



Chiltern & Wycombe Joint Waste Collection Committee

Thursday, 20th December, 2012 at 10.30 am

Cabinet Room, King George V House, King George V Road, Amersham

A G E N D A

- 1 Evacuation Procedures
- 2 Chairman / Vice-Chairman
The Constitution of the Joint Waste Collection Committee states that appointments shall be made for a maximum period of 2 years, and the first Chairman shall be a Member of the Non-Host Authority and the first Vice-Chairman shall be a Member of the Host Authority. Thereafter, the chairmanship and vice-chairmanship shall alternative between the Councils.

As such, the Joint Waste Collection Committee is asked to note that Councillor Mrs A Jones is appointed Chairman, and that Councillor P E C Martin is appointed Vice-Chairman for a maximum period of 2 years.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Forward Plan (*Pages 1 - 2*)
Appendix 1 (Pages 3 - 6)
Appendix 2 (Pages 7 - 8)
- 6 Minutes of the Joint Waste Collection Board - 22 November 2012 (*Pages 9 - 12*)
Members are asked to note the Minutes of the Joint Waste Collection (Member) Board held on 22 November 2012.

7 Exclusion of the Public:

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

8 Programme & Risk Report (*Pages 13 - 18*)

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Appendix 1 (Pages 19 - 20)

Appendix 2 (Pages 21 - 22)

9 Schedule of Meetings:

Members are asked to agree the following schedule of meetings:

Date of Meeting	Location	Room
Thursday 31-Jan-13	WDC	Committee Room 1
Thursday 21-Feb-13	CDC	Cabinet Room
Thursday 21-Mar-13	WDC	Cabinet Room
Thursday 25-Apr-13	CDC	Cabinet Room
Thursday 23-May-13	WDC	Committee Room 1
Thursday 27-Jun-13	CDC	Cabinet Room
Thursday 25-Jul-13	WDC	Committee Room 1
Thursday 22-Aug-13	CDC	Cabinet Room
Thursday 19-Sep-13	WDC	Committee Room 1
Thursday 24-Oct-13	CDC	Cabinet Room
Thursday 21-Nov-13	WDC	Committee Room 1
Thursday 19-Dec-13	CDC	Cabinet Room

Please note: meetings start at 10.30 am.

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Chiltern & Wycombe Joint Waste Collection Committee

Councillor Mrs Audrey Jones (Chairman)	Wycombe District Council
Councillor Peter Martin (Vice-Chairman)	Chiltern District Council
Councillor Roger Emmett	Wycombe District Council
Councillor Graham Harris	Chiltern District Council

Date of next meeting – Thursday, 31 January 2013

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This Agenda should be considered as a Notice – under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – of an intention to meet in private to consider any items listed on the Agenda under Private Reports. The reason for the item being considered in private, that being the relevant paragraph number and description from Schedule 12A of the Local Government Act 1972 is detailed on this Agenda. Representations received (if any) regarding the items being considered in private (together with any response) are also detailed on this Agenda.

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
20 DECEMBER 2012**

FORWARD PLAN / 28 DAY NOTICE

Contact Officer: Alan Goodrum (agoodrum@chiltern.gov.uk – 01494 732001)

RECOMMENDATION

The Joint Waste Collection Committee is asked to note the draft 28 Day Notice / Forward Plan (*Appendix 1*) which is due to be published on 2 January 2013.

Report

1. The Access to Information Regulations 2012 place a requirement on Councils to publish a notice 28 days before every meeting, with responsibility to discharge executive functions, detailing all Key Decisions and Private Reports that are due to be considered. This includes the Chiltern & Wycombe Joint Waste Collection Committee. The [28 Day Notice / Forward Plan](#) are published on the Council's website.
2. For Private Reports not given 28 clear-days notice – the relevant Overview Chairman of both authorities must give consent to the item being considered (***Appendix 2***).

