

Dorset Waste Partnership Joint Committee

Minutes of the meeting held at Christchurch Borough Council, Civic Offices, Bridge Street, Christchurch, BH23 1AZ on Monday, 13 June 2016.

Present:

Anthony Alford (West Dorset District Council) (Chairman)

Members Attending

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), Kevin Brookes (Weymouth & Portland Borough Council) and Graham Carr-Jones (North Dorset District Council).

Other Members in attendance

Ian Roebuck, Weymouth & Portland Borough Council (Observer)
Jeff Cant, Weymouth & Portland Borough Council (Observer)

Dorset Waste Partnership Officers Attending:

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

Other Officers in attendance

Steve Mackenzie (Purbeck District Council), Lindsay Cass (Christchurch and East Dorset Borough Councils), Graham Duggan (Dorset Councils Partnership), Rupert Bamberger (South West Audit Partnership), Rebecca Kirk (Purbeck District Council), Larry Austin and Shelly Standhaft (Bournemouth Borough Council).

- (Notes:(1) Publication In accordance with paragraph 8.4 of Schedule 1 of the Joint Committee's Constitution the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date. Publication Date: **20 June 2016**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Joint Committee to be held on **Monday, 12 September 2016.**)

Election of Chairman

- 15 **Resolved**
That Anthony Alford be elected Chairman of the Joint Committee for the year 2016/17.

Appointment of Vice-Chairman

- 16 **Resolved**
That Michael Roake be appointed Vice-Chairman of the Joint Committee for the year 2016/17.

Apologies for Absence

- 17 Apologies for absence were received from Robert Gould, Ray Nowak and Michael Roake.

Code of Conduct

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

Terms of Reference

19 The Joint Committee noted its Terms of Reference.

Minutes

20 The minutes of the meeting held on 29 February 2016 were confirmed and signed.

Exclusion of the Public**Resolved**

That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for minute numbers 22 and 23 because it was likely that if members of the public were present, there would be a disclosure to them of exempt information as defined in the paragraph 3 of Part 1 of Schedule 12A and the public interest in withholding the information outweighed the public interest in disclosing that information.

Strategic Waste Facility (Paragraph 3)

22 The Joint Committee considered an exempt report concerning the Strategic Waste Facility with Bournemouth Borough Council.

Resolved

- (i) that the steps set out in the report be approved;
- (ii) that an update report on progress be received at future meetings.

Reason for Decisions

To allow the DWP to provide cost effective management of dry mixed recyclate.

Strategic Waste Transfer Facility for Central Dorset

23 The Joint Committee considered a report by the Director of the Dorset Waste Partnership which provided an update on the business case for the construction of a new strategic waste transfer facility in central Dorset. This would replace the current waste transfer station (WTS) in Blandford and include a modern Household Recycling Centre (HRC), depot and vehicle maintenance facility to replace the depot in Shaftesbury.

The Joint Committee considered the business justification in the appendix to the report which was exempt information under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Director reported that members of the Joint Committee had been invited to attend a site visit to the WTS in Blandford and had also been sent an e-mail video link in order to understand some of the practical difficulties with the existing arrangements.

The need for a waste transfer station had been set out in a previous options report to the Joint Committee in 2011, in order to increase flexibility and reduce reliance on facilities provided by third parties, some of which were due to end.

A greenfield site for a purpose built facility and other potential sites had been identified in the Waste Local Plan. Discussions were ongoing with the owners of the current WTS and the DCC/DWP site in Blandford and these options needed to be investigated and members kept informed of progress.

Members highlighted the need to move forward at pace, particularly given that 1200 new homes had been identified for Blandford in the Local Plan. Members who had participated in the site visit to the Blandford WTS had been made aware of the

limitations of the site and the detrimental impact on its operation.

The Chairman highlighted that the absence of adequate infrastructure had been identified as a high risk within the DWP risk register and suggested that it would be essential to ensure that the business case was maintained and up to date throughout this process.

Following the discussion and confirmation that there were no questions in relation to the exempt appendix 4 of Item 10 - Finance Report June 2016, the Chairman advised consideration of exempt information by the Joint Committee had concluded and that the meeting would be open to the public and press from this point forward.

