



# Chiltern & Wycombe Joint Waste Collection Committee

Thursday, 28th November, 2013 at 10.30 am

Cabinet Room, Wycombe District Council, Council Offices, Queen Victoria Road,  
High Wycombe, Bucks HP 11 1BB

## REVISED AGENDA (Item 7 Included – Published: 25 Nov)

- 1 Evacuation Procedures
- 2 Minutes (*Pages 3 - 6*)  
To agree the Minutes of the meeting held on 10 October 2013.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Roll Out Update  
Mark Sturgeon (Lead Contract Manager, Serco) will be in attendance to provide an update on roll out.
- 6 Joint Waste Client Budget Monitoring Report (*Pages 7 - 8*)  
*Appendix 1 (Pages 9 - 10)*
- 7 Joint Waste Client Budget 2014/15 (*Pages 11 - 14*)  
*Appendix 1 (Pages 15 - 18)*
- 8 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.

9 Programme Report & Risk Register *(To Follow)*

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

*Appendix - Feedback from WDC Roll Out (To Follow)*

*Appendix - Customer Contact (To Follow)*

*Appendix - Recycling Performance (To Follow)*

10 Future Meetings:

Members are asked to agree the following proposed meetings in 2014:

Thursday 13 February 2014, 10.30am

Thursday 10 April 2014, 10.30am

Thursday 26 June 2014, 10.30am

*Note: Location of meetings will depend on room availability.*

**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 Jean Teesdale  
(Vice-Chairman)

Wycombe District Council

Councillor Clive Harriss

Wycombe District Council

Councillor Peter Martin (Chairman)

Chiltern District Council

Councillor John Wertheim

Chiltern District Council

**Date of next meeting – Thursday, 19 December 2013 (Cabinet Room, King George V House, King George V Road, Amersham)**

**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 10 OCTOBER 2013  
at CHILTERN DISTRICT COUNCIL**

**PRESENT:**

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

Councillors: C Harriss (Wycombe District Council) and C J Wertheim  
(Chiltern District Council)

Officers: K Eastman (Chiltern & Wycombe Senior Waste Officer),  
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)

**19 MINUTES**

The Minutes of the meeting held on 25 July 2013 were agreed as a correct record and signed by the Chairman.

**Minute 18 – Programme Report & Risk Register**

Following a question regarding the waste collection information contained on the WDC website it was noted that the website was being upgraded and would be updated to reflect the new collection schedules.

Regarding the Inter Authority Agreement it was noted that a district and county officer meeting would be arranged by the county council to discuss changes to the document since previous discussions. A Member meeting would be arranged if required. WDC were awaiting a response from the county council regarding the interim arrangements.

**20 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**21 SERVICE LEVEL AGREEMENT BETWEEN CDC & WDC**

The Committee received a report attaching the draft schedules containing the standards of service which would form part of the Service Level Agreement between both Councils and set out the standards of services to be provided. It

was noted that the draft schedules would be updated to reflect changes since the roll out.

Members emphasised the need to ensure that sufficient resources were in place to handle the high volume of calls during peak times, such as the start of the new collection service for second phase and during the Christmas period.

### **RESOLVED –**

**That the report be noted.**

## **22 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.*

## **23 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:

An update on the positive initial response from the Health & Safety Executive following the recent inspection was noted.

Members received an update on the Joint Waste Collection Contract.

There was a discussion regarding the options associated with the provision of workshop facilities at Clay Lane. This was identified as a key operational risk and a meeting would be arranged the following week to consider options. Members requested that they be kept abreast of developments. The Committee also received an update on the London Road Depot.

The WDC roll out was underway and receptacle deliveries were continuing to take place - an update on deliveries would be sent to the Committee. The arrangements for swapping receptacles on arterial routes into Wycombe and properties with narrow access were noted. After noting the timescales for the availability of replacement recycling bags it was suggested that information be included on the WDC website to inform residents. Additional smaller recycling receptacles had also been ordered.

