



Chiltern & Wycombe Joint Waste Collection Committee

Thursday, 5th November, 2015 at 10.30 am

Cabinet Room, King George V House, King George V Road, Amersham

A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 3 - 6*)
To agree the Minutes of the meeting held on 27 August 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Waste Service Highlight Report (*Pages 7 - 10*)
Risk Register - Appendix 1 (Pages 11 - 12)
- 6 Half Year Waste Communications Update (*Pages 13 - 18*)
- 7 Quarter 2 Budget Update (*Pages 19 - 24*)
- 8 2016-17 Budget Proposal (*Pages 25 - 28*)
- 9 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.
- 10 Waste Team Future Review (*Pages 29 - 34*)

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

Appendix A (Pages 35 - 36)

Appendix B (Pages 37 - 38)

11 Schedule of Meetings

Members are asked to agree the following schedule of meetings:

Thursday 17 December 2015 (WDC)

Thursday 11 February 2016 (CDC)

Thursday 7 April 2016 (WDC)

Thursday 2 June 2016 (CDC)

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 Mrs Wendy Mallen

Wycombe District Council

Councillor Michael Smith (Vice-Chairman)

Chiltern District Council

Councillor Caroline Jones

Chiltern District Council

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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 27 AUGUST 2015
at WYCOMBE DISTRICT COUNCIL**

PRESENT:

Councillor J Teesdale (Wycombe District Council) - Chairman
" M R Smith (Chiltern District Council) - Vice Chairman

Councillors: W Mallen (Wycombe District Council)

Officers: C Hughes (WDC), S Markham (CDC), I Westgate (WDC),
Marchant (CDC), S Gordon (CDC), K Eastman (CDC & WDC)
and L Hornby (WDC).

1 EVACUATION PROCEDURES

Ian Westgate explained evacuation procedures.

2 MINUTES

The Minutes of the meeting held on 25 June 2015 were agreed as a correct record and signed by the Chairman.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Jones (CDC) and Bob Smith (CDC).

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 WASTE SERVICE HIGHLIGHT REPORT

The Joint Committee considered the Waste Service Highlight Report and in particular noted the programme status had been kept at Amber but that Scope and Finance were in fact Green. They noted the results of a satisfaction survey had been undertaken by contacting 200 residents, 100 in each authority. Concern was raised that the perception was that the service was not performing well, although it compared quite favourably compared to neighbouring local authorities. It was agreed for some good news stories to be put on the website for residents to see.

The Joint Committee noted that an officer from CDC would be taking photographs to show what waste should be put into each waste bin as a

pictorial record was helpful to residents as they could see at a glance and therefore this would cut down on contaminants. It was also noted that the new calendar would be dispatched in October.

It was noted that with changing the tipping point for waste from landfill to High Heavens transfer station could potentially have a knock-on effect in terms of collections and if this became the case, then residents would need to be notified. After some discussion, it was agreed that the Chairman and Vice Chairman would invite the County Portfolio Holder to a future meeting to discuss various issues.

RESOLVED –

That the report be noted and agreed.

6 WASTE SERVICE RISK REVIEW

The Joint Committee considered the Waste Service Risk Review report and noted the refreshed risks in relation to Scope, Quality, Time, Finance, Communication, Legal & Contract, Infrastructure and People. Concern was raised in relation to the High Heavens transfer station in relation to potential cost and impacts.

RESOLVED –

That the report be noted and agreed.

7 2014/15 BUDGET UPDATE

The Joint Committee considered the 2014/15 Budget Update report and noted the contents particularly in relation to Table 2b and the split between CDC and WDC. Additional expenditure was required on rolling out of the flats recycling scheme. Bins of a higher specification were required and as a result new bins were purchased and a one-off invoice of £156,110 was paid for Chiltern Wycombe. These new bins were currently being rolled out to current flats.

RESOLVED –

That the report be noted and agreed.

