



Chiltern & Wycombe Joint Waste Collection Committee

Friday, 20th March, 2015 at 10.30 am

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

REVISED AGENDA

(Item 8 withdrawn & report for item 12 attached)

- 1 Evacuation Procedures
- 2 Minutes *(Pages 5 - 8)*
To agree the Minutes of the meeting held on 29 January 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Programme Report & Risk Register *(Pages 9 - 18)*
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Appendix 1 (Pages 19 - 22)
Appendix 2 (Pages 23 - 24)
- 6 Summary of TEEP Assessment of the Joint Waste Service *(Pages 25 - 28)*
- 7 Wheeled Bin Options Paper for Card Collections *(Pages 29 - 30)*
- 8 Customer Services - ITEM WITHDRAWN
- 9 Removal of Bring Sites *(Pages 31 - 32)*
Appendix (Pages 33 - 38)

10 2014/15 Joint Waste Service Budget Update - Quarter 3 (Pages 39 - 42)

11 Exclusion of the Public: (Pages 43 - 44)

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.

12 Joint Waste Contract - Indexation Provisions (Pages 45 - 46)

13 Serco Corporate Restructure (Pages 47 - 56)

Members are asked to note and comment on the attached draft Cabinet report.

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

14 Joint Waste Contract - Draft Improvement Plan (To Follow)

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 (Chairman)	Wycombe District Council
Councillor Clive Harriss	Wycombe District Council
Councillor Peter Martin (Vice-Chairman)	Chiltern District Council
Councillor Michael Smith	Chiltern District Council

Date of next meeting – Thursday, 11 June 2015 (Large & Small Committee Room, King George V House, King George V Road, Amersham)

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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 29 JANUARY 2015
at CHILTERN DISTRICT COUNCIL**

PRESENT:

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

Councillors: M R Smith (Chiltern District Council)

Officers: S Gordon (CDC), K Eastman (CDC & WDC Senior Waste Officer), C Hughes (WDC), C Marchant (CDC & SBDC), R Prance (CDC & SBDC), B Smith (CDC & SBDC) and I Westgate (WDC)

APOLOGIES FOR ABSENCE were received from Councillor C Harriss (Wycombe District Council)

1 MINUTES

Apologies: Jake Bacchus (WDC), Rodney Fincham (CDC), Sue Markham (CDC)

The Minutes of the meeting held on 6 November 2014 were agreed as a correct record.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 PROGRAMME REPORT & RISK REGISTER

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

Health & Safety

There had been one reportable incident since the last meeting. It was confirmed that following an investigation by the Health & Safety Executive neither Serco nor the Councils were at fault. Procedures were in place and crews had been briefed again on safety protocols.

Clay Lane

Members supported the proposal to reinstate the use of fuel tanks at Clay Lane.

BCC

The County Council was procuring long term bio waste infrastructure, and was likely to ask districts to sign up to a new specification. Officers had advised BCC that maintaining a food waste tipping facility at London Road Depot, Amersham was required. Cabinet Portfolio Holders would be kept updated on discussions.

Officers were due to discuss joint reporting with BCC officers.

Christmas Collections

The Christmas waste collection catch up had gone well overall, and Members expressed thanks to the Waste Team. It was suggested that communications, such as information sheets and bin stickers, could be used to support existing communications to encourage residents to provide good quality recycling, in particular food waste.

London Road Depot

Work was continuing on the provision of workshop facilities at the depot.

Street Cleansing

Members supported the proposal for street cleansing crews to take advantage of traffic management arrangements in place for BCC's hedge row cutting teams. This would require BCC sharing their traffic management schedule with the Councils. Councillor Mrs Teesdale would liaise with Councillor Ms Vigor-Hedderly, BCC Cabinet Member for Transportation.

Service Delivery

The roll out to flats in Chiltern would be completed by the end of March. It was noted that there had been a significant improvement to collections for flats in Wycombe. The situation would continue to be monitored carefully, and complaints would be investigated thoroughly.

Satisfaction Survey

Members reviewed the results of the latest customer survey. Although there had been a slight fall in satisfaction, overall customer satisfaction was very good. There had been a large increase in the volume of emails from residents. A paper on future customer service options would be circulated to Members before the next meeting. WDC officers would check that there was provision within the provisional budget 2015/16.

Although reasonable amounts of side waste recycling were collected from properties, a number of comments had been received about the provision of larger wheeled receptacles for paper/cardboard in exchange for a fee to cover costs. Members supported this proposal and asked for a report at a future meeting setting out the issues and costs involved.

The waste performance figures were noted. Although this was the first full year where data was available for the new service the Committee was keen to ensure that customer service targets were met.

Risk Register

Additional risks would be included for: Novation of contract; TEEP, and staff retention.

RESOLVED –

That the report be noted.

4 CUSTOMER SERVICE OPTIONS

This item was taken with the above item (Minute 3).

5 CDC & WDC EARLY ROLL OUT FUNDING SPLIT

The Committee received a report outlining the proposed method of splitting recycling credits and Inter Authority Agreement funding between CDC and WDC between July 2013 and October 2013. After noting that all items were included in the Councils' respective budgets, the Committee then

RESOLVED –

That the methodology for sharing the income from rolling out the new waste and recycling service between July 2013 and October 2013, to ensure that the financial impact of phased roll out are fairly distributed between two authorities, be agreed.

6 TEEP

The Committee received a presentation providing an overview of the TEEP joint assessment for both Councils which all waste collection authorities were required to carry out under the Waste Framework Directive. The Committee would be required to approve the assessment which would mitigate the risk to the Councils in the event of challenge.

RESOLVED –

That the report be noted.

7 SERCO CORPORATE RESTRUCTURE

The Committee received an update on Serco's proposed corporate restructure. The Councils' external legal advisers had raised some questions which had been forwarded to Serco for a response. Officers were liaising with other local authorities affected by the proposals. Members were keen to ensure that a quality service continued to be delivered. It was noted that the deed of novation would set out the contractors obligations and resolution process, if required. Further updates would also be provided the Councils respective Cabinets, as required.

RESOLVED –

That the report be noted.

8 DATES OF FUTURE MEETINGS

Friday 20 March (WDC) – Revised date
Thursday 11 June (CDC)
Thursday 16 July (WDC)
Thursday 10 Sept (CDC)
Thursday 5 November (WDC)

Note: Meetings start at 10.30am.

The meeting ended at 11.50 am

Waste Services

Joint Waste Collection Committee (20th March 2015)

Author - Kitran Eastman 19th February 2015

1. Introduction

The purpose of this report is to advise the board of the progress made on the programme to date.