Members considered statistics detailing the volume of calls and in response to concerns from one Member regarding the ability to handle high call volumes it was noted that additional resources were in place and the quantity of calls were anticipated to reduce to normal operational levels following the phase 2 roll out. It was suggested that peak times could be identified through mapping the volume of calls during phase 1.

Whilst considering data regarding missed collections there was concern regarding the level of missed clinical collections in particular, however it was noted that all missed collections were included in the statistics, including where the receptacle had not be put out in time for collection. All missed collections were investigated with the contractor and the Committee emphasised the importance of ensuring performance targets were met by the contractor. The additional service data showing the volume of bulky waste collections; fly tips; fly posting and graffiti; removal of hazardous waste and abandoned vehicles were also noted.

It was suggested that opportunities to recycle shredded paper be explored.

Following a discussion on requests received from residents for permission to apply stickers to their wheeled bins e.g. endorsing the 30 mph speed limit it was felt that residents be advised not to cover their receptacles.

### **RESOLVED –**

- 1. That the programme report and risk register be noted.**
- 2. That the Committee be kept abreast of developments regarding the provision of workshop facilities at Clay Lane.**

## **24 RECYCLING CONTAINERS**

*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 setting out options for the provision of additional recycling bags. This included the supply of one or two new bags to all properties; narrow access properties only; supply upon request or the provision of no additional bags.

Following a discussion and in light of the number of requests the Committee on balance

### **RESOLVED –**

**That option 7 be agreed, as detailed in the report, and that in view of the limited number of requests, residents should be able to purchase an additional bag on request.**

**The meeting ended at 12.40 pm**



**JOINT WASTE COLLECTION COMMITTEE  
28 NOVEMBER 2013**

---

**JOINT WASTE CLIENT BUDGET MONITORING**

*Contact Officer: Helen O’Keeffe 01494 732781, e-mail hokeeffe@chiltern.gov.uk*

**RECOMMENDATIONS**

**That the Joint Waste Client Budget Monitoring report is noted, as detailed in Appendix 1.**

1. This report is to provide Members with details of the Joint Waste Client Budget Monitoring for 2013/14.

**Joint Waste Client Budget**

2. Attached as Appendix 1 is the full year budget for 2013/14, the profiled budget and the actual spend to 30 September 2013.
3. The Appendix shows an overspend on casual workers but there is a compensating underspend on Green Waste Admin, a budget which was intended to cover additional costs associated with administering the green waste charges within Chiltern.
4. The Appendix also shows income from Green Waste (CDC only) to be higher than the budget, however as residents pay for the green waste service for the full year in advance the income will need to be adjusted at year end to show the relevant proportion of the income as a payment in advance.





