



**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**