



**MINUTES of the Meeting of the
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
held on 4 JULY 2013
at CHILTERN DISTRICT COUNCIL**

PRESENT:

Councillor P E C Martin (Chiltern District Council) - Chairman
" Mrs J Teesdale (Wycombe District Council) - Vice Chairman

Councillors:

Officers: K Eastman (Chiltern & Wycombe Senior Waste Officer),
C Hughes (Wycombe District Council), C Marchant (Chiltern
District Council & South Bucks District Council), S Markham
(Chiltern District Council), B Smith (Chiltern District Council &
South Bucks District Council) and R Fincham (Chiltern District
Council & South Bucks District Council)

APOLOGIES FOR ABSENCE were received from Councillors C Harriss
(Wycombe District Council) and C J Wertheim (Chiltern District Council)

8 MINUTES

The Minutes of the meeting held on 23 May 2013 were agreed as a correct record.

Inter Authority Agreement (Minute 4)

It was noted that Wycombe had sent correspondence to the County Council regarding the Inter Authority Agreement, and that a meeting between both authorities was due to be held to discuss this.

Programme Report and Risk Register (Minute 5)

In response to a comment regarding complaints from residents, Members were advised to record details of the resident's property and pass details to the Senior Waste Officer so that the matter to be investigated further.

It was noted that the Joint Scrutiny Task & Finish Group would receive information about customer service performance at a meeting that would take place that evening.

It was noted that the joint reporting of performance indicators to the County Council could be discussed at the Joint Waste Collection Committee on 25 July, when the BCC Deputy Cabinet Member for Environment would be in attendance.

9 DECLARATIONS OF INTEREST

There were no declarations of interest.

10 TRIBUTE TO COUNCILLOR ROGER EMMETT

The Chairman spoke in memory of Councillor Roger Emmett who had recently passed away. Councillor Emmett had been a long standing Member of Wycombe District Council, had served on the Joint Waste Collection Committee and was closely involved in the Chiltern and Wycombe joint waste collection programme. A minute's silence was then observed by all present in honour of Councillor Emmett.

11 JOINT WASTE CLIENT BUDGET

The Committee received a report showing the proposed Joint Waste Client Budget for 2013/14, the provisional budgets for 2014/15 and 2015/16, and the cost and income sharing proposals. Potential Avoidable Financial Pressures (AFP) income from BCC would be reported at a future date once discussions with the county council had concluded.

It was noted that staffing costs were expected to reduce in future years as temporary contracts, required during the initial service roll out, came to an end. Confirmation of the historic staff pension costs arising from the transfer of Wycombe staff to Chiltern were still awaited from Buckinghamshire County Council. It was noted that due to the unpredictability of the of rate inflation this would be included, if necessary, in the budget for future years at the time the budget was submitted for approval. Staff were also encouraged to make savings to offset the cost of inflation.

The Committee was keen to ensure that sufficient resources were available, in particular during the roll out of the new service, and it was agreed that if additional resources were required then these would be provided.

There was a discussion on the regular reporting of the year to date budget figures and it was agreed that these would be reported to the Committee quarterly with any significant items of one off expenditure being reported on an ad hoc basis. The frequency of reporting would be reviewed and amended as required.

RECOMMENDED –

- 1. That the 2013/14 Joint Waste Client Budget be agreed, as detailed in the appendix.**
- 2. That the Income and Expenditure Sharing Proposals be agreed, as detailed in the report.**

12 CUSTOMER SATISFACTION SURVEY

The Committee received a report showing the results of the customer satisfaction survey for the new joint waste service, carried out in May 2013. The level of customer satisfaction was higher in Wycombe and it was thought that this may be due to a number of contractor performance issues experienced towards the end of the Chiltern contract. Customer satisfaction levels were anticipated to increase as the new joint service was rolled out and performance improved.

The survey also identified litter and fly tipping at bring sites as a problem. Clearing away rubbish left at bring sites consumed significant resources and the Committee supporting the use of enforcement action to target the problem. Officers would look to use targeted communications and publicity in addition to continuing to work closely with the county council's fly tipping enforcement team.

The customer satisfaction survey results would be considered by the Joint Scrutiny Task and Finish Group meeting that evening.

RESOLVED –

That the report be noted.

13 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.

Note: the relevant paragraph number and description is indicated under the Minute heading.

14 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:

Bio Waste Infrastructure

Members were pleased to note that BCC had confirmed that bio waste infrastructure would be ready in time for the start of the new joint waste collection service. The first collections would start in Chiltern on 15 July 2013.

Phase 1 (Chiltern roll out)

The delivery of new waste receptacles was almost complete and the roll out had gone very well. A press release was planned to remind residents of their new waste collection day. There had been a large number of residents requesting a survey to review the viability of the new receptacles at their property. It was agreed that Members would be sent general information about the review process and a copy of the correspondence that had been sent to residents that had submitted a request.

Phase 2 (Wycombe roll out)

The roll out of the new service in Wycombe remained on track and the timescales for activities were noted. The residents' welcome pack would be delivered at the end of July and road shows would take place in key locations during August and in local areas during September.

Customer Services

Customer contact information showing call and email volumes and green waste collection subscriptions in Chiltern was, circulated at the meeting. Customer contact levels had increased, although this was now expected to reduce following the roll out in Chiltern. Some Chiltern residents had reported that they had lost their green waste sticker and it was suggested that this issue be discussed in September. In Chiltern auditing would be carried out to ensure that only those properties enrolled in the green waste collection scheme would receive collections.

Risk Register

The Committee noted the risk register.

RESOLVED –

That the report be noted.

Note: Councillor Mrs J Teesdale left the meeting at 12.05 pm.