Resolved

- (i) that the proposal for a new strategic waste transfer facility in central Dorset as outlined in the business case to include a household recycling centre, waste transfer station, and potentially depot and vehicle maintenance workshop be approved;
- (ii) that taking an Option on a suitable site(s) in the Blandford area and land purchase subject to planning consent for the facility if this is considered beneficial by the Director of the DWP after consultation with the Chair of the Joint Committee be approved;
- (iii) that the application for prudential borrowing through Dorset County Council for construction of the new waste transfer facility be approved;
- (iv) that extension of the lease or negotiation of purchase of the freehold of the existing waste transfer and HRC site in Blandford, on terms to be agreed by the Director of the DWP after consultation with the Chair of the Joint Committee and the Director for Environment and Economy (DCC) as lessee be approved.

Reason for Decisions

To secure a key site(s) in Blandford for the development of a strategic waste transfer facility in central Dorset which would provide the capacity to maximise the benefits of operational efficiency and resilience to provide business continuity now and in future years.

Public Participation

24 **Public Speaking**

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

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

25 The Joint Committee considered its forward plan and were informed of the following additional items to be considered at the meeting on 12 September 2016:-

- Bin Replacement Policy
- Fly Tipping Fixed Penalty Notices

In response to a question, officers advised that regular updates on a strategic waste transfer facility in central Dorset would be included in the Member newsletter until such time as a formal decision was required by the Joint Committee.

Noted

Scheme of Delegation and 2017 Schedule of Meetings

26 The Joint Committee considered a report by the Clerk to the Dorset Waste Partnership which recommended a scheme of delegation and schedule of meetings for approval.

The Joint Committee was advised that the scheme of delegation reflected the provisions of the current Inter Authority Agreement (IAA). This was an interim measure until such time as the new IAA was formally agreed and signed by the partner authorities. A further report would be considered in September 2016 with a revised Scheme of Delegation which would reflect the new IAA. Members were reminded that the Scheme of Delegation for People Management Matters applied to DWP staff as Dorset County Council was the host authority.

The Clerk reported that there were different requirements for the number of meetings set out in the current and proposed IAA, the latter requiring the Joint Committee to meet on at least one occasion to set the budget. She confirmed that the schedule of meetings set out in the report would meet the requirements of both and satisfied the budget setting process.

Members were updated that the latest meeting at which a partner authority would consider the IAA would take place on 27 July 2016 which would allow the new IAA to be signed and confirmed at the next meeting of the Joint Committee on 12 September 2016. In response to a question it was confirmed that arrangements for the DWP Scrutiny Group would be clarified at this time and that the Clerk would respond to the member following the meeting in relation to a specific point raised on the nature of the membership of this group.

Resolved

- (i) That the proposed scheme of delegation be approved;
- (ii) That the proposed schedule of meetings be approved.

Reason for Decisions

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

Financial Report June 2016

27 The Joint Committee considered a joint report by the Treasurer and the Finance and Commercial Manager to the Dorset Waste Partnership. The Treasurer outlined the recommendations contained in the report.

A Member asked whether there would have been a difference in the underspend in the budget in 2015/16 had there not been a significant underspend in capital funding during the year.

The Treasurer confirmed that there would have been a different outturn in 2015/16 had capital funding not been deferred. As this funding had been carried forward it would not have an undue impact on the 2016/17 budget. The capital budget had been effectively postponed and was largely due to the delay in progression of the Blandford scheme.

Resolved

- (i) That the outturn position for 2015/16 be noted;
- (ii) That the final capital expenditure position for 2015/16 be noted;
- (iii) That the discontinuation of the 1% reserve, in anticipation of the adoption of the new Inter Authority Agreement, and return appropriate shares to partners in accordance with Appendix 3 be approved;
- (iv) That transfer of the 2015/16 revenue underspend of £519,584 to a Budget

Equalisation Reserve be approved.

Reason for Decisions

The Joint Committee monitored the Partnership's performance against budget and scrutinised actions taken to manage within budget on behalf of partner Councils.

Update on the Dorset Waste Partnership Medium Term Financial Plan (MTFP)

- 28 The Joint Committee considered a report by the Director of the Dorset Waste Partnership providing an update on the financial position for the Medium Term Financial Plan.

The Finance and Commercial Manager introduced the report and advised that the Leaders and Chief Executives Group would be discussing the level of savings to be applied to the service in future and that the Commissioning Group had also been tasked to explore significant savings and consider what might be achievable pending a formal position agreed by the partner Councils. The outcome of these discussions would be reported back to the Joint Committee in September 2016.

