesday, for those properties that cannot be accessed by a 15T vehicle a 7.5T vehicle is used and visits the same properties twice in a day on recycling week, once for DMR and once for glass.
- 4.2 Whilst savings could be achieved by rolling out this model it would also increase the contamination levels of our dried mixed recycling (DMR), which will negatively impact on our basket price for this material. The WYG report identified 2% of glass contamination is already included in our DMR. Adding additional glass into the mix from narrow access properties will increase the “contamination” levels further. As we have been getting very good basket prices since the WYG report was written it is considered that any savings made would be offset by the increase in basket price. At this point in time officers therefore recommend keeping glass separate from the standard DMR and continuing to market glass as a separate material so as not to reduce the quality of our standard DMR.
- 4.3 The current infrastructure in the East of the County does not allow for us to have a separate bay to store narrow access DMR with glass in. It is anticipated that once we have better infrastructure in place in the East of the County, whereby we could keep this material separate we would revisit this as a savings option.
- 4.4 An alternative to this glass in option, would be to reduce the frequency of collection of glass to monthly for these narrow access properties. This option has not been progressed further due to the consideration of this issue on 12 September at the DWP Budget Challenge Workshop where members expressed no desire to change frequency of collections.

Mike Moon
Head of Service (Operations)
October 2016



Recycle for Dorset Service Policy

Updated: September 2015

This document details the service policies of the new uniform recycling and residual waste service for Dorset, Recycle for Dorset, that will be provided by the Dorset Waste Partnership (DWP) on behalf of its partner authorities.

This service policy fully supports the aims and objectives of the Dorset Waste Partnership, as set out in its Business Plan and the Joint Municipal Waste Management Strategy for Dorset. They are:

- Reduction in waste collected and landfilled;
- Improvement in customer satisfaction rates; and
- Achievement of a minimum of £1.3m per annum efficiencies and savings.

The policy has been kept under review and this is the second version of the policy following the introduction of the Recycle for Dorset for the Tranche One area. The policy will continue to be kept under review as implementation continues.

1 | Containers, frequency and materials

Day of Collection

The DWP will aim to make all collections, apart from garden waste, on the same day of the week in each area, with recycling and food collected one week and residual waste and food collected on the alternate week. There may be occasions where residual collections will have to take place on a different weekday to recycling, however these will be regarded as exceptions to the normal service, where there are local operational difficulties.

Recycling

The standard service for recycling at each property will be a fortnightly collection using a grey 240-litre wheeled bin with a green lid for mixed recycling and green kerbside recycling box for glass. Batteries will be placed in a small recycling bag, which will be presented in the top of the contents of the recycling box. Material collected for recycling will be:

- | | |
|---|---|
| 240-litre wheeled bin | Kerbside recycling box |
| <ul style="list-style-type: none">▪ Paper and light card▪ Corrugated cardboard▪ Tins, cans and aerosols▪ Plastic bottles and food containers (e.g. fizzy drink bottles and squash bottles)▪ Milk containers | <ul style="list-style-type: none">▪ Glass bottles and jars▪ Batteries (in a plastic battery bag) |

- Detergent bottles
- Shampoo and shower gel bottles
- Yoghurt pots
- Margarine tubs
- Ice cream containers
- Non-polystyrene meat trays

Food Waste

Each household will receive a weekly collection of food waste from a brown lockable 23-litre container (with a 7-litre brown caddy to use in the kitchen). Food waste incorporates all cooked and uncooked food waste including:

- | | |
|--|--------------------------------|
| ▪ Meat, fish and bones | ▪ Cakes, bread and pastries |
| ▪ Leftovers, including plate scrapings | ▪ Tea bags and coffee grounds |
| ▪ Pasta and rice | ▪ Fruit and vegetable peelings |
| ▪ Eggshells | ▪ Cheese and dairy produce |

Residual Waste

Residual waste (or rubbish) is the waste that cannot be recycled or composted as part of the standard service. The standard service for residual waste will be a fortnightly collection using a grey 140-litre wheeled bin with a grey lid. Residual waste is further defined in section 10.

General Container Policy

The DWP will supply containers as set out in section 1 of this policy. Additional recycling may be presented in other suitable containers comparable in size and capacity to the recycling box, and the DWP will collect such materials. For residual waste, only containers/bins that have been supplied by the DWP will be emptied.

If a resident decides they do not want to participate in the service they may decide not to use the service. However, they would then be required to dispose of their own waste and in a safe and suitable manner.