8 QUARTER 1 BUDGET OVERVIEW

The Joint Committee considered the Quarter 1 Budget Overview report and noted the contents. They also noted that the waste service budget was currently estimated to outturn on budget at the end of the year. Areas of risk to income were based particularly around IAA payments. It was reported that in relation to Table 6b, under the heading 'Income' the Recycling Credit, 2014/15 income carried forward but was not paid by Bucks County Council as yet.

RESOLVED –

That the report be noted and agreed.

9 WASTE SERVICE POLICY REFRESH

The Joint Committee considered the Waste Service Policy Refresh and noted that while most policies remain unchanged, most were updated to ensure clarification on some issues.

It was noted in relation to bulky special collections that the current system allowed for the collection of five items for £35 which often encouraged residents to find additional items to put out to make up to five. The proposed recommendation was to change this provision to three items for £35 with an additional £35 for further items.

After some discussion the report and updated document was agreed and would be uploaded to the website from 1 September.

RESOLVED –

That the report be noted and agreed the updated document as set out in Appendix 1 and its application from 1 September 2015.

10 WASTE SERVICE CONTAINER CHARGING OPTIONS

The Joint Committee considered the Waste Service Container Charging Options report.. It was noted that if a resident was moving in to a new development, if a container was lost or stolen or if damage was down to the operator, then the container would be replaced free of charge. It was hoped that with the charges in place, it would encourage residents to taken care of their containers which would cut down the numbers of residents claiming for replacements.

RESOLVED –

That the report be noted and agreed approval for the revision of the charging criteria.

11 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.

12 KOTS UPDATE

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

Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

The Joint Committee considered the update which was circulated at the meeting and particularly noted the current position which had been agreed following a meeting the previous week with Serco. It was also noted that under the heading Background, the 1st point should read “In April 2013, the JWCC...” and not 2014 as quoted in the report.

RESOLVED –

That the report be noted and agreed.

13 CHARGE CONTROL NOTICE AND NOVATION UPDATE

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

Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

The Joint Committee received an update on Change Control Notice and Novation and noted that a report with Serco’s savings plan had been discussed at the previous JWCC meeting. It was agreed that officers work with Serco to agree and get sign-off for the updated KOT’s as the issue had been delayed.

RESOLVED –

That the report be noted and agreed.

Joint Waste Services – Programme Highlight Report

Meeting	Senior Waste Officer Board	Location	CDC – Cabinet Room
Date/Time	22 nd October 2015	Period Covered	3 rd August – 12 th October

Overall Programme Status	Amber	Quality	Amber	Some service elements off target – but improving
		Time	Amber	90% of programme on time
		Scope	Green	Scope of programme has not changed
		Finance	Green	Contract savings achieved (see below for current budget)

1. Task, Milestone, Outcomes Delivered in this period

Task, Milestone, Outcomes		Comment	Planned	Actual
Request made to Serco for cost of changing tipping point	TASK	Formal request made to Serco for the full costs, of changing the tipping point for waste from landfill to High Heavens transfer station	10/08/2015	12/10/2015
Phase 3 finished	MILESTONE	Those with infrastructure issues to be put to a day to day operations review	31/08/2015	In progress
Christmas Arrangements agreed with BCC	MILESTONE	Agreement sought with BCC for disposal facilities to be opened on Monday 28 th December for optimal Christmas catch-up made.	15/08/2015	August 2015
Agreement of update to waste policy's	MILESTONE	Subject to a separate Appendix, but changes are a delegated decision (to include a review of fees and charges for container provision).	15/09/2015	19/10/15
KOTs in Contract Changed	OUTCOME	This will enable monthly discussion with Serco to start about default payments	01/12/2014	August 2015
Clinical Review	OUTCOME	Contact clinical waste & collect/return customers to check status of collection need and confirm emergency contact details	01/07/2015	In progress
Publicise new refreshed policies on web	OUTCOME	Have easily accessible policy's with pictures on websites	01/09/2015	In progress
End of contamination project	MILESTONE	Have finished contamination project and reviewed the results and value for money	01/10/2015	15/10/15
Finalised communications and calendars for 2015/16	OUTCOME	Have printed and be ready to send new annual leaflet	01/10/2015	23/10/15