The meeting ended at 12.13 pm

**JOINT WASTE COLLECTION COMMITTEE
4 JULY 2013**

JOINT WASTE CLIENT BUDGET

Contact Officer: Rodney Fincham 01494 732260, e-mail rfincham@chiltern.gov.uk

RECOMMENDATIONS

That the 2013/14 Joint Waste Client Budget be agreed, as detailed in Appendix A.

That the Income and Expenditure Sharing Proposals are agreed as detailed below.

1. This report is to provide Members with details of the Joint Waste Client Budget.

Joint Waste Client Budget

2. Attached as **Appendix 1** is the proposed Joint Waste Client Budget for 2013/14, along with provisional budgets for the following 2 years.
3. The budget has been prepared on the basis of a single cost centre for all client side costs.
4. Members are requested to review and approve the 2013/14 Budget.

Cost Sharing Proposal

5. For 2013/14 it is proposed that, except where specific cost shares have been agreed, all joint waste client expenditure is split between CDC and WDC in line with the existing budgetary provision as shown in the table overleaf.

Minute Item 11

	CDC £	WDC £	Total £	Notes
Cost Split				
Staffing and other costs	309,353	343,056	652,409	Split in line with existing CDC/WDC budget
Advertising / Communications	47,124	95,676	142,800	33% / 67% JWCB report 23/5/12
Contribution Bucks Waste Partnership	20,000	20,000	40,000	£20k per authority
Customer Services	40,800	34,850	75,650	Specific split agreed in WDC Customer Services Report 2/5/12
	417,277	493,582	910,859	
CDC Only Costs (Support Costs etc)	401,554		401,554	
	818,831	493,582	1,312,413	

6. Members are requested to review and approve this.

Income Sharing Proposal

7. For 2013/14 it is proposed that all general income (excluding income from chargeable green waste) is shared in line with the general household split.
8. However this will be reviewed during the year, and compared to actual income per authority, to ensure that the income split is fair and equitable.
9. With regard to potential Avoidable Financial Pressures (AFP) income from BCC, this has not been included and a separate agreement will need to be reached regarding this.

**APPENDIX 1
JOINT WASTE CLIENT BUDGET**

	2013/14 Original Budget £	2014/15 Provisional Budget £	2015/16 Provisional Budget £	Cost Share Method if Different	Comment
Employees					
Basic Pay, Car Cash etc	500,356	442,290	422,935		Reducing over time as temporary contracts end June 14.
National Insurance	37,884	33,643	32,230		
Pension at Current Rate	56,769	50,645	48,604		
Pension Deficit Contribution	54,354	48,490	46,536	CDC only,	Final funding will be dependant on TUPE transfer funding.
Casual Workers / Agency Staff	5,000	5,000	5,000		
Private Health Care	1,410	1,410	1,410		£351.60 per employee.
Post Entry Training	2,000	2,000	2,000		
Staff Advertising	500	500	500		
Professional Group Membership	1,820	1,820	1,820		13 staff @average £140.
Fidelity Guarantee	100	100	100		
Group Personal Accident	120	120	120		
Employers Liability	1,190	1,190	1,190		Approx £70 per employee.
Premises Related Expenses					
Maintenance Plant & equipment	3,600	3,600	3,600		Weighbridge service charge.
Transport Related Expenses					
Travel & Subsistence	500	500	500		
Supplies & Services					
Tools & Equipment Purchase	10,000	10,000	10,000		Purchase of wheeled bins, corn starch liners, litter pickers.
Disposal charge from BCC	0	0	0		Pass on to schools when charge comes in.
Office Furniture/Equipment Purchase	500	500	500		
Protective Clothing	3,300	3,300	3,300		11 staff @ average £300.
External Printing & Stationery	500	500	500		Abandoned vehicle notices.
Mobile Communications	1,500	1,500	1,500		14 staff mobiles.
Courses/Seminars	8,500	8,500	8,500		17 @ £500.
Subscriptions	700	700	700		LARAC
Public Liability Insurance	2,000	2,000	2,000		
Advertising / Communications	142,800	92,200	69,200	33% / 67%	JWCB report 23/5/12
Contribution to Bucks Waste Partnership	40,000	40,000	40,000	£20k per authority	
Green Waste Admin	50,000	50,000	50,000	CDC only	
Staff Parking	1,950	1,950	1,950	CDC only	3 staff at AMSCP.
Internal Printing	500	500	500		Joint Waste Committee and Officer Group
Stationery	200	200	200		
Postages	1,000	1,000	1,000		
Photocopying	100	100	100		
Telephones	1,000	1,000	1,000		
Support Services					
Support Services recharges	295,250	295,250	295,250	CDC Only	
Customer Services	75,650	75,650	75,650	Specific split agreed	WDC Customer Services Report 2 May 2012
ICT Contender annual mtncce etc	11,360	11,360	11,360		Plus there is likely to be a future need to develop the system
Total Expenditure	1,312,413	1,187,519	1,139,755		
Income					
Recycling Credits	942,300	942,300	942,300		Split will be reviewed based on actual per authority.
Special Collection of Bulky Waste	117,600	117,600	117,600		Split will be reviewed based on actual per authority.
Collection of School & Schedule 2 Waste	125,400	125,400	125,400		Split will be reviewed based on actual per authority.
Replacement Bins	35,500	35,500	35,500		Split will be reviewed based on actual per authority.
Corn Starch liners	2,000	2,000	2,000		
Green Waste charges	300,000	300,000	300,000	CDC Only	
Sale of Green refuse Sacks	2,500	0	0	CDC Only	3 months only
Sale of black sacks	250	0	0	CDC Only	3 months only
Recharge litter bins to Town & Parishes	690	690	690	CDC Only	
Total Income	1,526,240	1,523,490	1,523,490		
Net Expenditure	-213,827	-335,971	-383,735		

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