Background Papers: None

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at www.chiltern.gov.uk/democracy

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
(JWCC)**

Meeting: 31 January 2013 (Committee Room 1, WDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
Yes	Paper Sort Facility:		JWCC 31 January	Yes (Paragraph 3)	Kitran Eastman 732149
Yes	Pre-Communications Plan:		JWCC 31 January	No	Kitran Eastman 732149
Yes	Cost Partition:		JWCC 31 January	Yes (Paragraph 3)	Alison Howes 732141
No	Programme Report: To receive an update on the Programme to date.		JWCC 31 January	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 21 February 2013 (Cabinet Room, CDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
Yes	Communications Plan:		JWCC 21 February	Yes (Paragraph 3)	Kitran Eastman 732149
Yes	Staff Structure: To note the new staff structure for the Joint Waste Team.		JWCC 21 February	Yes (Paragraph 4)	Kitran Eastman 732149
Yes	Joint Waste Collection Committee Budget Report:		JWCC 21 February		Alison Howes 732141
No	Programme Report: To receive an update on the Programme to date.		JWCC 21 February	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 21 March 2013 (Cabinet Room, WDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Procurement - Lessons Learnt:	Joint Scrutiny Task & Finish Group TBC	JWCC 21 March	Yes (Paragraph 3)	Kitran Eastman 732149
No	Programme Report: To receive an update on the Programme to date.		JWCC 21 March	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 25 April 2013 (Cabinet Room , CDC)**Appendix 1**

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 25 April	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 23 May 2013 (Committee Room 1, WDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 23 May	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 27 June 2013 (Cabinet Room, CDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 27 June	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 25 July 2013 (Committee Room 1, WDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 25 July	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 22 August 2013 (Cabinet Room, CDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 22 August	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 19 September 2013 (Committee Room 1, WDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 19 September	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 24 October 2013 (Cabinet Room, CDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 24 October	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 21 November 2013 (Committee Room 1, WDC)

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 21 November	Yes (Paragraph 3)	Kitran Eastman 732149

Meeting: 19 December 2013 (Cabinet Room, CDC) **Appendix 1**

Key Decision (Y/N) ¹	Report Title & Summary ²	Date to Overview ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report: To receive an update on the Programme to date.		JWCC 19 December	Yes (Paragraph 3)	Kitran Eastman 732149

Appendix 1

- 1 The Council's Constitution defines a 'Key' Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-
- result in expenditure (or the making of savings) over £30,000 and / or
 - have a significant impact on the community in two (or more) district wards.

and

- relates to the development and approval of the Budget; or
- relates to the development, approval and review of the Policy Framework, or
- is otherwise outside the Budget and Policy Framework.

As a matter of good practice, this Notice also includes other items – in addition to Key Decisions – that are to be considered by the Cabinet. This additional information is provided to inform local residents of all matters being considered.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – www.chiltern.gov.uk/democracy – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.

- 3 In order to support the work of the Cabinet and to enhance decision-making, reports are often presented to an Overview Committee for comment before going to the Cabinet. As such, this Notice also includes information on which Overview Committee (if any) will also consider the report, and on what date. The Council's three Overview Committees are:

- Community & Environment (C&E),
- Housing & Planning (H&P)
- Performance & Resources (P&R)

Further information on the Council's Committees can be found at www.chiltern.gov.uk/democracy

- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 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
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 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
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – www.chiltern.gov.uk/democracy

Contact: Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: chiefexecs@chiltern.gov.uk; tel: 01494 732143

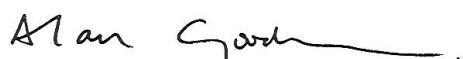
Notice Issued under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to consider a report in private

Regulation 5 of the above Regulations requires 28 clear-days notice of a decision-making body's intention to meet in private, including a statement of the reasons for the meeting to be held in private.

Where the date by which a meeting must be held makes compliance with this regulation impracticable, the meeting may only be held in private with the agreement of the Chairman of the relevant Overview & Scrutiny Committee that the meeting is urgent and cannot reasonably be deferred. Once agreement is reached a notice must be published setting out the reasons why the meeting is urgent and cannot reasonably be deferred.

