



# Chiltern & Wycombe Joint Waste Collection Committee

Thursday, 21st February, 2013 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 Minutes (*Pages 1 - 6*)  
To agree the Minutes of the meeting held on 31 January 2013.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 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.
- 6 Service Level Agreement (*To Follow / Verbal Report*)  
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 7 Programme Report & Risk Register (*Pages 7 - 14*)  
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)  
*Appendix 1 (Pages 15 - 16)*

**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, 21 March 2013 (WDC)**

**If you would like this document in large print or an alternative format please contact 01494 732145; email [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk)**

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.



**MINUTES of the Meeting of the  
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE  
held on 31 JANUARY 2013  
at WYCOMBE DISTRICT COUNCIL**

**PRESENT:** Councillor Mrs A Jones - Chairman  
(Wycombe District Council)  
“ P E C Martin - Vice Chairman  
(Chiltern District Council)

Councillor: R Emmett (Wycombe District Council)

Officers: K Eastman (Chiltern & Wycombe Senior Waste Officer), A Goodrum (Chiltern District Council & South Bucks District Council), A Howes (Chiltern District Council), C Hughes (Wycombe District Council), C Marchant (Chiltern District Council & South Bucks District Council), S Markham (Chiltern District Council), R Prance (Chiltern District Council & South Bucks District Council) and I Westgate (Wycombe District Council)

**APOLOGIES FOR ABSENCE** were received from Councillors G K Harris (Chiltern District Council)

**1 MINUTES**

The Minutes of the Joint Waste Collection Board held on 20 December 2012 were agreed as a correct record.

In relation to Minute 6 – Programme and Risk Report – it was noted that the item on performance reporting had been rolled forward and would be considered at a forthcoming meeting. Regarding waste policy harmonisation it was noted that the colour of the recycling receptacle had been agreed at CDC, and this was consistent with what had been agreed at WDC. It was confirmed that Wycombe had also delegated authority to officers in consultation with the Portfolio Holder to agree the policy with minor changes. It was confirmed that the Chiltern Personnel Committee agreed the new Waste Management Team structure at the meeting held on 23 January 2013.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 3 UPDATE ON PROCUREMENT COSTS, COST PARTITION AND BUDGET

Members considered a report providing an update on the project procurement costs and progress on the cost partition and budget. The Committee noted the total procurement programme costs of £875,174, which included the additional costs for further work completed by external legal advisors. Members recognised that it was important to consider the procurement costs in the context of the payback and service improvements from the new joint waste contract. In response to a question it was noted that no additional costs for external legal advice were anticipated.

The work carried out by external legal advisors in relation to the IAA between the County and District Councils was separate from the Chiltern and Wycombe procurements costs and had not been included. There was a discussion on the options for referring legal costs associated with the IAA to the Joint Waste Committee for Bucks. Clarification had been sought from BCC regarding the position with regards to the agreement of the IAA.

#### **RESOLVED –**

**That the report be noted.**

### 4 EXCLUSION OF THE PUBLIC:

#### **RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

### 5 LONDON ROAD DEPOT - PAPER SORT FACILITY

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

The Committee considered a report providing an update on the London Road Paper Sort Facility and noted that the request received from one of the interested parties was under discussion between all partner authorities and would be addressed in due course.

#### **RESOLVED –**

**That the report be noted.**

## 6 PRE-COMMUNICATIONS PLAN

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

The Committee received an update on communications activities to date. It was noted that the joint branding had now been agreed and the timescales for delivery of leaflets to households was also provided. Member seminars had been arranged at both authorities and County Councillors had also been invited to attend. Committee Members agreed to canvass Member attendance at the seminars via informal networks.

### **RESOLVED –**

**That the report be noted.**

## 7 PROGRAMME REPORT

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

The Committee considered a report providing an update on the programme to date and during which the following key points were made:

### **Contract**

The contract had been submitted to the contractor for any final amendments and would be signed in due course.

### **Bio Waste Infrastructure**

The provision of bio waste infrastructure remained a red risk. The County Council were working to provide an interim solution for the Chiltern and Wycombe joint contract and also provide longer term solutions. Members were reassured that BCC were being provided with the necessary information to facilitate this and regular contact was being made between County and District officers to advance this.

### **IAA**

The Committee was disappointed to note that at the meeting of the Joint Waste Committee for Bucks held on 23 January 2013, BCC officers had advised that they had been asked by the Leader to pursue separate bilateral agreements with each of the Districts rather than a single IAA between all authorities. There was a discussion on the County Council's current position on the IAA and its interface with a recent decision by Chiltern regarding the Council Tax Reduction Scheme. The Head of Environment for CDC & SBDC had sent a letter to BCC requesting further clarification on the County's position. Members were particularly disappointed about the County's decision in light of the significant resource that had already been involved in the development of the IAA.

### **Mobilisation**

The new contract would commence on 4 March 2013 and there would be minimal changes to the collection arrangements during the transition. Policies

and procedures had been harmonised and would be in place for the start of the new joint contract. The roll out timescales were noted. There would be a review of communications activities following the first stage of roll out to inform the second stage of roll out. Advice and experience from other authorities including AVDC had also been taken into account. The existing waste containers would continue to be utilised where possible. It was also noted that the Chiltern chargeable green waste collection would be rolled out separately.

### **Resources**

A Project Support Officer was now in post.

### **IT**

Officers in IT, Waste Management and Customer Services were working together to ensure that the required systems would be in place by the time the contract commenced. Members considered the IT / Contender project plan and recognised that it was important to ensure that the required resources were available particularly in light of the significant savings and service enhancement that would result from the joint contract.

### **Customer Services**

An update from the most recent Customer Services Board meeting was provided. Training sessions had been scheduled for CS staff. The TUPE issue was noted. Accommodation works had taken place and there were no significant issues to report. The arrangements for the Wycombe area offices were noted: queries would be routed to the waste management call centre via a direct line.

### **Human Resources / TUPE**

The programme was currently on schedule. The new Waste Management Structure would be finalised the following week. Support had been provided by the Chiltern Personnel Section. The Head of Environment for Wycombe thanked all the staff involved in this piece of work. It was anticipated that there would be very few vacant positions arising from the restructure and Members were reassured that the required resources would be in place.

### **Communications**

The Committee noted the communications project plan. The contractor was currently conducting a procurement for the receptacles. A suggestion from the contractor regarding the paper / cardboard boxes and recycling receptacle was noted. A sample of the leaflets to households would be available at the next meeting. It was important to manage the dissemination of information to stakeholders.

### **Joint Scrutiny Task & Finish Group**

There was a discussion on the timescales for the next meeting and it was suggested that a meeting took place between the contract commencement and delivery of communications materials to residents.

### **London Road Paper Sort Facility**

Negotiations were ongoing and the latest position was noted. A report would be considered at both authorities forthcoming meetings of the Cabinet.

### **Risk Register**

During consideration of the risk register it was noted that an additional risk relating to process delay due to Member decision delay (Risk 1a) had been included. It was noted that the rating of other risks, including the late availability of bio infrastructure (Risk 16) may be reduced in the future.

### **RESOLVED –**

**That the report be noted.**

*Note: Councillor R Emmett left the meeting at 11.30 am.*

**The meeting ended at 11.36 am**





## Item 7

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

Document is Restricted



# Appendix 1

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

Document is Restricted