**APPENDIX 1  
JOINT WASTE CLIENT BUDGET**

	2013/14 Agreed Budget £	2013/14 Profiled Budget to end September £	2013/14 Actual to end September £	Variance £	Comments
<b>Employees</b>					
Basic Pay, Car Cash etc	500,356	324,682	332,982	8,300	
National Insurance	37,884				
Pension at Current Rate	56,769				
Pension Deficit Contribution	54,354				
Casual Workers / Agency Staff	5,000	2,500	31,513	29,013	Overspend on casual workers, offset by Green Waste Admin underspend
Private Health Care	1,410	705	64	-641	
Training	2,000	1,000	0	-1,000	
Staff Advertising	500	250	0	-250	
Professional Group Membership	1,820	910	99	-811	
Fidelity Guarantee	100	50	0	-50	
Group Personal Accident	120	60	0	-60	
Employers Liability	1,190	595	0	-595	
<b>Premises Related Expenses</b>					
Maintenance Plant & equipment	3,600	1,800	0	-1,800	
<b>Transport Related Expenses</b>					
Travel & Subsistence	500	250	10,236	9,986	Overspend mostly caused by travel costs incurred by staff TUPEd into waste team
<b>Supplies &amp; Services</b>					
Tools & Equipment Purchase	10,000	5,000	6,269	1,269	
Disposal charge from BCC	0			0	
Office Furniture/Equipment Purchase	500	250	356	106	
Protective Clothing	3,300	1,650	0	-1,650	
External Printing & Stationery	500	250	0	-250	
Mobile Communications	1,500	750	1,553	803	
ICT Contender annual mtnc etc	11,360			0	
Courses/Seminars	8,500	4,250	1,148	-3,102	
Subscriptions	700	350	0	-350	
Public Liability Insurance	2,000	1,000	0	-1,000	
Advertising / Communications	142,800	71,400	38,558	-32,842	
Contribution to Bucks Waste Partnership	40,000			0	
Green Waste Admin	50,000	45,000	735	-44,265	Underspend on budget intended to cover overspend on casual workers
Staff Parking	1,950	975	0	-975	
Internal Printing	500	250	0	-250	
Stationery	200	100	0	-100	
Postages	1,000	500	0	-500	
Photocopying	100	50	0	-50	
Telephones	1,000	500	0	-500	
<b>Support Services</b>					
CDC Support Costs	295,250	191,130	0	-191,130	To be charged at year end. Specific allocation of support services to be agreed.
Customer Services	75,650	0	0	0	To be charged at year end. Specific split agreed WDC Customer Services Report 2 May 2012
<b>Total Expenditure</b>	<b>1,312,413</b>	<b>656,207</b>	<b>423,512</b>	<b>-232,695</b>	
<b>Income</b>					
Recycling Credits	942,300	471,150	41,292	-429,858	To be invoiced. Invoice raised in October for Quarter
Special Collection of Bulky Waste	117,600	58,800	40,909	-17,891	
Collection of School & Schedule 2 Waste	125,400	62,700	38,402	-24,298	
Replacement Bins	35,500	18,750	19,772	1,022	
Corn Starch liners	2,000			0	
Green Waste charges	300,000	150,000	398,700	248,700	Income (CDC only) is above budget, but income to be adjusted at year end to show relevant proportion in 2013/14
Sale of Green refuse Sacks	2,500	1,250	0	-1,250	
Sale of black sacks	250	125	677	552	
Recharge litter bins to Town & Parishes	690	345	610	265	
<b>Total Income</b>	<b>1,526,240</b>	<b>763,120</b>	<b>540,362</b>	<b>-222,758</b>	
<b>Net Expenditure</b>	<b>-213,827</b>	<b>-106,913</b>	<b>-116,850</b>	<b>-9,937</b>	

1.

**JOINT WASTE COLLECTION COMMITTEE  
28 NOVEMBER 2013**

---

**JOINT WASTE CLIENT BUDGET**

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

**RECOMMENDATIONS**

**That the 2014/15 Joint Waste Client Budget is agreed, as detailed in Appendix A, for forwarding to the appropriate Councils.**

**That the 2014/15 Cost Sharing Proposal for direct income and expenditure is agreed, as detailed in Appendix A.**

**That a principle is agreed for sharing support costs.**

1. This report is to provide Members with details of the Joint Waste Client Budget for 2014/15.

**Joint Waste Client Budget**

2. Attached as **Appendix 1** is the proposed Joint Waste Client Budget for 2014/15. The budget has been prepared on the basis of a single cost centre for all client side costs.
3. Members are requested to review and approve this.
4. If the Joint Waste Committee agrees the proposed budget then the next step will be for CDC and WDC to incorporate their appropriate shares in their individual 2014/15 budget setting processes.

**Direct Income and Expenditure Sharing Proposal**

5. The starting point is that both authorities should not be financially any worse off from having a joint waste client than if they retained their own client team. However it is also important that client team costs are shared in line with what drives these costs.
6. At present the waste service is in a transition period due to the roll outs and thus it is not possible to get an accurate picture of what the steady state cost share should be.
7. For 2014/15 it is therefore proposed that:
  - Except where specific cost shares have been agreed, all joint waste client expenditure is shared in line with the pre joint client budgetary provisions. Nb: This is the same approach that we used for 2013/14.