Decision to be taken	Decision-Maker & Date	Reason Private	Reason Regulation 5 Not Complied With
Programme Report: to update Members with the progress made on the programme to date.	Chiltern & Wycombe Joint Waste Collection Committee 20 December 2012	Paragraph 3 & 4 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	After drafting the update report, and highlight report for the new joint waste collection Committee it has become evident that it should sit in a closed session. This is due to the following areas within it: Procurement Project – updates of the procurement, bids submitted by unsuccessful tenders and legal advice Mobilisation – details on the technical solution proposed by the bidder, and their contract negotiations with third parties HR – Details included on the ongoing consultation with staff regarding the waste team restructure. Including proposals, grading, and the consultation progress. Due to the timescales involved these decisions cannot reasonably be deferred.

Approval for this item to be considered in private by the Chiltern & Wycombe Joint Waste Collection Committee on 20 December 2012 was received from Councillor A Bacon (Chairman of the CDC Community & Environment Overview Committee) & Councillor R Gaffney (Chairman of the WDC Improvement & Review Commission) who agreed that the item was urgent and could not reasonably be deferred.



Alan Goodrum
Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **12 December 2012**



MINUTES of the Meeting of the CHILTERN AND WYCOMBE JOINT WASTE COLLECTION (MEMBER) BOARD

held on **22 NOVEMBER 2012** at **Committee Room 1, Wycombe District Council, Council Offices, Queen Victoria Road, High Wycombe, Bucks HP 11 1BB**

PRESENT:

Councillors:	P E C Martin	Chiltern District Council	- Chairman
	Mrs A Jones	Wycombe District Council	
	G K Harris	Chiltern District Council	
Officers:	K Eastman	Chiltern & Wycombe Senior Waste Officer	
	R Prance	Chiltern District Council	
	C Hughes	Wycombe District Council	
	A Goodrum	Chiltern District Council	
	I Westgate	Wycombe District Council	
	S Markham	Chiltern District Council	
	A Howes	Chiltern District Council	
	C Marchant	Chiltern District Council & South Bucks District Council	
	B Smith	Chiltern District Council & South Bucks District Council	

APOLOGIES FOR ABSENCE were received from J Benson (Chiltern District Council) and Councillor R Emmett (Wycombe District Council).

63 MINUTES

The Minutes of the Joint Waste Collection Board held 25 October 2012 were agreed as a correct record.

64 DECLARATIONS OF INTEREST

There were no declarations of interest.

65 MEMBER ENGAGEMENT: MEMBER BRIEFINGS UPDATE

The briefings took place at both CDC on 13th November and WDC on 12th November, and provided an opportunity for Councillors to ask questions and discuss concerns. The progress that had been made so far was considered and positive comments had been received. It was noted that it was important to keep Members informed and a copy of the briefing note had been circulated to all Members, including the Councillors who were unable to attend the Briefings.

66 COST PARTITION & PROGRAMME EXPENDITURE COSTS UPDATE

An update was presented on the procurement programme costs and cost partition. The principals were presented in the report and in summary, aim to ensure that neither partner authority was disadvantaged by the agreement.

The General Apportionment Method has been agreed based on the number of households within each district as that element was the key driver of costs. The data has been provided by Waste Dataflow and comes from the National Audit Office and relates to households in 2010/11 (the information was updated regularly but there was a time lag before new data was presented). Data over the last 4 years has been compared and there have been only minor changes observed.

Each of the Bills of Quantities have been individually reviewed and set out in the report. The overall expected savings were listed in the table in Paragraph 18. These figures were lower than the original expected savings because they have been updated to reflect current prices. The increased income however, from recycling credits once recycling rates were higher under the full services roll out and the income for CDC from Green Waste charges had not been included in these figures.

Procurement Programme Costs were discussed and it was advised that the only significant change was the unexpected cost of the extra 6 month delay at the procurement stage. Councillors requested more detail of the various expenses listed in appendix 3. The board was also informed that the Capital sum option provided in the tender process would not be taken up by Serco.