2. Programme Overview

The key elements of the programme covered in this report are

- Health and Safety
- Depots and Facilities
- BCC Interface (Bio Waste and IAA)
- Service Delivery
- Phase 3 – New Service
- Phase 4 – Recycling Centres
- Communications
- Performance Figures
- KOTs

2.1 Health and Safety

We have had no reportable incidents since the last meeting.

During the snowy/icy period, routes were changed to enable collections of main roads to be made first, and side roads were done later in the day. There was one incident of a vehicle not being able to stop on an icy hill. Fortunately the vehicle came to a natural stop further down the road and there were no injuries or damage.

An incidence has occurred in the Clay Lane depot, when there was a small explosion in the R&S section on the depot. The depot was evacuated and the fire brigade called. It was noted during this incident that the alarms could not be heard in the workshop facility over the noise of the works. This has been highlighted to the estates team.

The risk level for this part of the programme is currently as Green

2.2 Depots and Facilities

Clay Lane

Work is on-going to potentially reinstate the use of the fuel tanks at Clay Lane, subject to Serco/WDC undertaking pre re-commissioning soils investigation around the tank, so as to determine whether any existing below ground contamination exists, thereby ensuring liability is understood for any post re-commissioning contamination, if it was to arise.

Waste Services

London Road Workshop

Discussions are taking place with Serco regarding their minimum requirements for a vehicle workshop.

The risk level for this part of the programme is currently as Red

2.3 BCC Interface

Long Term Bio Infrastructure

BCC and WDC/CDC officers met in January regarding bio waste procurement. BCC needs to procure suitable biowaste treatment services across the county. Biowaste tonnages projected for 2014/15 across Bucks are:

- 50,000 tonnes of Garden Waste; and
- 18,000 tonnes of Food Waste.

Currently, BCC are using a number of interim treatment contracts, procured via exemptions, and four temporary transfer points

- Aston Clinton HWRC near Aylesbury
- High Heavens near High Wycombe
- London Road Depot, Amersham
- Pembroke Road Depot, Aylesbury

During the meeting with BCC WDC/CDC officers were clear that the food waste tipping facility should remain at the London Road East to prevent the need for additional mileage, and vehicles to tip at High Heavens.

The BCC Biowaste Strategy project has been commissioned to look at most “suitable” long-term solution. For this 24 options were considered, and whittled down to six options short-listed for detailed evaluation based on an assessment of:

- 60% technical; and
- 40% financial.

A preferred option, however, has now been chosen, and will be progressed to the following timeframe

- **February 2015:** Final approval of Biowaste Strategy by BCC Cabinet Member;
- **April 2015:** Re-tender of existing Interim Biowaste Treatment Contracts
- **April 2016:** Procurement of long-term biowaste treatment contract(s);
- **June 2018:** Start of WTS construction; and
- **January 2019:** WTS(s) operational and full services commencement.

The risk level for this part of the programme is currently as Amber

IAA/AFP

BCC have processed the payment for 2013/14 IAA payments.

- WDC - £55,606 (previously expected payment was £117,554)
- CDC - £58,535 (previously expected payment was £103,067)

Waste Services

Work has commenced on calculating the 2014/15 IAA payments based on the first 6 months performance

The risk level for this part of the programme is currently as Amber

High Heavens Tipping

BCC have now agreed to allow CDC garden waste vehicles to also tip food waste at High Heaven, when they are there tipping garden waste. This has started and has seen the amount of food waste going through the London Road depot half

Joint Reporting

Following on from a request made by the Joint waste team in 2013, BCC arranged a meeting to scope out how CDC and WDC will joint report from April 2015. Discussions were had on:

- Benefits and efficiency savings to CDC/WDC – cost, staff and resource efficiencies. Once full joint report is available, then some rounds can be mapped to work across the CDC/WDC border, potentially resulting in up to 100 crew days efficiency savings per year
- Recycling credits and IAA money– Would be paid jointly to the JWT and then reapportioned out to CDC and WDC by the waste team.
- Wastedataflow require three months' notice from BCC to set up the new system. BCC will write to both CDC and WDC to confirm they are happy with this change

The risk level for this part of the programme is currently as Amber

2.4 TEEP

Regulation 12 of the Waste Regulations for England & Wales 2011 requires that local authorities perform separate collections of paper, glass, plastic and cans from January 2015, in order to improve the quality of recovered recycle and provide support to recycling markets.

Under the regulations, separate collections are, by law, the default collection but a **Necessity** test and a **TEEP** test may be applied to comingled and two stream collections to establish whether they are able to yield materials of comparable quality and quantity at a comparable cost and environmental impact to separate collections. (TEEP represents the technical, environmental and economic practicability).

The Environment Agency is currently in consultation with DEFRA regarding their enforcement procedure with regards to this requirement.

An assessment of the current joint waste service has now been carried out and is attached as a separate report.

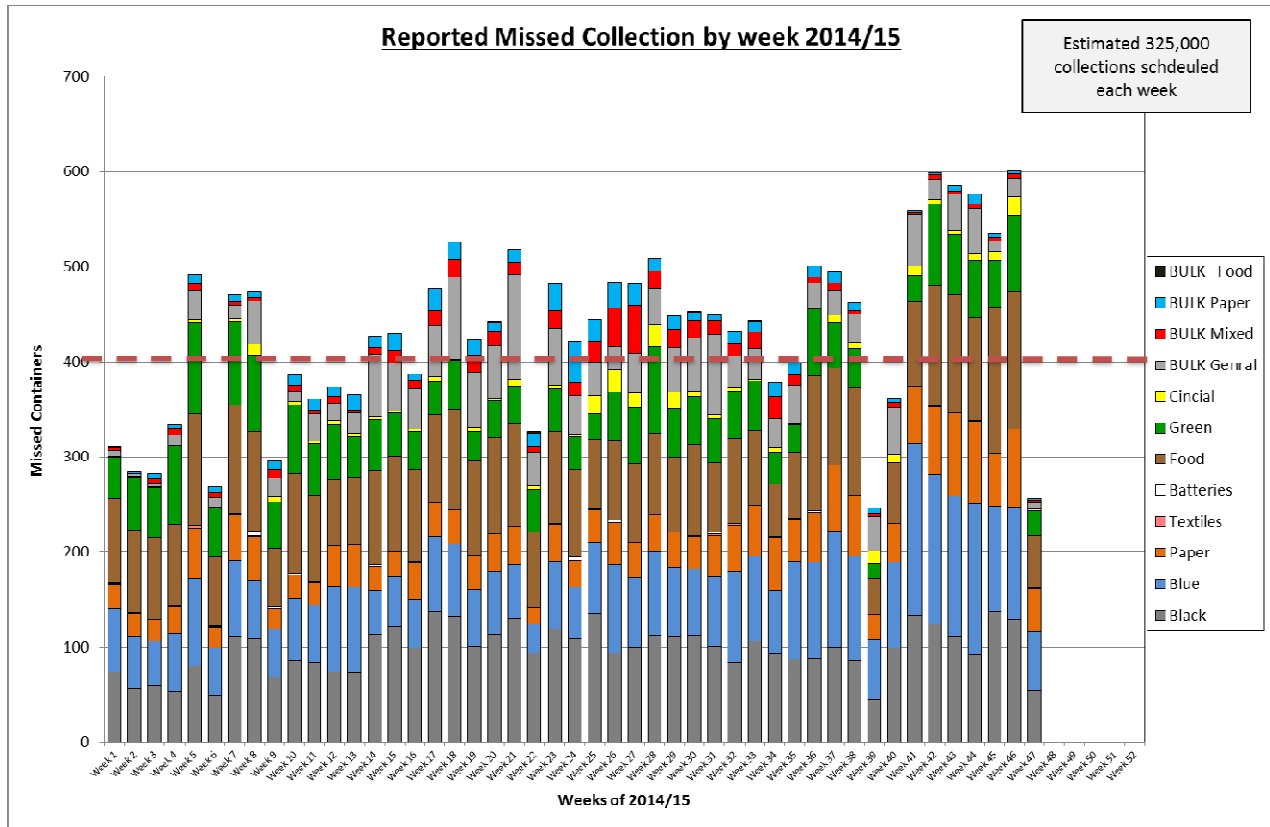
The risk level for this part of the programme is currently as Green