A Member highlighted that service levels should not suffer in the rush to produce huge savings. The Chairman further expressed the opinion that there should be coherence in terms of looking at the overall service and ensuring that savings were explored from both the collection and disposal sides of the business and not just those parts of the operation that were easiest to cut.

Noted

South West Audit Partnership - Half Yearly Review (including an update on the 37 point action plan)

- 29 The Joint Committee considered a report by the Assistant Director of the South West Audit Partnership (SWAP) which provided an update on progress of recent audit work on the DWP Project Management and a follow up of SWAP recommendations from previous audits. Members were also advised of the planned programme of work in 2016/17. This was the first of 2 reports to be considered by the Joint Committee each year in order to provide an update on significant findings arising from audit work which would refer back to the 37 point management action plan wherever possible.

The Chairman asked about the status of work in relation to the Waste Management Facility and was advised that this was currently underway and was subject to the decision taken by the Joint Committee that day.

Noted

Performance Indicator Monitoring - Quarter Four and Annual Performance (2015/16)

- 30 The Joint Committee considered a report by the Interim Head of Service (Strategy) which set out the fourth quarter and annual performance statistics together and new KPI targets for 2016/17. A revised copy of Appendix 6 of the report had been circulated to the Joint Committee due to an incorrect calculation in some data contained in the graphs.

The report was introduced by the Interim Head of Service (Strategy) who highlighted areas in the fourth quarter and annual performance statistics indicated as red using the RAG system. She reported that the number of complaints had decreased overall, but remained high during 2015/16 and that work was continuing to reduce sickness levels. Incidences of fly tipping had also increased which followed a national trend. It was felt that this may have been due to restrictions placed on HRCs at neighbouring authorities, however, it would not be possible to measure this impact.

Members were advised that the direction of travel in relation to the cost of HRC's per

household had increased and not decreased as indicated in the report. Further clarification was also given on the direction of travel for performance indicators in relation to kerbside collected food waste and the number of fly tipping incidents.

It was proposed to e-mail the performance information in future to ensure that quarterly data was made available at an earlier stage and that members were kept up to date. The Chairman requested that this information was also communicated to the Partner Authorities so that they could include this information in their own performance reports whenever necessary.

Resolved

- (i) That the fourth quarter and annual performance of the DWP against the agreed performance indicator targets be noted;
- (ii) That the 2016/17 targets for the agreed KPI's be approved;
- (iii) That quarterly and annual KPI information is received via email for 2016/17 onwards.

Reason for Decisions

To inform the Joint Committee of the DWP performance against the performance indicator targets and allow for more timely reporting of information from 2016/17 onwards.

Corporate Risk Register

- 31 The Committee considered a report by the Interim Head of Service (Strategy) presenting the current corporate risk register of the Dorset Waste Partnership.

A new risk to potential changes to the DWP through unitary and / or combined authority had been added to the register and officers were currently working out what this would mean for the DWP.

A Member asked about the significant risks around the budget outturn and the Treasurer confirmed that both the risk and residual risk remained high due to volatility in the budget.

Noted

Bring Bank Review

- 32 The Joint Committee considered a report by the Director of the Dorset Waste Partnership that set out the usage and costs of the bring bank service following introduction of the recycle for Dorset and subsequent rationalisation of bring bank sites.

The Director introduced the report which identified continued reduction in the use of the bring banks and increasing costs. The report recommended an option to remove banks for glass, paper, plastics and cans which formed part of the kerbside collections, whilst retaining banks for textiles (which generated an income), small electrical items, foil and beverage cartons, resulting in a saving of £121,000.

A map demonstrated that Dorset continued to be well served by HRCs and some supermarkets that provided bring banks.

Resolved

- (i) That the removal of DWP bring banks for materials collected in the recycle for Dorset service and retention of bring banks for textiles, electronic goods, foil and beverage cartons at existing sites be approved;
- (ii) That authority be delegated to the Director of DWP, after consultation with the Chair of Joint Committee, for any further changes to the bring bank service.

Reason for Decisions

To further reduce the costs of the bring bank service following the introduction of the recycle for Dorset kerbside service.

Questions from Councillors

33 No questions were asked by councillors under host authority standing order 20(2).

Meeting Duration: 10.00 am - 11.45 am