All wheeled bins and food waste containers must be presented with closed lids. For residual waste, no extra bags, boxes or loose residual waste will be collected.

Appeals

Where a resident wishes to apply for non-standard arrangements for waste and recycling collections they must make an application to the DWP. Officers will make decisions in line with this policy in the first instance. Appeals against refusal decisions should be made in writing to DWP Appeals. Appeals will be considered by a senior officer of minimum Manager level.

2 | Tailoring residual waste capacity

The standard residual waste bin will provide sufficient capacity for the majority of households provided appropriate use is made of the other containers supplied. However, in certain circumstances, some residents may not have sufficient capacity for their residual waste.

Only households conforming to the circumstances detailed in this section can be considered for extra capacity. To be considered for additional capacity, householders

must apply to the DWP and may be asked to provide supporting evidence or accept a visit from a DWP officer.

The householder will be required to inform the DWP of any changes in circumstances that mean they no longer meet the requirements of the policy and are no longer entitled to additional capacity. Regular reviews will be conducted to ensure that those who are granted additional capacity still require this and still meet the criteria.

If a new resident moves into a household with a non-standard residual bin, they will be entitled to the standard sized containers.

Identified below are the circumstances where residents can apply for additional residual waste capacity should they meet the criteria.

Larger Families

Families of five or more can apply for a larger bin for residual waste. The DWP will only supply a larger bin for residual waste once satisfied that the household has made every reasonable effort to divert waste through recycling, and that the household requirement for extra capacity is genuine. Extra capacity will be provided as follows:

- Up to four permanent occupants in the household – standard 140-litre residual waste bin
- Five or more permanent occupants in household – 240-litre residual waste bin

Children in Disposable Nappies

The DWP encourages the use of modern washable nappies (real nappies) as an alternative to disposables. Real nappies are widely available and the DWP operates an incentive scheme to help with the financial cost of buying real nappies. However, some families with young children who use disposable nappies may have additional residual waste needs. As a result, the DWP will offer families with small children additional residual waste capacity.

Families with one or more children in disposable nappies under three years of age can apply to the DWP for additional residual waste capacity. Where applications are approved, the DWP will issue a pack of 26 authorised sacks to the household. This equates to one additional waste sack per residual waste collection. The purpose of the sack is to increase capacity, not act as a receptacle for used nappies. The householder may place other residual waste within the sack and place used nappies within the wheeled bin. The authorised sack maybe presented beside the residual waste wheeled bin. Applications for authorised sacks must be made on an annual basis.

Medical Conditions

The DWP recognises that some residents may have additional waste requirements for medical reasons. Where additional residual waste is generated and the capacity of the standard residual waste bin is not sufficient, householders (or carers on behalf of householders) can apply for additional residual waste capacity. DWP officers may assess each application and work with householders and carers to find an appropriate solution. The DWP will seek to provide householders with additional capacity suitable to the householders needs; this could be additional sacks or bigger containers.

Where additional capacity is no longer required due to a change in circumstances, e.g. a person is admitted to a nursing home, the DWP should be informed.

3 | Tailoring recycling capacity

Additional Recycling Material

There are no restrictions on the quantity of recyclable materials that households can recycle providing they store and present the materials appropriately. If a resident has additional recycling that will not fit in the recycling bin or box, the DWP will collect this provided it is presented in a suitable container comparable in size, capacity and dimensions to your recycling box.

If a resident presents additional recycling, paper and card should be kept dry and stored in the wheeled bin. Tins, cans and plastic bottles can be collected from an extra container or recycling box. **Glass bottles and jars must be separated from other recycling materials when presented for collection.** Glass must not be put in the wheeled bin, as it will contaminate the other materials. The DWP is unable to collect any large pieces of cardboard. Large cardboard boxes should be broken down and placed loosely in the recycling bin.

If required, householders will be able to purchase additional 'DWP' recycling wheeled bins or boxes from the partnership. We will only empty wheeled bins that are provided by the DWP. We cannot accept any liability for loss or damage to any container the householder provides for storage and collection of recyclables. If a replacement recycling box, lid or food caddy is required, residents will be advised to collect these from a network of local collection points wherever possible.

Smaller Recycling Wheeled Bins

If a new resident moves into a household with a non-standard recycling bin they will be entitled to the standard service at no extra cost.