Waste Services

2.5 Service Delivery

Issues with the bulky waste recycling collections have now started to reduce, and a new driver has been out on the bulky refuse round to reduce misses in this area as well.

January saw an increase in missed collections as can be seen below. Since 12th February miss collections have dramatically fallen to average less than 80 containers a day.



Street Cleansing

The street cleansing teams have been working hard over the last month to ensure that the seasonal leaf fall clearance has been completed.

BCC have done a major cut back on most of the main roads in the area, taking the vegetation back much further than they have done over the last 5 years. This has resulted in a large amount of litter being spread across the main roads/verges. Most areas that are not in need of traffic management have now been cleared, and those which need traffic management will be completed over the next 4 weeks.

Green bin renewals

Green bin renewals continue to go well and currently 13,576 residents are signed up to the service.



Waste Services

Further communication is planned for March to increase sign up for the service. After analysis of the sign up rates in different towns Chesham was chosen to trial leaflets/bin hangers being sent out to promote the scheme.

Below the sign up rates by area can be seen:

Town Name	% of subscribers
AMERSHAM	42.37%
ASHLEY GREEN	15.71%
BALLINGER	20.83%
BEAMOND END	14.29%
BELLINGDON	10.26%
CHALFONT ST GILES	54.61%
CHALFONT ST Peter	58.17%
CHARTRIDGE	16.48%
CHENIES	43.00%
CHESHAM	13.53%
CHESHAM BOIS	48.85%
CHOLESBURY	7.14%
COLESHILL	19.11%
FORTY GREEN	16.16%
GREAT KINGSHILL	19.70%
GREAT MISSENDEN	19.03%
HAWRIDGE	13.04%
HOLMER GREEN	36.80%
HYDE END	11.11%
JORDANS	60.34%
KINGS ASH	16.67%
KNOTTY GREEN	31.00%
LATIMER	37.14%
LEE COMMON	21.68%
LEY HILL	18.46%
LITTLE CHALFONT	54.19%
LITTLE KINGSHILL	40.36%
LITTLE MISSENDEN	10.57%
PEDNOR	10.00%
PENN	22.43%
PENN STREET	10.91%
PRESTWOOD	33.07%
SEER GREEN	58.84%
SOUTH HEATH	26.13%
ST LEONARDS	13.68%
THE LEE	10.49%
WHELPLEY HILL	14.37%
WINCHMORE HILL	19.10%

The risk level for this part of the programme is currently as **Green**

Waste Services

2.6 Phase Three – New Service

Background

Phase three involves rolling out the new recycling schemes to communal collection areas, schools etc. with the aim to collect the same range of materials:

- Stage 1 - Enhanced dry recycling
- Stage 2 - Food waste if possible & garden waste if requested

The key details for phase three are

- There are over 900 different locations in WDC area
- There are over 200 different locations in CDC area

Progress

This project is currently working to its revised timescale with the WDC flats complete, except for a small number of developments which require more complex solutions. In accordance with the original project plan, those areas have been moved to the end of the project.

Work is on-going to roll out phase 3 to CDC flats and this will be a measured approach, phased over a town by town basis. Contract Officers are monitoring each batch as they are rolled out, in order to iron out any issues as they arise, before rolling out to the next batch. The main batch Amersham flats are now completed, and we have commenced rolling out to the Chalfont's. Once this has been bedded in then we will move on to Chesham until the end of March.

Communications for this project have to date proven very successful. All residents have/will have a welcome pack, including a letter and a leaflet about the new scheme. We have had only small levels of customer contact regarding this project so far.

The risk level for this part of the programme is currently as Amber (due to time delay)

2.7 Phase Four – Recycling Centres

Currently the bring sites/local recycling centres are being reviewed, to understand what level of sites we will need to maintain following the introduction of enhanced kerbside collection of recycling. Most data for this has now been captured. A meeting is being arranged with Serco to move this project forward.

2.8 Communications

A contamination project is planned for mid May/June to tackle a particular collection round that is experiencing high levels of garden waste contamination (Round 17 in the Wycombe District). If the approach is successful, it can be used in other areas, when issues arise, budgets providing. The authorities gave an undertaking to Bucks CC that areas experiencing high contamination of garden waste, would be targeted.

New contamination bin hangers will be produced to raise awareness of contamination of both garden waste and recycling bins. Stickers will be placed on garden waste bin lids to cover old food waste signage and on blue bins lids. They will monitor contamination levels and will provide analytical feedback to the waste team after the exercise has been.

As outlined, promotion of the chargeable garden waste collection is due to take place in the

Waste Services

Chesham area during March to encourage higher subscription levels in the service, raising more income and resulting in less garden waste going to landfill.

The communications plan for 2015/16 is currently being developed.

The risk level for this part of the programme is currently as Green

2.9 Customer Service

The cost of the waste customer services for 2015/16 is currently being reviewed. A separate paper has been circulated which reviews the cost share agreement for this element of the service in light of the end of the Northgate Contract with WDC in January 2015.