2. Task, Milestone, Outcomes Delivered in Next period (November to December)

Task, Milestone, Outcomes		Comment	Planned
Move to waste transfer station – change of tipping arrangement	OUTCOME	Change of tipping arrangement for residual waste – waste transfer station at High Heavens, BCC to confirm date	By end November 2015
Agree extra costs to change of tipping point	TASK	Serco to provide more detail to support claim for additional costs related to change of tipping point	20/11/15
Tipping arrangements for adhoc waste/bulky waste	OUTCOME	BCC to confirm shredder availability & commencement of new tipping arrangement for adhoc/bulky waste	By end of November 2015
Phase 4 review of WDC bottle bank sites	MILESTONE	Review and removal of WDC bottle banks (phase 4) to continue	30/11/15
Collect & return review	OUTCOME	Review of collect & return application form and customer list, as agreed with Customer Services	30/11/15
Phase 3 finished	MILESTONE	Further roll out of recycling bulk bins to CDC flats	20./11/15
Refreshed policies on websites	TASK	Refreshed policies to go on web with photos to illustrate	20/11/15

Joint Waste Services – Programme Highlight Report

3. Budget – Current Year (not including authority recharges)							
	Joint Budget	Est. Outturn	CDC Budget	Est. Outturn	WDC Budget	Est. Outturn	Comment
Contracted Costs	£8,220,800	On budget	£2,803,770	On budget	£5,417,030	On budget	Budget for 2015/16 is predicted to be on budget. Risk includes the rate of indexation which will be applied from November 2015 and the upcoming change of tipping point for residual waste.
Joint Client Expenditure	£1,727,882	On budget	£985,472	On budget	£740,410	On budget	
Joint Client Income	(£2,083,700)	On budget	(£974,002)	On budget	(£1,109,697)	On budget	
Balance	£7,862,982	On budget	£2,815,240	On budget	£5,047,743	On budget	

4. Key Targets						
	2014/15	Target	July	Aug	Sept	Comment
Recycling Rate	54.8%	56% (Annual)	53.83%			Provisional figure- awaiting WDF validation
Missed Containers	20,325	20,800 (Annual) 1,733 (Monthly)	2006	2019	2263	6,288 – improved figures on Qtr 1 (7218)
Missed C&R (included in above figure)	3,379	1,820 (Annual) 152 (monthly)	375	336	433	1,144 – improved figures on Qtr 1 (1,297)
% Calls answered	87%	90%	94.7%	92.4%	85.3%	Quarterly average – 90.1% garden waste renewal calls taken
% Calls answered in 20 Seconds	46%	60%	68.7%	66.3%	43.2%	Quarterly average – 59.4% garden waste renewal calls taken

5. Variances – Element outside of Tolerance	
A	Missed C& R above target – Serco’s new Ops team is focusing on improving performance
B	

6. Accident Reports (From Serco)					
	Q1	Q2	Q3	Q4	Comment
HSE reportable Incidents	0	0	TBC	TBC	Information verbally shared at contract Meeting, Written figures requested.
Reported Accidents	9	TBC	TBC	TBC	
Reported Near Misses	77	TBC	TBC	TBC	
Days lost due to Accidents	0	TBC	TBC	TBC	

7. Key Risk (See full risks matrix for further details)			
	Risk	Owner	Change
20.	Failure of Paper Sort Facility	Serco	Held
19.	Clay Lane - Lack of long term investment plan	Paul Shackley	Held
23.	Contract Change Notice	Bob Smith/Chris Marchant	Held
18.	Lack of long term workshop facility	Caroline Hughes and Chris Marchant	Held