RESOLVED –

That the programme report be noted.

67 JOINT WASTE COLLECTION COMMITTEE – TERMS OF REFERENCE

The Board were reminded that the status of the Joint Waste Collection Board would be changing at the next meeting and would become the Joint Waste Collection Committee. Its meetings would be public except for private papers which would require 28 days notice.

Both Cabinets and/or Councils would need to agree the Terms of Reference as set out in the report. It was noted that the current members were expected to be nominated to the new committee and a formal election of the Chair and Vice-Chair would take place at the beginning of the next meeting.

RESOLVED –

That the Cabinet of each Authority be asked to appoint Councillor Graham Harris from Chiltern and Councillor Roger Emmett from Wycombe serve as the non-Cabinet member on the Joint Waste Collection Committee in accordance with the Terms of Reference of that Committee.

68 WASTE POLICY HARMONISATION

The report outlined the considerable progress made in harmonisation of policy between the two authorities. The report was presented to the Joint Scrutiny Task & Finish Group on Tuesday, 20th November and received backing for the policy as presented. The group discussed the size of residual waste bins and the pros and cons of each size. It was noted that the increase in recycling capacity would increase the overall quantity of waste collected but that residents who were used to using black sacks may find it difficult to adjust to a small wheelie bin. It was therefore suggested that a 180 litre bin be provided initially with a view to future reductions for new households and where bins were replaced.

Schools were currently not charged for waste collection but changes in legislation enable Schedule 2 properties including schools to be charged the full cost of their waste collection and disposal. Bucks County Council (BCC) were looking to recover the cost via the District Councils. It was recommended that schools be charged for residual waste but not for recycling during 2013/14. This can be reviewed once the recycling schemes were fully rolled out and BCC charging changes take effect.

For CDC, the issue of charging for Garden Waste was discussed and the various options considered. It was important to keep the cost of charging to a minimum because some residents currently had a free service and so a further report would be prepared with recommendations and costs.

It was also suggested that an equality impact assessment be carried out at this stage.

RESOLVED –

That the report be noted.

69 NEW STAFF STRUCTURE

The staff structure has been drafted and Management Team approval would be sought for the re-structure. Personnel Committee would also be considering the proposal and whilst it was a Chiltern District Council operating decision, the partnership was to be kept informed and would be provided with the staff consultation document when available.

RESOLVED –

That the report be noted.

70 JOINT WASTE DATA REPORTING

This report was deferred to a future meeting.

71 PROGRAMME REPORT & RISK REGISTER

A meeting had recently taken place with BCC who were updated with the outcome of the procurement process. Regular meetings have been set up to enable monitoring and mobilisation issues.

Serco have completed their service delivery plan and the documentation was being reviewed by the legal team for the contract to be signed at the end of November.

IT/Contender was progressing well with training for Customer Services staff completed and further modules planned. Communication with the Customer Services team was important to ensure they were trained and ready in time for the joint contract to begin in March.

The Task and Finish Group on Tuesday had inspected the proposed livery for the vehicles and approved the chosen colours and 2 individual logos but the strapline had not been finalised. These suggestions would be circulated to members shortly.

With regard to UPM, at the pre-bid stage there was agreement in principal but since Serco attained preferred bidder status there had been no further progress. The legal team would try to assist Serco in reaching a conclusion on how to reach a suitable conclusion.

In addition the member communications workshop was to be scheduled for January 2013 and the signing of the contract to be completed before the next meeting.

Risk Register – Most of the risks previously identified remain the same although the process delay risk had been removed. In addition the member communications workshop was to be scheduled for January 2013 and the signing of the contract to be completed before the next meeting.

RESOLVED -

That the programme report be noted.

72 DATE OF NEXT MEETING:

The group noted the date of the next meeting, which was expected to be the first meeting of the new Joint Waste Collection Committee:

Thursday, 20 December 2012 at 10.30 am (Cabinet Room, Chiltern District Council).

The meeting ended at 12.45 pm

Item 8

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix 2

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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