2.10 KOTs

The updated KOT proposal for Year 2 has been put to Serco who have agreed the outline proposal. Bevan Briton is to be instructed to make the changes to the contract.

2.11 Performance Data

Provisional Q3 performance indicators can be seen in Appendix 1

2.12 Staffing

Staff turn over in the waste team has spiked in the last four months. Work has been carried out to increase retention and to ensure that the contract monitoring team are adequately staffed.

After careful consideration a number of actions have been highlighted for attention

- Use of interim Service Delivery Manager to cover 8 weeks until 27th March 2015 – possible extension for 2 months for specific project work subject to budget . This will cover the work of the Service Delivery Manager and part of the Service Delivery Officer while the former post is awaiting the appointed staff member to start and the later post is vacant. It will also support whilst the Senior Officer (Waste) is on annual leave. An interim has been appointed following the Senior Officer Waste Board and the Joint Waste Collection Committee Discussion
- Re-designation of two current posts which have staff in post and two posts which are vacant posts, as detailed below.

Post re-designation

- Re-designate Waste Service Delivery Officer to **Waste Project Manager** post:
 - Combining elements of the Waste Policy and Performance Officer and Waste Service Delivery Officer,
 - Increasing some management responsibility, especially in relation to moving forward projects to increase efficiency and reduce costs and improve service levels
- Re-designate Waste Policy and Performance Officer to **Recycling Officer** post:
- Re-designate Waste minimisation Officer to **Recycling Officer** post:
- Re-designate a Waste Contract Officer Post to **Lead Waste Contract Officer** post:
 - Re-designate a Lead Contact Officer role from one of the current three contract officers will enable one of the post holders to lead on issues such as liaisons with Planners, setting up monitoring schedules etc. This will free up higher level

Waste Services

contract management time.

Waste Services

3. Risk Register

The table below shows an overview of the key current programme risks. The file risk register can be seen in appendix 2

Red Risks		Amber Risks		Green Risks	
Paper Sort Facility (Risk 20)	Held	Member Expectations (Risk 1)	Held	TEEP Challenge (Risk 24)	New
No post IAA funding (Risk 4)	Held	Customer Service (CS) (Risk 14)	Held		
Lack of long term workshop facility	Held	Access to Disposal Facilities	Held		
Clay Lane - Lack of long term investment plan (Risk 19)	Held	Clay Lane - Depot Management	Held		
Contract Change Notice (Risk 23)	Held	Serco Contract Novation (Risk 24)	New		
		Staff Retention (Risk 26)	New		

4. Key Future Decisions

- SLA between CDC and WDC
- Service Review with SBDC
- Green Waste Charge for the renewals

5. Recommendation

That the Board note this report

	Indicator	Actual 13/14	Target 14/15	Q1	Q2	Q3 (Provisional)	YTD (Provisional)	Status
Page 19	1 % of household waste recycled	27.20%	31%	24.82%	23.97%	27.93%	25.43%	<p><u>This indicator reflects the amount of waste recycled (not composted):</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show that recycling as a percentage has increased in Q3, partly due to a fall in Green Garden waste over the winter period, and partly due to an increase in tonnes of recycling collected. The YTD figure indicates an overall percentage of recycling is currently 25.43%, against a yearly target of 31% and as such is below target.</p> <p>*Please note these are joint figures for both CDC and WDC</p>
	2 % of household waste Composted	21.92%	25%	33.38%	31.70%	25.26%	30.57%	<p><u>This indicator reflects the amount of waste composted (not recycled):</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show that composting as a percentage has decreased since Q2 mainly due to a fall in Green Garden waste over the winter period. The YTD figure indicates an overall percentage of 30.57% which is above our target of 25%.</p> <p>*Please note these are joint figures for both CDC and WDC</p>
	3 Tonnes of household waste recycled	26,764 Tonnes	29,900 Tonnes	6,668 Tonnes (7,475)	5,962 Tonnes (7,475)	6,687 Tonnes (7,475)	19,339 Tonnes (22,425)	<p><u>This indicator reflects the amount of waste recycled (not composted) in tonnes</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show an increase in recycling tonnages in Q3. The YTD figure is slightly below target (22,400 tonnes), and it is likely that this will remain the case at the end of Q4. The current scheme has now been run for a year so interpretation can start to be carried out with continued monitoring taking place in Q4.</p> <p>*Please note these are joint figures for both CDC and WDC</p>

4	Tonnes of household waste Composted	21,568 Tonnes	25,000 Tonnes	8,965 Tonnes (6,250)	7,886 Tonnes (6,250)	6,047 Tonnes (6,250)	23,245 Tonnes (18,750)	<p><u>This indicator reflects the amount of waste composted (not recycled) in tonnes:</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show composting tonnages are above target even taking into account the low winter tonnages expected in Q4. The current scheme has now been run for a year so interpretation can start to be carried out with continued monitoring taking place in Q4.</p> <p>*Please note these are joint figures for both CDC and WDC</p>
5	% of household waste reused , recycled and Composted	49.19%	56%	58.19%	55.67%	53.19%	56.00%	<p><u>This indicator reflects the amount of waste composted (not recycled) in tonnes:</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show composting tonnages are above target even taking into account the low winter tonnages expected in Q4. The current scheme has now been run for a year so interpretation can start to be carried out with continued monitoring taking place in Q4.</p> <p>*Please note these are joint figures for both CDC and WDC</p>
6	Kg of household waste collected per head	N/A	375 kg	101 kg (93.8)	91.62 kg (93.8)	89.62 kg (93.8)	282 kg (281)	<p><u>This indicator reflects the amount of waste collected from each person in the district in kg:</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show that waste produced is less than anticipated, which is very positive.</p> <p>*Please note these are joint figures for both CDC and WDC</p>
7	Kg of residual household waste collected per household	N/A	450 kg	104 kg (112.5)	101 kg (112.5)	102 kg (112.5)	307 kg (338)	<p><u>This indicator reflects the amount of residual waste collected from each household in the district in kg:</u> Q3 figures are currently being verified and cross checked, and the figures provided are provisional and subject to change following verification. The provisional figures show that waste produced is less than anticipated, which is very positive, and means we have landfilled less than expected.</p> <p>*Please note these are joint figures for both CDC and WDC</p>