8. Addition Comments and Notes	
A	Service Review with SBDC date to be agreed

9. Decisions/Steer Required from Collection Committee	
A	-

Joint Waste Services – Programme Highlight Report

Expected Status at next meeting	Green	Quality	Green	Service elements showing an improving trend
		Time	Amber	90% of programme on time
		Finance	Green	Scope of programme has not changed
		Scope	Green	Contract savings achieved, and Q1 budget on track

Appendix 2 Reviewed risks

Chiltern and Wycombe Joint Waste Collection Board

#	Category	Risk Title	Risk Description	Suggested Risk Owner	Suggested Risk Rating	Suggested Target Risk rating
1	Communication	Channel Shift	Unstructured phone calls and contact from emails can result in unnecessary cost or a delay in responses and resolving issues. Some residents can be reluctant to embrace self serve, or are unaware how to self serve	Sally Gordon	C 3	B 2
2	Finance	Income fluctuation	The JWS relies on income for some service i.e. bulky collections as well recycling credits . In current economic climate these can be affected by many factors and fluctuate may affect financial outturn	Kitran Eastman	D 3	B 2
3	Finance	Paper Sort facility	Cost of decommissioning PSF, and the end of the first term of the Serco contract on 2020	Chris Marchant	C 3	B 2
4	Finance	Further Savings	If additional savings are required from either council	Kitran Eastman	B 2	B 2
5	Infrastructure	Bio-waste infrastructure	Impact of the potential change in bio waste facilities following on from BCC procurement	Kitran Eastman	C 3	B 2
6	Infrastructure	High Heavens Transfer Station	Impact of the service delivery of the change of tipping location may impact on round finishing times, and costs of contract.	Richard Williams	D 3	B 2
7	Infrastructure	Workshop facilities	Lack of Long term workshop facilities impacting of fleet repairs and potentially collections	Chris Marchant/ Caroline Hughes	D 4	B 2
8	Infrastructure	Clay Lane investment	Lack of Long term knowledge of the future of the clay lane sites, and as such lack of long term investment plan	Paul Shackley	D 4	B 2
9	Legal & Contract	Contract Novation	Problems with contract novation resulting in issues with service, or procurement challenges	Bob Smith/Chris Marchant	D 3	B 2
10	Legal & Contract	Contract Change Notice	Problems with CNN resulting in issues with service, or procurement challenges	Bob Smith/Chris Marchant	C 3	B 2

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Appendix 1

11	Legal & Contract	KOT changes	Delay in changes to the new KOT system resulting in additional work and resources	Kitran Eastman	D 3	B 2
12	People	Expectation Management	Managing Cllr, Officer and publics expectations of the service and what I should deliver, the policies we have in place and how we communicate	Sally Gordon	C 3	B 2
13	People	Demand Management	Looking how demand is affecting performance detrimental - and how demand management can be used to improve performance and reduce costs	Sally Gordon	C 3	B 2
14	People	Staff Retention	Key staff and knowledge being lost	Kitran Eastman	C 3	B 2
15	Quality	Contract Performance	Poor contract performance resulting in reduced satisfaction or increased costs	Kitran Eastman	C 3	B 2
16	Quality	Health and safety	Poor health and safety resulting in danger or injury, liability or increased costs	Kitran Eastman	C 3	B 2
17	Quality	Customer Services Performance	Poor customer service performance resulting in reduced satisfaction or increased costs	Sally Gordon	C 3	B 2
18	Time	Phase 3 - Flats	Delay in rolling out of new services	Richard Williams	C 3	B 2
19	Time	Phase 4 - Recycling centres	Delay in reducing the number of bring sites	Richard Williams	C 3	B 2

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Six months comms update 2015/16



- Recycling guide/collection calendar
- Contamination project
- Ongoing work streams



Annual recycling guide/& collection calendar



- Project on target – 108,000 leaflets printed and delivery deadline of 23rd October will be met
- Retain colour coding, clearer visuals, less words



Item 6

Annual recycling guide/& collection calendar



- Delivery costs approx £10k more expensive than last year
- Total costs approx £43k
- Significant chunk of comms budget

- Project to scope out other communication options
- Email calendars to residents
- Smaller print run
- Collection info already on the web
- Look at further web options
- Contender App

But people like a leaflet....