- All general income (ie excluding income from chargeable green waste) is shared in line with the general household split.
8. **Appendix 1** shows the proposed splits for each budget line and the following table summarises the direct cost shares.

	CDC Only Costs Note 1 £'000	CDC Shared Costs £'000	WDC Shared Costs £'000	Total £'000
2013/14 Original Budget (pre joint client)	106	497	543	1,146
2013/14 Estimated Share of joint client	106	417	494	1,017
2014/15 Budgeted Share of joint client	68	383	450	901

*Note 1: Pension Deficit contribution, green waste admin expenditure.*

9. Members are requested to review and approve the splits as detailed in appendix 1.
10. It is proposed to review the cost share arrangements again for 2015/16 when we will be in a better position to understand the cost drivers.
11. 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.

## **Support Costs**

12. CDC, as the host authority, incurs support costs associated with hosting the joint client team (ie additional financial, HR, legal and ICT support) and also bears costs associated with providing accommodation for the shared client team.
13. It was originally understood (and draft agreements were produced on this basis) that CDC would bear all these costs (with no recharge to WDC).
14. The main reason to share support costs is that it is equitable for both parties to contribution to all the costs of operating the shared client team.
15. However there are the following contra arguments to consider:
- There is a benefit, perceived or otherwise, to CDC being the host authority (ie easier direct access to the client team) which compensates for the additional costs.
  - It is difficult to identify the true additional costs of providing support to the waste team – ie 17 staff (ie the combined CDC / WDC waste client team) only have a marginal impact on the level of HR resource that is actually needed.

- Although there may be savings to WDC from not hosting the joint waste client it is very difficult to realise these (ie will only have a marginal reduction in the level of HR support that is required). Therefore WDC could end up contributing to the CDC support costs, without realising a compensating saving.
16. Given that the estimated 2014/15 WDC support costs are £293,000 and the estimated 2014/15 CDC support costs are £295,000 it is suggested that an appropriate way forward would be for each authority to bear its own support costs, but any specific additional external costs (eg additional legal advice) are split 50/50 and the cost of any internal audit reviews are also split 50/50.



**APPENDIX 1  
JOINT WASTE CLIENT BUDGET**

2013/14 Agreed Budget	2014/15 Proposed Budget	2014/15 CDC Split 47.4% 35.4%	2014/15 WDC Split 52.6% 64.6%
£	£	£	£

**Comment**

2013/14 Agreed Budget	2014/15 Proposed Budget	2014/15 CDC Split 47.4% 35.4%	2014/15 WDC Split 52.6% 64.6%	
£	£	£	£	
<b>Employees</b>				
Basic Pay, Car Cash etc	500,356	457,920	217,054	240,866
National Insurance	37,884	36,430	17,268	19,162
Pension at Current Rate	56,769	44,990	21,325	23,665
Pension Deficit Contribution	54,354	43,070	43,070	0
Casual Workers / Agency Staff	5,000	25,000	11,850	13,150
Private Health Care	1,410	1,410	668	742
Training	2,000	2,000	948	1,052
Staff Advertising	500	0	0	0
Professional Group Membership	1,820	1,820	863	957
Fidelity Guarantee	100	100	47	53
Group Personal Accident	120	120	57	63
Employers Liability	1,190	1,190	564	626

General Expenditure Split  
General Income Split

Reducing over time as temporary contracts end June 14.

CDC Only: Final funding will be dependant on TUPE transfer funding.  
Need additional contingency for potential work pressures  
£351.60 per employee.

Any advertising costs to be funded from salary vacancy saving  
13 staff @average £140.

Approx £70 per employee.

**Premises Related Expenses**

Maintenance Plant & equipment	3,600	3,600	1,706	1,894
-------------------------------	-------	-------	-------	-------

Weighbridge service charge.