9	JWS Customer service call abandonm ent rate	25.3%	10%	13.1%	13.7%	12.6%	13.2%	<p><u>This indicator reflects the percentage of calls which ring off before being answered by a member of staff through the published waste number:</u> The abandonment rate has decreased in Q3 both relative to last year and Q2. 2,512 this Q3 compared to 15, last year. The service has still experienced staffing issues including long term sick and maternity leave. Additional staff have now been recruited and trained but will take time to develop their knowledge</p> <p>*Please note these are joint figures for both CDC and WDC</p>
10	JWS Customer Service Calls answered within 2 seconds	33.1%	65%	46.2%	42.7%	42.7%	43.7%	<p><u>This indicator reflects the percentage of calls which are answered by a member of staff through the published waste number in 20 seconds:</u> Waste Services has received 19,878 calls in period a fall of almost 27,000 calls from the same time last year (47,579). 44% of calls were answered within 20 seconds is a rise from the same time last year (32.5%) but still below the target of 65%. The service has been disadvantaged by a number of staffing issues including long term sick and maternity leave. Additional staff have been recruited in and trained and currently a further recruitment drive is on-going.</p> <p>*Please note these are joint figures for both CDC and WDC</p>
11	JWS Number of waste and recycling containers missed	22,389	20,800 (5,200) (400 a week)	4,714 (5,200)	5,214 (5,200)	4,047 (5,200)	13,975 (15,600)	<p><u>This indicator reflects the numbers of containers which have been missed:</u> The number of missed containers is reducing with Quarter 3 figures seeing the best performance for the year. If the trend continues for quarter 4, the year end performance will be above target.</p> <p>*Please note these are joint figures for both CDC and WDC</p>



Likelihood	F					
	E					
	D					
	C					
	B					
	A					
		1	2	3	4	5
		Impact				

Likelihood:	
A	Almost impossible
B	Very low
C	Low
D	Significant
E	High
F	Very high

Impact:	
1	Negligible
2	Marginal
3	Some
4	Critical
5	Catastrophic

Risk No	Risk	Impact	Current Risk Rating	Target Risk rating	Mitigation Actions	Owner (s)	Comments
1	<u>Member Expectations</u> - Local Impact in conflict with overall picture	The expectations of some member at local level regarding service delivery and policy implementation, may not reflect the priorities of the JWCC lead to additional work for waste team through contact by Members and residents	D 3	C 3	Member communications has been built in as a key element of communication campaign	Kitran Eastman supported by other senior officers and Members as necessary	This risk has been kept due to the likely increase in contact from Members up until May, and request sent through from discussions with members of the public when canvassing
4	<u>No Post IAA funding</u> - BCC interface resulting in budget impacts	Financial Impact	D 4	C 3	On-going discussions with BCC	Alan Goodrum	Reduced IAA funding confirmed, continue dialog with BCC needed to ensure this payment will be made
6	<u>Poor Contractor Performance</u>	Officer time if performance is bad and KOTs/penalty points need to be used, and a reputational impact with residents and local media	C 3	B 2	Contract management	Kitran Eastman	KOT changes have been agreed by Serco and Bevan Britton are making the changes to the contract
9	<u>Long term savings not achieved</u>	Financial and reputational risk	C 3	A 3	On-going Monitoring	Alan Goodrum and Ian Westgate	Awaiting CCN outcome. Year 1 costs met
11	<u>Health and Safety Executive</u> - audit not passed	Effect on staff, Members of the Public and partners staff, Fines and Measures introduced by the HSE, reputation issues	B 3	A 3	Full contract management of Health and Safety Issues, as well as correct procurement of contract	Kitran Eastman	1st HSE visit has now taken place, only issue of concern is the traffic/management of the CI Lane depot
12	<u>UPM Contract complications</u>	Financial and reputational risk	B 3	B 2	Contract management	Chris Marchant	Currently no issue with UPM relationship
13	<u>BCC infrastructure</u> -No along term bio infrastructure generally	Financial and reputational risk	C 4	B 2	On-going discussions with BCC	Kitran Eastman	New Interim procurement to commence in April 2015
14	<u>Poor Customer Service Performance</u>	Reputational risk to councils, increased costs and impact on service	B 3	B 2	On-going Monitoring	Jacquie Smith	On-going pressure in the CS team has result in some days performance being lower than anticipated. New phone system is to be implemented in June
18	<u>Lack of Long term workshop facilities</u>	Long term issues for Serco Contact due to a lack of workshop facilities now the PSF is continuing	D 4	B 2	Discussion with estates team with Caroline Hughes and Kitran Eastman	Caroline Hughes/Chris Marchant	On-going investigation being done
19	<u>Clay Lane - Lack of long term investment plan</u>	Added difficult over multi site maintained	D 4	B 2		Ian Westgate	
19b	<u>Clay Lane</u> - Depot Management	Potential health an safety risks as well as strained relationships with Serco	D 3	B 2		Kitran Eastman	
20	<u>Paper Sort Facility</u>	Issues surrounding maintenance and investment	D 4	B 2		Chris Marchant	
21	<u>Poor quality or delayed roll out on Phase 3</u>	Increased customer contact and reputational impact	D 2	B 2	Well planned and considered roll out	Kitran Eastman	Delay in the completion on phase 3 to ensure high quality roll out

CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
20 MARCH 2015

Summary of TEEP Assessment of the Joint Waste ServiceContact Officer: Sally Gordon (sgordon@chiltern.gov.uk - 01494 586868)**RECOMMENDATION**

That the Joint Waste Collection Committee note the results of the TEEP assessment of the Joint Waste Service, to check compliance with Regulation 12 and Regulation 13 of the Waste Regulations of England & Wales, 2011 and that the service is re-assessed in 2017/18, prior to contract renewal or extension in 2020.

1. This report provides a summary of the recent TEEP assessment of the Joint Waste Service (JWS), which checked the compliance of the service with Regulation 12 and Regulation 13 of the Waste Regulations of England & Wales, 2011. The Joint Waste Service was found to be compliant with both Regulations.
2. The EU Waste Framework Directive (WFD) 2008, introduced Regulation 12, which concerns the application of the waste hierarchy to all waste streams and Regulation 13, which introduces a duty to separately collect four types of recyclable material from January 2015; paper, glass, cans and plastic. The aim of the Regulation 13 is to improve the quality and quantities of materials collected. Separate collections of these four materials have now become the default method of collection. The WFD has been transposed into UK domestic law through the Waste Regulations for England and Wales, 2011.
3. The current JWS collects paper and cardboard separately and the packaging mix (glass, mixed plastics, mixed cans, tetrapaks) comingled in wheeled bins. This is described as a two stream collection. We can clearly demonstrate that the JWS is collecting a wide range of recyclables and that the waste hierarchy is applied to waste streams as much as is possible to do so, in compliance with Regulation 12.
4. To assess compliance with Regulation 13, it was necessary to appraise a range of separate collections to assess whether they were more likely to collect higher quantities of the four materials for recycling and to achieve a better quality. As paper and cardboard are collected separately, this element of the JWS is already compliant.
5. Glass, cans and plastics are collected comingled together and,.

therefore, the **Necessity Test** was applied which determined whether these materials *should* be collected separately. The options appraisal scoped out the collection vehicles and labour required, the collection containers/capacity provided and range of materials that would be collected and how these changes impacted on the other services.