Contamination project



BCC identified issues with quality of some garden waste



Contamination project



- Envirocom commissioned to target problem areas – August to October
- Round 17 & 19 targeted – poor recycling performing areas in High Wycombe
- 9741 properties
- Campaign delivery team – applied stickers to blue & green bin lids & posted leaflets
- Contamination monitoring team – applied bin tags on contaminated bins & recorded properties

Contamination project



Garden waste results

- Overall contamination rate 1.97%
- 1.32% exceeded contamination levels of 5%
- Highest contaminant types – plastic bags 26.13%
- paper & card 18.32%



Contamination project



Mixed recycling results

- Overall contamination rate 13.32%
- 6.77% % exceeded contamination levels of 5%
- Highest contaminant types – plastic bags 42.04%
- paper & card 19.022%



Contamination project



Feedback from residents

- Many residents were very receptive & wanted to have the stickers
- Happy that the joint waste team is making an effort to improve services
- Frustrated when other residents don't recycle properly

Feedback from team

- Positive experience for residents and team
- Resident confused about categories of other plastics & other metals
- Passing litter going into bins
- Some bins were emptied even when tagged

Item 6

Further Contamination work



- Collection crews retrained on tagging contaminated bins
- Concerted drive to tag blue bins & report on incident list
- Clear information on websites
- Calendars going out this week
- Residents querying contamination – opportunity to educate them
- Common contaminants – paper, cardboard, plastic bags, other types of plastic, cling film, bubble wrap, polystyrene
- Officers monitoring bins

Further Contamination work

Next steps

- Improving process for dealing with persistent contamination
- Redesigning bin tags
- Focused work with further bin stickers
- DCLG funding – over £800k Waste Partnership for Bucks for food waste participation, look to access some funds for contamination work also

Item 6



Waste comms work plan

Projects

- Complete calendars
- Quality campaign
- Review of calendar requirements
- Website improvements, e.g. A to Z
- Social Media
- DCLG project
- Student engagement

Routine

- Letters to residents
- Updating the website
- Bin audits
- Service Updates (CS and Stakeholders)
- CHG waste renewals
- Stock control
- Wycombe times
- Visual Productions
- Comms Togs
- Tweets

Ad Hoc

- Monitoring recycling
- Events and presentations
- Articles
- Press releases
- Press enquires
- Social media enquires
- CS scripts
- Community litter picking advice
- Photography
- Comms in response to national events.

CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE (JWCC)
5th November 2015

2015/16 Joint Waste Service Budget Update – Quarter 2

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 2015/16 budget for the Joint Waste Service, and the budget position for Quarter 2. It highlights three main areas a) Contracted Costs b) Joint Client Expenditure c) Joint Client Income
2. 2015/16 Waste Budgets (including internal corporate recharges)

Table 2a	Joint Budget	CDC Budget	WDC Budget
Contracted Costs	£8,220,800	£2,803,770	£5,417,030
Joint Client Expenditure*	£1,725,882	£985,472	£740,410
Joint Client Income	(£2,083,700)	(£974,002)	(£1,109,697)
Balance	£7,862,982	£2,815,240	£5,047,743

*Please note CDC internal recharges are £555,065

*Please note WDC internal recharges are £293,400

Table 2b	Q2 Budget based on standard 12 month profiling	Q2 Position	Est. Year End Position	Comment
Contracted Costs	£4,110,400	£3,778,847	On Budget	
Joint Client Expenditure	£862,941	£761,255	On Budget	Many costs charged on an annual basis
Joint Client Income	(£1,041,850)	(£602,957)*	On Budget	Awaiting income from BCC
*(£596,500) of recycling credit income still to be claimed				
Balance	£3,931,491	£3,937,145	On Budget	

The waste service budget for 2015/16 is currently estimated to outturn on budget at the end of the year. Areas of risk to income are based around IAA payments, recycling credit levels, and customer driven income. Areas of risk on expenditure include the rate of indexation which will be applied from November 2015 and the upcoming change of tipping point for residual waste.