If a householder requests to change from a smaller recycling bin to a standard sized container, and they originally requested a smaller recycling bin, then an administration and delivery fee will be levied to make this change.

Following implementation, smaller recycling bins will not be available for householders to request.

4 | Properties unsuitable for wheeled bins

Some properties may not be suitable for the range of containers being provided as standard. If a property meets one or more of the following criteria, it will be deemed unsuitable for wheeled bins and alternatives will be provided. However, householders may still wish to use the containers supplied even if their property meets one or more of these criteria.

- The property is physically incapable of storing wheeled bins **anywhere** within its boundary
- There is no alternative but to wheel the bins through the property **and** no alternative access or storage point
- Where the wheeled bin must be brought up or down a series of
- Where there is no suitable point outside or near to the property to present the wheeled bin for collection
- Any other exceptional circumstances as requested by residents and agreed by the DWP

steps that would present a safety risk or unreasonable difficulty **and** there is no alternative access or storage point

If householders notify the DWP that their property meets one or more of the above criteria DWP officers will assess each application and advise accordingly.

Collection Arrangements for Properties Unsuitable for Use of Wheeled Bins

If a property meets at least one of the criteria above, the DWP may provide the following alternative to the standard wheeled bins:

- authorised sacks for residual waste to be collected every fortnight (table 1 indicates the number of authorised sacks which may be provided);
- 23-litre container and kitchen caddy for food waste to be collected every week; and
- up to three boxes or bags (or a mixture of both) for recycling to be collected every fortnight. One to be used for glass, the others for paper, plastic bottles, cans and tins, and cardboard. An additional, reusable small bag for batteries.

Table 1 | Alternative collection arrangements

Household Occupancy	Number Authorised Sacks/Containers (1 year supply)	
	Residual waste (grey)	Recycling
Up to 4	2 sacks per fortnight	Up to 3 boxes / bags
5	3 sacks per fortnight	Up to 3 boxes / bags
6+	4 sacks per fortnight	Up to 3 boxes / bags

The recycling containers in Table 1 are those to be provided by the DWP. There is no restriction on recycling capacity and other suitable containers may be presented.

Residents will only receive their entitlement of authorised sacks each year and this is the household’s annual allowance. The expectation is that residents will split this equally throughout the year and the DWP reserves the right to only collect the authorised number of sacks per property per collection. We will not collect waste contained in non-authorised DWP sacks, boxes or other loose rubbish.

5 | Assisted collections

Inevitably there will be people within the community who require an enhanced level of service with the waste management process due to a number of conditions either on a permanent or temporary basis. It is essential that provision is made to assist such people.

The Dorset Waste Partnership therefore offers an enhanced level of service in circumstances where the applicant is genuinely incapacitated either temporarily or permanently or has a physical disability which makes it difficult or impossible to present waste and recycling at the kerbside and either:

- a) there is no other able-bodied person living in the same property over 14 years of age or
- b) no family member or neighbour is available to help wheel the bin to the collection point.

As part of these arrangements the applicant will have to:

- i) agree to a permanent alternative collection point and
- ii) if requested to do so, provide proof of incapacity (doctor's note) and
- iii) allow access to containers for the collection crew from 7am onwards. If your property is in Weymouth, Portland, Chickerell or the surrounding area containers need to be put out no later than 6am on the day of collection.

To carry out an assisted collection the collection crew will have to enter private property and the DWP is not liable for any damage caused, unless operatives can be shown to have acted in an unreasonable manner. DWP collection staff are not authorised to enter the residents home.

In order to qualify for this service, residents must request a dispensation by calling Dorset Direct. A home visit may be required but the completion of a simple questionnaire would commence the service. The following questions will be asked as part of the questionnaire:

- Does the applicant have a permanent physical disability, illness or condition which has been diagnosed by a GP?
- Does the applicant have a temporary physical disability, illness or condition which has been diagnosed by a GP?
- Does the applicant have difficulty putting waste out due to age?
- Are there any able bodied persons living in the property aged over 14 years?
- Are there any other members of the family or neighbours who can assist the applicant?

A regular review of all assisted collection applicants will be carried out by the DWP to ensure that support is still needed. Enforcement action will be considered if there is regular and recorded misuse of this system.

In cases where applications for assisted collection are received from residents living in locations which would require the DWP to access long drives or lanes or move containers extended distances it is possible that the DWP will be unable to comply with that request, or an alternative service or location may be offered. In these cases, the final decision on what service can be provided will be made by the Head of Operations.