6. The separate collections require the provision of kerbside boxes with kerbside sorting into stillage vehicles with 5 compartments. A review of these arrangements, set within the context of retaining weekly food waste collections, revealed that residents would receive reduced recycling container capacity and a likely reduction in the range of materials collected.
7. In conclusion, based on the appraisals undertaken, a SWOT analysis and the results based evidence provided by the current service, in terms of quantity and quality, the current two stream service continues to provide the best option for Chiltern and Wycombe District Councils.
8. It was then necessary to appraise whether it was more technically, environmentally or economically practicable (**TEEP**) to provide separate collections as opposed to the current service. If the separate collections passed all three tests, then the authorities would be legally obliged to provide separate collections.
9. Separate collections failed the **technical test** due to difficulties in providing separate collections for flats and in providing a range of separate bulking bays at the London Road depot or elsewhere.
10. In the absence of software used to assess environmental impacts, separate collections passed the **environmental test**.
11. Separate collections failed the **economic test** for a number of reasons, including the increased number of collection vehicles required and a larger workforce with higher labour costs. The recent provision of over 94,000 blue wheeled bins would represent a wasted investment as these would be unsuitable for separate collections. It is also likely that that separate collections would have higher operational costs, including higher vehicle maintenance costs, full retention of a recycling site service due to reduced container capacity at the kerbside, increased supervision costs, etc. It is also possible that there may be transitional costs associated with breaking or altering the contract and these costs are likely to be unaffordable. The table below provides a comparison of the potential increase in vehicle capital costs and ongoing labour costs of separate collections as compared with the current service.

Increased capital vehicle costs & increased labour costs

Option	% increase vehicle capital costs	% increase labour costs
Fortnightly source separated collections	10.51%	36.12%
Weekly source separated collections	14.52%	21.21%

12. In conclusion, the JWS was found to be compliant with Regulation 13 and now requires sign off by Head of Service/Directors and Head of Legal.
13. The assessment contains commercially confidential information and will be held within the Waste Team files in preparation for a possible review by the Environment Agency. Copies of the sign offs, including copies of relevant Cabinet and Committee items which provide evidence relating to the decision making behind the current service and any other supporting information, will be attached to the appraisal document.
- 14. It is necessary to document when the next review of the JWS's compliance against Regulation 13 will take place. The existing contract is due for extension or contract renewal in 2020. Given a procurement lead in time of approximately two years, soft market testing could potentially take place to test the economic viability of a source separated collection in 2017/18.**

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
20 MARCH 2015**

Wheeled bin options for paper and card collections

Contact Officer: Kitran Eastman (keastman@chiltern.gov.uk – 01494 732149)

RECOMMENDATION

That the Joint Waste Collection Committee endorses the options for residents to be able to have wheeled bins for paper and card. That the charge for this bin to cover the cost of the bin, coloured bin lid, sticker, delivery and administration be delegated to the Senior Officer (Waste) in consultation with the Portfolio Holders.

1. This report outlines the proposal to introduce an option for residents to have a wheeled bin for paper subject to a fee which covers the cost of changing the service.
 2. A number of residents across Chiltern and Wycombe have over the last 18 months requested a wheeled bin for paper and card. We don't currently provide this service but have instead allowed residents to purchase as many paper boxes as they wish.
 3. Through initial discussions, Serco have indicated that they would be happy to collect paper bins instead of boxes at some address, as it is likely to only be those who already have a number of paper boxes. This would be limited to those households who already have wheeled bin collections.
 4. To ensure the best use of resource it is proposed that a blue wheeled bin be used but with a brightly coloured lid, and a sticker highlighting its use for paper.
 5. The Joint Waste Service does not hold any budget to make these changes, and as such it is proposed that through a charge to residents the changes would be cost neutral. It is anticipated that the one off charge would need to be in the region of £35 to cover the capital cost of the bin, and bin lid, sticker, delivery and administration.
 6. This proposal is designed to help those residents who wish to change to a wheeled bin but would not be mandatory for any residents.
-

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
20 MARCH 2015****Briefing note for recycling site reduction (Phase 4)**

Contact Officer: Tim Woolven (twoolven@chiltern.gov.uk - 01494 586544)

RECOMMENDATION

Inform The Joint Waste Collection Committee of the methodology and time frame for the phased reduction of 114 recycling sites.

1. This report summarises the consultation process and methodology for the contractually agreed reduction of the Joint Waste Partnerships 114 recycling sites to 45 key sites also known as Phase 4. The 45 remaining sites will be reviewed during Phase 4 process to see if they are all still required.
2. In line with section 2.29.3. of the Service Delivery Plan (see appendix 1) all bring sites other than those stipulated will be removed in phases during year two of the service. Due to a change in circumstances this phased removal has been delayed until year 3.
3. All low rise properties now have access to all the recycling facilities available at the recycling sites through kerbside collection. Phase Three implementation of multi occupancy is under way and due to be completed in 15/16. This will enable all residents' access to recycling facilities regardless of property type they reside in, thus reducing the need for as many recycling sites.
4. Recycling sites are becoming an increasing drain on resource, often encourage illegal dumping of trade waste and fly tipping. The clearing of this waste uses a considerable resource that SERCO can better use in other ways.
5. The phased removal of the recycling sites will begin in June 2015 with approximately 20 sites being removed every month. The portfolio holders will be given a list of the sites to be removed during the process detailing when they will be removed.
6. Individual ward members will be informed of the removal of Recycling sites in their ward approximately two weeks prior to their removal.
7. Removal will be prioritised with least used and most problematic sites being targeted first to free up the most resource with limited impact on residents.

