



**MINUTES of the Meeting of the
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
held on 21 FEBRUARY 2013
at CHILTERN DISTRICT COUNCIL**

PRESENT:

- Councillor P E C Martin (Chiltern District Council) - Vice Chairman
- Councillor Mrs J Teesdale (Wycombe District Council) – Substitute for Councillor Mrs A Jones
- 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), R Prance (Chiltern District Council & South Bucks District Council), B Smith (Chiltern District Council & South Bucks District Council) and I Westgate (Wycombe District Council)

APOLOGIES FOR ABSENCE were received from Councillors Mrs A Jones (Wycombe District Council) and R Emmett (Wycombe District Council).

1 MINUTES

The minutes of the Chiltern and Wycombe Joint Waste Collection Committee held on 31 January 2013 were agreed as a correct record.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 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.

4 SERVICE LEVEL AGREEMENT

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

Officers advised the Committee that it had been hoped that it would be possible to bring the Service Level Agreement regarding customer services functions to the meeting. The Service Level Agreement had progressed, and it was noted that the Legal Service Manager was focussing on the legal aspects of the agreement.

It would be important to finalise the agreement as soon as possible to ensure the performance standards expected by both Councils were formally recorded.

5 PROGRAMME REPORT & RISK REGISTER

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

Members considered a report providing an update on the joint waste collection programme and during which the following key points were made:

Contract

It was reported that the documents were in the final stage and were with Serco for signing off.

Bio Waste Infrastructure

A full update from Buckinghamshire County Council had not been received. The work was being progressed, but the updates were not being received. Buckinghamshire County Council had joined mobilisation meetings with Serco.

IAA

The Inter Authority Agreement (IAA) remained a red risk. Buckinghamshire County Council was unwilling to sign the IAA. It was stated that issues that had caused the County Council to take that position were being addressed. Work had been progressed by the Councils' external legal advisors.

It was noted that Councillor Rose would be writing and speaking to Councillor Tett regarding this matter.

Mobilisation

Mobilisation was reported to be well underway, and the contract start date was six working days from the date of the meeting. The old contractors would be moving out of the depot the weekend before the new contract started. It was stated that there should not be a problem with waste collections. The configuration meant that the time of the collection may change. It was noted that Serco had contacted the areas neighbouring the depot to inform them that they were the new contractors. It was suggested that local Members should receive this too. The Senior Waste Officer stated that she would

circulate a PDF version of this letter to local Members. Information would also be disseminated to the public in the local press.

The Customer Services and Waste teams had undergone training on procedures. This had taken place before the Council Tax changes had been communicated to the residents, and therefore had taken place during a quieter time for the Customer Services team.

Regarding chargeable green waste, it was being stressed with the contractor that if a resident had not paid the fees, the bins would not be collected.

IT / Contender

The Contender software had been built and it was reported that testing was underway. This included street cleansing. It was anticipated that this would be available from the start of the contract.

Customer Services

The Committee heard that training had been undertaken, and customer services were almost ready. The potential TUPE transfer of staff from Northgate was being clarified.

Financial

It was stated that there were a few outstanding issues regarding the cost partition on client side. The recharging between the two Councils should be in place by the end of the financial year. Councillors questioned whether this would lead to a large bill appearing for either Council that had not been budgeted for, and were advised that the TUPE, indexation and client side costs budgeted for were the worst case scenario.

Human Resources

The Committee heard that the client side restructure was nearly completed. There were four vacancies and one appointment to be confirmed. There would be 3 redundancies. The majority of upper levels of the structure were in place, and it was stated that once it had been finalised this would be circulated to Members.

Staff would be on new contracts from 1 March 2013. The majority of staff would move to Chiltern District Council terms and conditions. It was stated that the restructuring had gone as well as it could have done. There were no major shocks in moving to new contracts.

The restructuring of the Waste Team was delivered on time by the Joint Principal Personnel Officer and the Senior Waste Officer. It was reported that this was a positive experience, and that the timetable had not slipped. The four vacancies would be advertised internally and it was hoped that the vacancies would be filled quickly. It was noted that, although the temporary staffs' contracts ended on 1 March, they would not leave until the structure was filled.

Communications

The Principal Officer for Policy, Performance and Communications advised the Committee that there were four different leaflets that would be distributed to residents. The Residents' pack would give a guide to the new waste

collection, and would inform the residents what should be placed in each bin and when they would be collected. It would explain to the residents that changes in collection would not happen until July.

The sign off date for the Communications Pack was stated to be 28 February. The Committee were advised that the pack was being proof read by people who were not living in the area as well as people who would be affected by the changes to see whether it is easy to understand.

The Committee were shown an example of the Residents' Pack that would be circulated to people living in the Chiltern District. It was stated that Communications at Wycombe District Council were also involved. Chargeable green waste and the early bird subscription to this service were covered in the pack for Chiltern residents.

One Councillor stated that it was necessary to set up a direct debit for payments for green bin collections. The Committee were advised that it may be possible for this to be set up, but it may not be in time for the start of the collections.

It was stated that the Residents' pack would be in an eye catching envelope, and that it would be sent to residents on 15 April. A press briefing would take place to advise them about the new waste service. This would include press from Wycombe District Council. Copies of the Residents' pack would be sent to Town and Parish Councils and Buckinghamshire County Council Members.

The Committee were advised that different leaflets would be sent to residents who already had wheeled bins and those who currently had sacks. Only Chiltern residents would receive leaflets that include information about chargeable green waste. The residents' packs would first be going to Chiltern residents, and Wycombe residents would receive information via the press. It was stated that Wycombe District Council had a Council magazine and therefore information could be disseminated this way. It was noted that, while leaflets would not be sent to Wycombe residents at this stage, those who lived on the borders of the Districts may see the leaflets sent to Chiltern residents. The Committee were advised that the leaflets would be addressed to the residents.

The leaflets would be delivered by a company which was part of Royal Mail. Checks would be carried out. If any areas of the District were missed the Council would have to be told. The Committee approved the design of the leaflets.

The Committee were advised that road shows would take place in May. A comprehensive list for where these should take place had been drawn up. Members would be updated regarding where and when these should take place. It was stated that there was currently a road show scheduled for August in Wycombe. The Committee were advised that this may be moved to when the schools are back.

Member Engagement

All Member Briefings had taken place at both Councils, which were well attended. It was stated that these were helpful for the Waste Team as well as

for Members. A meeting of the Joint Scrutiny Task and Finish Group would take place in March and would look in depth at the information that would be circulated to residents.

Paper Sort Facility

All bidders for the Waste Contract were aware of the existing contract with UPM. This was included in the procurement process. The end date of the current contract was 2018. Serco did have a constructive dialogue with UPM during the procurement process and the Councils were facilitating further discussions to achieve the optimum solution for all parties.

Risk Register

The Committee noted the risk register.

RESOLVED –

That the report be noted.

The meeting ended at 12.15 pm