6 | Collection point for emptying wheeled bins and boxes

Containers should be placed on the kerbside at the boundary/edge of curtilage of the property adjacent to the public road (adopted highway), unless otherwise agreed by the DWP. Wheeled bins and containers must be clearly visible with no restrictions to access.

Where a household is on a private or 'unadopted' road and council collection vehicles have historically accessed this road, the DWP will endeavour to continue to do so. This will be subject to obtaining permissions and/or indemnity against damage from the owner.

Where it is not possible to access the road or permission/indemnity is not received, the normal collection point will be at a suitable position on the nearest adopted

highway or at another point agreed between the household and the DWP. Where the DWP cannot collect from an unadopted road and the partner council previously offered a service, householders will be contacted concerning the revised collection point.

It is the householders' responsibility to ensure, where possible, containers are not placed in such a way that they will cause an obstruction to pedestrians and road users. Containers should not be put out for collection earlier than 6pm on the day before collection, or later than 7am on the day of collection. (If your property is in Weymouth, Portland, Chickerell or the surrounding area containers need to be put out no later than 6am on the day of collection). Ideally, wheeled bin handles should be facing towards the road and the food waste container should be left next to the wheeled bin, box or sack.

After the containers are emptied, the collection crew will return them to the position from which they were collected, providing this is suitable and safe. It is the householders' responsibility to return the containers to within the boundary of their property as soon as possible after they have been emptied and no later than the evening of the day of collection.

Bin lids must be closed and no extra bags or loose residual waste will be collected. Additional recycling will be collected, provided it is in a suitable container, please refer to section 3. It is the householders' responsibility to return uncollected side waste back to their property.

7 | Missed bins and containers

All bins and containers must be presented for collection by 7am on the day of collection, as the DWP is unable to guarantee what time collection crews will arrive to empty them. If your property is in Weymouth, Portland, Chickerell or the surrounding area containers need to be put out no later than 6am on the day of collection.

Where a bin is presented correctly (manner, time, day, place, etc) in accordance with this policy document but has been genuinely missed, the DWP will return to empty it. The DWP will endeavour to collect it within no more than three working days of being notified by the householder.

Where the collection crew is unable to empty a container because it has not been presented correctly (e.g. contains contaminating material), they will leave information indicating why it has not been emptied. In this case, the DWP will not return to empty the bin or container prior to the next scheduled collection. Where a genuine mistake has occurred, additional material may be collected at the next planned collection.

During very cold weather, the food waste in containers can freeze, and on occasion this means they cannot be emptied. In exceptional weather conditions, particularly snow and ice, collections may be suspended. The DWP will make best endeavours to return as soon as conditions have improved and access is possible. Information about alternative collection arrangements will be kept up to date on www.dorsetforyou.com and local media where possible.

There are occasions where collection crews are prevented from accessing bins for collection due to poorly parked vehicles, roadworks, etc. Where this is the case, the DWP will make every effort to return once access becomes available and communicate with householders in affected areas. In exceptional circumstances, if a

collection vehicle is repeatedly restricted from accessing bins, residents may be requested to take wheeled bins, containers or sacks to an agreed alternative collection point. Collection crews will not normally wheel out several containers from roads to an access point for emptying.

Where there are persistent problems with access, and there is no reasonable expectation of accessing a road or area, the DWP may not return to empty missed bins. In this case, the DWP will seek to resolve the access issues with individuals and agencies such as the police and highways authority. A possible solution may be to agree a designated collection point.

The DWP reserves the right to alter collection schedules if required, e.g. public holidays. Information about alternative collection arrangements will be kept up to date on www.dorsetforyou.com and in council newsletters.

8 | Side waste

The standard residual waste capacity that the DWP provides will be sufficient to hold all household waste that householders produce between collections, provided that appropriate use is made of all the containers supplied. Extra bags, boxes and loose residual waste left next to residual waste bins can attract vermin and create litter. Additional residual waste presented alongside the residual waste bin or authorised sacks will be deemed as 'side waste' and will not be collected.

The exceptions to this policy are:

- When collections have been delayed or cancelled (e.g. suspension of service due to severe weather conditions);
- On the first collection after the Christmas period a maximum of an additional two sacks of residual waste will be collected if left next to the residual waste bin or authorised sacks. Residents would be required to use their own sacks for this purpose.