2.29.3.2 Full Roll out (Months 0-3 Year 2)

We will continue to utilise the existing contractor, ASM to service the titan banks for the first year but then switch Receptacles over the FEL banks whilst at the same time reduce the number of sites overall to 45 across both Districts. We would introduce the material streams to mirror that of all other collections, i.e. mixed rigid plastics, glass, foil, tetra pak cans, paper and cardboard. We would retain 25 sites in Chiltern (19 primary and 6 smaller sites) which would mean coverage at every area within the District. In terms of Wycombe, we would reduce the sites down to 20, again ensuring a site in each area. All banks would be FEL with the exception of the smaller sites in Chiltern which would be serviced by the High Rise/Schedule 2 property collection vehicle. We would propose to move the Third Sector banks around (subject to approval) so there is no loss overall to them in terms of site locations and in fact the number could even be increased. The numbers we have calculated for year 2 are detailed below:

FEL Bring Banks Year 2									
Container Type									
Material	FEL								
Paper/Card	107								
Cans/Plastic/Glass	117								
Round No	Lifts	Container Type	Crew Sizes	Vehicle Type	Lift	Collectio ns PW	Lifts Per Day	Collections/ Operative Per Day	No. of Sites per day
FEL 1 - Paper /Card (4 days per week)	107	FEL	Dr.Only	FEL	FEL	107	27	27	10
FEL 2 - Container Mix (6 days per week)	117	FEL	Dr.Only	FEL	FEL	117	20	20	7
Total	224		2			224	48		
CDC Year 2 = 10 sites									
WDC Year 2 = 20 Sites									

2.29.4 Site Locations

The table below sets out our proposed new sites and the materials/banks available there:

Proposed Bring Sites Year 2				
No.	Area/Location	Materials		Bank Type
High Wycombe				
1	Asda, Cressex	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
2	Brindley Avenue, Dowley	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
3	Terriers Cross Roads, Totteridge	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's

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4	Morrisons, High Wycombe	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
5	Council Offices, Easton Street	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
6	Sainsburys, Bellfield Road	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Hughenden				
7	Red Lion Allotments, Great Kingshill	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Marlow				
8	Central Car Park, Riley Road	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
9	Liston Road Car Park	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
10	Wiltshire Road	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Bledlow Cum Sauderton				
11	Bledlow Ridge Cricket and Tennis Club	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Stokenchurch and Lane End				
12	Mudds Bank Lay-by, Wycombe Road	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Wooburn and Bourne End				
13	Wakeman Road Car Park, Bourne End	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Prices Risborough, Longwick and Kimble				
14	Horns Lane Car Park, Princes Risborough	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
15	Stratton Road Car Park, Princes Risborough	Paper/Card	Container Stream (Cans,Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's

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Medmenham and Hambleden				
16	Dog and Badger, Medmenham	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
17	Danesfield Arms, Medmenham	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Chepping Wycombe				
18	Tesco Store, Loudwater	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
19	Kingswood Car Park, Cock Lane	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Hazlemere				
20	Beaumont Way Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Amersham				
21	Rickmansworth Road Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
22	Multi-Storey Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
23	Dovecote Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
24	Community Centre Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
25	London Road Household Waste Site	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
26	Council Officers, King George V Road	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	1100's
Amersham (Surrounding Area)				
27	Mop End Environmental Centre, A404	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	1100's
Chesham				
28	Water Meadow Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's

			Plastics, Tetra Pak, Foil)	
29	Star Yard Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
30	Station Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
31	The Moor	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
32	Codmore Playing Fields	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
33	Albany Place Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	1100's
Chesham (Surrounding Area)				
34	Bellingdon Village Hall	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Chalfont St Peter				
35	Community Centre, Mill Meadow	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
36	Church Lane Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
37	Scout Camp, Denham Lane	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Seer Green and Jordans				
38	The Pavilion Playing Fields	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Chalfont St Giles				
39	Blizzards Yard Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
40	Crossleys Playing Fields	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	1100's
41	Chesham Bois Tennis Club	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	1100's
Prestwood				

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42	Main Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Great Missenden				
43	Link Road Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Little Chalfont				
44	Snells Wood Car Park	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	FEL's
Holmer Green and Area				
45	Sports Club, Watchet Lane	Paper/Card	Container Stream (Cans, Glass, Mixed Rigid Plastics, Tetra Pak, Foil)	1100's

2.29.5 Working with the Third Sector

Serco recognises that street based receptacles have an impact on the street scene and therefore it is important to keep them at a minimum. However properly managed sites minimise use of environmental resources and can provide revenue for third sector organisations.

Clearly there are a number of banks operated by the Third Sector in the Districts at the moment including Oxfam, BCR and TRAIID for foil and textiles. We would want to continue to work with these organisations and would work in partnership through operative recording when banks are overflowing and reporting them to the relevant organisation accordingly. We would even clear the materials where necessary to ensure banks are not left overflowing until the bank could be emptied.

Serco's solution is to propose that the sites remain as is for the first year but then the sites are reorganised in the second year in line with our reorganisation which will result in no loss in banks overall and in fact could lead to a gain in banks if required. In addition to the existing Third Sector banks, Serco believe additional Third Sector banks could be provided as follows. This would be following the rationalisation of the sites providing an enhanced service overall:

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
20 MARCH 2015**

2014/15 Joint Waste Service Budget Update – Quarter 3

Contact Officer: Kitran Eastman (keastman@chiltern.gov.uk – 01494 732149)

RECOMMENDATION

That the Joint Waste Collection Committee note the information in this report

1. This report outlines the current 2014/15 budget position for the Joint Waste Service up to Quarter 3. In highlights three main areas a) Contracted Costs b) Joint Client Expenditure c) Joint Client Income
2. Total Service Costs (excluding internal cooperate recharges)

Table 1a	Joint Budget	CDC Budget	WDC Budget	Comment
Contracted Costs	£7,949,500	£2,678,982	£5,270,518	
Joint Client Expenditure	£1,459,001	£1,001,766	£457,235	
Joint Client Income	(£1,739,990)	(£952,322)	(£787,668)	
Balance	£7,668,511	£2,728,426	£4,940,085	

Table 1b	Joint Annual Budget	Joint YTD Budget	Joint YTD	Est. Outturn	Comment
Contracted Costs	£7,949,500	£5,962,124	£5,682,616	£7,999,900	
Joint Client Expenditure	£1,459,001	£1,094,253	£1,022,037	£1,457,342	
Joint Client Income	(£1,739,990)	(£1,279,993)	(£807,634)	(£1,955,700)	
Balance	£7,668,511	£5,776,384	£5,897,019	£7,501,542	

The waste service budget for 2014/15 is currently predicted to out turn under budget. This is subject to receiving the IAA funding from BCC, and no addition invoices from Serco, or an increase in variables items billed.