**Transport Related Expenses**

Travel & Subsistence	500	5,000	2,370	2,630
----------------------	-----	-------	-------	-------

More staff travelling

**Supplies & Services**

Tools & Equipment Purchase	10,000	10,000	4,740	5,260
Disposal charge from BCC	0	0	0	0
Office Furniture/Equipment Purchase	500	0	0	0
Protective Clothing	3,300	3,300	1,564	1,736
External Printing & Stationery	500	500	237	263
Mobile Communications	1,500	1,500	711	789
ICT Contender annual mtnce etc	11,360	20,000	9,480	10,520
Courses/Seminars	8,500	5,000	2,370	2,630
Subscriptions	700	700	332	368
Public Liability Insurance	2,000	2,000	948	1,052
Advertising / Communications	142,800	92,200	30,426	61,774
Contribution to Bucks Waste Partnership	40,000	40,000	20,000	20,000
Green Waste Admin	50,000	25,000	25,000	0
Staff Parking	1,950	0	0	0
Internal Printing	500	500	237	263
Stationery	200	200	95	105
Postages	1,000	1,000	474	526
Photocopying	100	100	47	53
Telephones	1,000	1,000	474	526

Purchase of wheeled bins, corn starch liners, litter pickers.  
Pass on to schools when charge comes in.

11 staff @ average £300.  
Abandoned vehicle notices.  
14 staff mobiles.

Ongoing need to continue to develop the system  
17 @ £300.  
LARAC

JWCB report 23/5/12 33%/67%  
£20k per authority. This figure may reduce, awaiting JWC decision.  
CDC only  
CDC only  
Joint Waste Committee and Officer Group

**Customer Services**

Customer Services	75,650	75,650	35,800	39,850
-------------------	--------	--------	--------	--------

Specific split agreed WDC Customer Services Report 2 May 2012

<b>Total Direct Costs</b>	<b>1,017,163</b>	<b>901,300</b>	<b>450,726</b>	<b>450,574</b>
---------------------------	------------------	----------------	----------------	----------------

**APPENDIX 1  
JOINT WASTE CLIENT BUDGET**

<b>2013/14 Agreed Budget</b>	<b>2014/15 Proposed Budget</b>	<b>2014/15 CDC Split</b>	<b>2014/15 WDC Split</b>
£	£	47.4% 35.4% £	52.6% 64.6% £

**Comment**

General Expenditure Split  
General Income Split



**APPENDIX 1  
JOINT WASTE CLIENT BUDGET**

2013/14 Agreed Budget	2014/15 Proposed Budget	2014/15 CDC Split 47.4% 35.4%	2014/15 WDC Split 52.6% 64.6%
£	£	£	£

**Comment**

General Expenditure Split  
General Income Split

**General Support Recharges**

WDC Support Costs	N/A	293,400	0	293,400
CDC Support Costs	295,250	295,250	295,250	0

Nb: WDC also pay £30k re the Northgate contract.

<b>Total Expenditure</b>	<b>1,312,413</b>	<b>1,489,950</b>	<b>745,976</b>	<b>743,974</b>
--------------------------	------------------	------------------	----------------	----------------

**Income**

Recycling Credits	942,300	942,300	333,574	608,726
Special Collection of Bulky Waste	117,600	117,600	41,630	75,970
Collection of School & Schedule 2 Waste	125,400	125,400	44,392	81,008
Replacement Bins	35,500	32,000	11,328	20,672
Corn Starch liners	2,000	2,000	708	1,292
Green Waste charges	300,000	420,000	420,000	0
Sale of Green refuse Sacks	2,500	0	0	0
Sale of black sacks	250	0	0	0
Recharge litter bins to Town & Parishes	690	690	690	0

This may rise but at present budget has been set prudently

CDC Only  
Ended  
Ended  
CDC Only

<b>Total Income</b>	<b>1,526,240</b>	<b>1,639,990</b>	<b>852,322</b>	<b>787,668</b>
---------------------	------------------	------------------	----------------	----------------

<b>Net Expenditure</b>	<b>-213,827</b>	<b>-150,040</b>	<b>-106,346</b>	<b>-43,694</b>
------------------------	-----------------	-----------------	-----------------	----------------