When side waste is not collected, the crew will leave information explaining why it has not been collected. The collection crew will not return to collect side waste. It is the householders' responsibility to take back uncollected side waste onto their property. Side waste left on the highway will be deemed to be fly tipping.

Additional recycling will be collected. Please refer to section 3.

Garden waste will not be collected through the standard scheme. Householders may wish to subscribe to the charged fortnightly garden waste collection service.

Collection of Christmas trees

Arrangements will be made each year during January to allow residents who do not subscribe to the garden waste service to put out their Christmas tree alongside their rubbish bin for collection. The dates from which this service will be available may alter each year due to Christmas collection arrangements, however the DWP will issue press releases and make this information available on www.dorsetforyou.com. Christmas trees collected with the residual waste will be taken for treatment or to landfill.

Residents who subscribe to the optional garden waste collection service can cut up their Christmas tree and place it in their garden waste bin for collection. Logs or large branches (more than six inches in diameter) cannot be collected.

Residents who do not subscribe to the garden waste service but would like their tree to be composted can take it to their local household recycling centre.

9 | Overfilled or overweight bins

Bins should not be overfilled or too heavy for the collection vehicles and crew to move and lift safely. If waste is too compacted, it may not come out of the bin when it is tipped into the collection vehicle. In this case, it will be left in the bin and it will be the householders' responsibility to remove this before the next collection. The householders will be expected to remove items that are too heavy to empty.

The householders should make sure that the bin is not overfilled so that the lid can close completely. The DWP will only empty bins that have the lid closed; a part open lid can obstruct the vehicle's lifting equipment and is a health and safety risk.

10 | Contaminated bins and containers

The DWP will provide communication and information material to ensure householders are aware of what materials to place in containers and will offer help and support where genuine mistakes have been made. Householders must put the correct materials in the correct bin or container to ensure that they are emptied. The DWP is unable to empty bins or containers that are contaminated and in this event will leave information on the bin advising why. The householders will need to remove all contamination from the bin or container before the next scheduled collection or it will not be emptied.

Food Containers

Only food waste may be placed in the food waste container. Ideally, food waste should be put straight into the container, and the container washed out periodically. The DWP understand that some residents would prefer to wrap food before placing it into the container and in this instance the following advice should be adhered to prevent contamination:

- A sheet or two of newspaper can be used to wrap food waste. Other types of paper such as magazines or cardboard are not acceptable;
- Starch or paper compostable liners are available from many supermarkets and local shops. The DWP will only collect food waste containers with liners if they have the following logo;



- No other liners should be used, e.g. plastic bags (including carrier bags marked as biodegradable) as this would contaminate the bin and the DWP will not empty it.

Food waste incorporates all cooked and uncooked food waste including:

- Meat, fish and bones
- Leftovers including plate scrapings
- Pasta and rice
- Eggshells
- Cakes, bread and pastries
- Tea bags and coffee grounds
- Fruit and vegetable peelings
- Cheese and dairy produce

If any other materials apart from 'food' are found in the food waste container information will be left and the container will not be collected. Oil and other liquids are not permitted in the food waste container.

Recycling Containers

Householders must only put the recycling material as detailed below in their recycling bin and container. Any other material found in the bin and containers will be deemed as contamination and the container may not be collected.

Material collected for recycling will be:

240-litre Wheeled Bin

- Paper and light card
- Corrugated cardboard
- Tins, cans and aerosols
- Plastic bottles and food containers, e.g.:
 - Fizzy drink bottles and squash bottles
 - Milk bottles
 - Detergent bottles
 - Shampoo and shower gel bottles
 - Yoghurt pots
 - Margarine tubs
 - Ice cream containers
 - Non-polystyrene meat trays

Kerbside Recycling Box

- Glass bottles and jars
- Batteries (in a plastic battery bag)

If any other materials apart from those listed are found in the recycling bin or container, information will be left and the bin or container will not be collected. Plastic collection does not include:

- Plant pots
- Plastic garden furniture
- Carrier bags
- Expanded polystyrene
- Plastic films
- Crisp packets and sweet wrappers
- CD cases

The DWP reserves the right to charge for emptying of contaminated recycling bins if requested to do so.

Residual Waste Containers

Residual waste (rubbish) is the waste that cannot be recycled or composted as part of the standard service. However, some materials cannot be disposed of in the residual waste bin. Residents should not put the following items into the residual waste bin:

- Broken glass unless safely wrapped or contained within a wheeled bin;
- Syringes / clinical waste;
- Garden waste;
- Liquid paint and oil;
- Gas canisters
- Rubble, stone, soil and gravel;
- Commercial waste;
- Hot ashes;
- Hazardous waste.