3. Contracted Costs

Table 2a	Joint Budget	CDC Budget	WDC Budget	Comment
Fixed Fee	£7,685,500	£2,590,000	£5,095,500	
Variable Works	£264,000	£88,970	£175,030	
Third Party Income	(£0)	(£0)	(£0)	
Balance	£7,949,500	£2,678,970	£5,270,530	

Table 2b	Joint Annual Budget	Joint YTD Budget	Joint YTD	Est. Outturn	Comment
Fixed Fee	£7,685,500	£5,764,125	£5,607,007	£7,685,500	
Variable Works	£264,000	£198,000	£75,609	£314,500	
Third Party Income	(£0)	(£0)	(£0)	(£100)	
Balance	£7,949,500	£5,962,125	£5,682,616	£7,999,900	

The waste contractor budget for 2014/15 is predicted to overrun above budget, some elements will be offset against increased income for container delivery and green waste collections

4. Joint Client Expenditure and Income Budget

Table 3a shows the budget for the joint waste client and the respective CDC and WDC budgets

Table 3a	Joint Budget	CDC Budget	WDC Budget	Comment
Expenditure				
Employee Expenses	£570,659	£270,492	£300,167	CDC -47.40% WDC - 52.60%
Premises Related Expenses	£3,600	£1,706	£1,894	CDC -47.40% WDC - 52.60%
Transport Related Expenses	£5,000	£2,370	£2,630	CDC -47.40% WDC - 52.60%
Supplies and Services	£110,800	£52,519	£58,281	CDC -47.40% WDC - 52.60%
Advertising / Communications	£92,200	£43,703	£48,497	CDC -33% WDC - 67%
CS/IT Support Services	£87,010	£41,243	£45,767	Customer Services recharges specific split agreed
CDC Support Services recharge (General)	£543,501	£543,501	£0	CDC Only
CDC Support Services recharge (Office)	£46,231	£46,231	£0	CDC Only
TOTAL	£1,459,001	£1,001,766	£457,235	
Income				
IAA Funding - CDC	(£100,000)	(£100,000)	(£0)	CDC Only
IAA Funding - WDC	(£0)	(£0)	(£0)	No budget assign but income expected
Recycling Credit	(£942,300)	(£333,574)	(£608,725)	Recycling credit

				income will be split on actuals once the figures are finalised.
Town & Parishes recharges	(£690)	(£690)	(£0)	CDC Only
Garden Waste	(£420,000)	(£420,000)	(£0)	CDC Only
Sale of Boxes/ Bins etc	(£34,000)	(£12,036)	(£21,964)	CDC - 35.40% WDC - 64.60%
Bulky Waste Collection	(£117,600)	(£41,630)	(£75,969)	CDC - 35.40% WDC - 64.60%
Schools Charges	(£125,400)	(£44,391)	(£81,008)	CDC - 35.40% WDC - 64.60%
TOTAL	(£1,739,990)	(£952,321)	(£787,666)	

Table 3a shows the YTD budget position and expected outturn position for the joint waste client

Table 3b	Joint Annual Budget	Joint YTD Budget	Joint YTD	Est. Outturn	Comment
Expenditure					
Employee Expenses	£570,659	£427,996	£435,819	£580,000	Addition cost to cover extension of Roll Out Officers
Premises Related Expenses	£3,600	£2,700	£0	£3,600	Annual Fee
Transport Related Expenses	£5,000	£3,750	£12,346	£20,000	Previously highlighted discrepancy – 2015/16 budget reflect realistic cost
Supplies and Services	£108,800	£83,100	£38,249	£85,000	Some annual costs
Advertising / Communications	£92,200	£69,150	£25,970	£92,000	Awaiting invoices and comms campaign in Q4
CS/IT Support Services	£87,010	£65,258	£65,258	£87,010	On budget
CDC Support Services recharge (General)	£543,501	£407,626	£409,727	£543,501	CDC Only cost
CDC Support Services recharge (Office)	£46,231	£34,673	£34,668	£46,231	CDC Only cost
TOTAL	£1,459,001	£1,094,253	£1,022,037	£1,457,342	
Income					
IAA Funding - CDC	(£100,000)	(£50,000)	£142,421	(£40,000)	2013/14 income carried fwd. but was not paid by BCC
IAA Funding - WDC	(£0)	(£0)	(£0)	(£0)	Pass through to WDC when received – Expected

					(£271,000)
Recycling Credit	(£942,300)	(£706,725)	(£313,609)	(£1,200,000)	Awaiting Q2 payment.
Town & Parishes recharges	(£690)	(£518)	£920	(£700)	
Garden Waste	(£420,000)	(£315,000)	(£430,000)	(£350,000)	
Sale of Boxes/ Bins etc	(£34,000)	(£25,500)	(£43,820)	(£55,000)	
Bulky Waste Collection	(£117,600)	(£88,200)	(£79,614)	(£100,000)	
Schools Charges	(£125,400)	(£94,050)	(£83,932)	(£100,000)	
TOTAL	(£1,739,990)	(£1,279,993)	(£807,634)	(£1,845,700)	

5. Garden waste income is likely to be below budget at the end of the year. Actual income received is currently above the budgeted outturn, however this income will be apportioned over 2014/15 and 2015/16 where appropriate. For example, income received in May 2014 relates to the period June 2014 – May 2015, so two months' income will be moved into 2015/16. Overall, the income for the Joint Client Budget is predicted to be above budget, due to increased recycling credits.
-

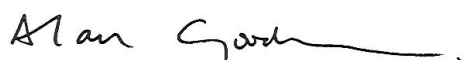
Notice Issued under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to consider a report in private

Regulation 5 of the above Regulations requires 28 clear-days notice of a decision-making body's intention to meet in private, including a statement of the reasons for the meeting to be held in private.

Where the date by which a meeting must be held makes compliance with this regulation impracticable, the meeting may only be held in private with the agreement of the Chairman of the relevant Overview & Scrutiny Committee that the meeting is urgent and cannot reasonably be deferred. Once agreement is reached a notice must be published setting out the reasons why the meeting is urgent and cannot reasonably be deferred.

Decision to be taken	Decision-Maker & Date	Reason Private	Reason Regulation 5 Not Complied With
Joint Waste Contract – Indexation Provisions: To consider a report regarding the indexation provisions contained in the Joint Waste Contract	CDC & WDC Joint Waste Collection Committee – 20 March 2015	Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	Consideration of this item was requested by the Cabinet after the publication of the 28 Day Notice and is required as a matter of urgency in order to protect the Council's interests.
Joint Waste Contract – Draft Improvement Plan: To consider a report on the joint waste contract improvement plan	CDC & WDC Joint Waste Collection Committee – 20 March 2015	Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	Consideration of this item was requested by the Cabinet after the publication of the 28 Day Notice and is required as a matter of urgency in order to protect the Council's interests.

Approval for these items to be considered in private by the Chiltern & Wycombe Joint Waste Collection Committee on 20 March 2015 was received from Councillor A Garnett (Chairman of the Resources Overview Committee) & Councillor R Gaffney (Chairman of Improvement & Review Commission) who agreed that these items were urgent and could not reasonably be deferred.



Alan Goodrum
Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **9 March 2015**

Item 12

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

Document is Restricted

Item 13

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

Document is Restricted