Separate arrangements may be made for the collection of most of these materials, although a charge may be made. Alternatively, most of these materials may be taken to a local household recycling centre.

11| Responsibility and ownership of bins and containers

All bins and other containers supplied free of charge by the DWP remain the property of the DWP. Householders are responsible for keeping the bins and containers safe, clean and reporting any bins that are damaged, lost or stolen. We will replace any containers that become faulty through fair wear and tear. The DWP reserves the right to make a charge to replace any containers damaged because of misuse by the householder.

All new wheeled bins provided by the DWP will be fitted with an electronic identification tag. This will enable us to trace bins that have been stolen or lost.

The DWP will remove any containers that are identified as unauthorised or that have previously been reported as lost or stolen from another address.

The DWP is not responsible for cleaning bins. There are companies that provide a wheeled bin cleaning services.

Wheeled Bin Damaged During the Collection Process

On occasion, wheeled bins are damaged during the collection process. Where this occurs the DWP will replace the wheeled bin as soon as is reasonably practicable, free of charge.

Stolen Wheeled Bin

If a householder suspects that their bin has been stolen, they should contact the DWP in the first instance. If it is believed the bin has genuinely been stolen the householder will be required to report this to the police and obtain a police reference number. Once the DWP receives this information from the householder and is satisfied it is a genuine case of theft, the bin will be replaced free of charge.

Antisocial Behaviour

If a resident has been subject to antisocial behaviour and their containers have been damaged through no fault of their own the DWP will replace the containers free of charge provided the DWP have been advised of the incident and a police reference number can be provided.

12 | Moving home

Leaving

If a resident moves house they must leave all bins, boxes, containers and authorised sacks behind in a clean condition ready for the next occupant.

Moving In

Residents who have recently moved into a property are entitled to the standard service and they should contact the DWP if they have non-standard sized containers at the property. If the previous occupant has left behind a contaminated bin, the DWP will empty it on the first occasion when notified.

13 | Isolated or inaccessible properties (restricted access)

Wherever possible, the DWP will endeavour to provide the full standard waste and recycling collection service. In some exceptional circumstances, alternative collection arrangements may have to be made and operational managers will make best endeavours to offer a form of recycling.

14 | Communal properties

The DWP will seek to provide a service to residents of flats and other communal properties that is equivalent to the standard service. This may include shared bins for recycling, residual waste and food waste. Due to variances in layout of communal properties, each will be assessed by the DWP to agree the collection service to be provided to that location.

In some circumstances, such as large blocks of flats, the DWP will require the name of a contact person for the site and it will be that person's responsibility to notify the DWP of any changes in circumstances or issues that may occur.

Where shared bins are used and the DWP experiences problems of persistent contamination, recycling facilities may be restricted, changed or withdrawn. The DWP reserves the right to charge to clear bins of contaminates.

15 / New developments

New roads are often not adopted by the highway authority (Dorset County Council) until 12-24 months after completion. Whilst building is ongoing, the DWP will make every effort to collect from properties where possible. However, each new development will be assessed individually and the following requirements must be met:

- Where a road is to be adopted, has been completed, and can be safely accessed by collection vehicles, collections will commence. However, collections can only start once a suitable risk assessment has been completed
- For new unadopted roads, the DWP would provide a service if the landowner offers an indemnity against damage and where there is no significant operational difficulty.

- For larger developments, the site will be risk assessed in stages and the DWP will liaise with the developer/site agents to agree suitable collection points to which access can be gained. This may require a number of risk assessments over a period of time
- Any properties that are occupied but cannot be provided with kerbside collections will be required to present their containers at an agreed point
- Adjustments to the service may need to be considered during the interim stages as there may not be any suitable collection points for multiple wheeled bins/boxes etc

Additional information is available in a separate document 'recycle for Dorset Guidance for Developers' regarding the Recycle for Dorset service.

16 | Controlled Waste Regulations 2012

In April 2012, the new Controlled Waste Regulations 2012 came into force. The new regulations reclassify waste from some types of premises as chargeable commercial waste, whereas under the previous legislation it was collected free of charge. Key businesses this affects includes providers of self-catering accommodation, B&Bs, camping and caravan sites. Full details of the agreed DWP policy implementing these new regulations can be made available by contacting the DWP commercial waste team.

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