3. Contracted Costs

Table 3a	Joint Budget	CDC Budget	WDC Budget	Comment
Fixed Fee	£7,625,530	£2,521,591	£ 5,103,939	Budget including anticipated indexation
Variable Works	£347,043	£98,583	£248,460	
Increase in HH	£200,000	£70,881	£129,119	Increase in HH and estimate cost of change in tipping point
Increase in Green Customers (CDC ONLY)	£35,000	£35,000	£0	Additional charge for above expect green waste uptake
Bin Cost (CDC ONLY)	£12,427	£12,427	£0	
Third Party Income	(£0)	(£0)	(£0)	
Balance	£8,220,800	£2,738,481	£5,481,519	

Table 3b	Joint Annual Budget	Q2 Budget based on standard 12 month profiling	Q2 Position	Est. Year End Position	Comment
Fixed Fee	£7,625,930	£3,812,966	£3,738,055	On Budget	Indexation to be added in November
Variable Works	£347,043	£173,522	£13,795	On Budget	
Increase in HH	£200,000	£100,000	£3,415	On Budget	Tipping away cost to be add in Q3 & Q4
Increase in Green Customers (CDC ONLY)	£35,000	£17,500	£ 17,490	On Budget	
Bin Cost (CDC ONLY)	£12,427	£6,214	£6,092	On Budget	
Third Party Income	(£0)	(£0)	(£0)	On Budget	
Balance	£8,220,800	£4,110,400	£3,778,847	On Budget	

The waste contract budget for 2015/16 is predicted to outrun on budget. Risk in relation to contract expenditure include the rate of indexation which will be applied from November 2015 and the upcoming change of tipping point for residual waste. Budget has been included for both of these areas to mitigate for this risk. Currently "increase in households" budget area, reflects the potential cost from increase in property numbers and the change in tipping point. Although currently a standard budget split is applied to this area, indications are that the potential costs may be more significant in the CDC area.

4. Joint Client Expenditure and Income Budget

Table 6a shows the budget for the joint waste client and the respective CDC and WDC budgets for 2015/16

Table 4a	Joint Budget	CDC Budget	WDC Budget	Comment
Expenditure				
Employee Expenses	£ 569,030	£269,720	£ 299,310	CDC -47.40% WDC - 52.60%
Premises Related Expenses	£ 3,600	£ 1,706	£ 1,894	CDC -47.40% WDC - 52.60%
Transport Related Expenses	£ 20,000	£ 9,480	£10,520	CDC -47.40% WDC - 52.60%
Supplies and Services	£83,910	£40,813	£43,097	CDC -47.40% WDC - 52.60%
Advertising / Communications	£69,200	£ 22,836	£ 46,364	CDC -33% WDC - 67%
Green Waste Admin	£10,000	£10,000	£0	CDC Only
Customer Service Recharge	£ 75,650	£35,800	£39,850	CDC – 46.7% WDC – 53.3%
CDC Support Services recharge (General)	£554,861	£548,886	£5,975	CDC Only
CDC Support Services recharge (Office)	£46,231	£46,231	£0	CDC Only
WDC Support recharges	£293,400	£0	£293,400	WDC Only
TOTAL	£1,725,882	£985,472	£740,410	
Income				
IAA Funding - CDC	(£0)	(£0)	(£0)	CDC Only
IAA Funding - WDC	(£100,000)	(£0)	(£100,000)	WDC Only
Recycling Credit	(£1,300,000)	(£460,200)	(£839,800)	CDC - 35.40% WDC - 64.60%
Town & Parishes recharges	(£700)	(£700)	(£0)	CDC Only
Garden Waste	(£420,000)	(£420,000)	(£0)	CDC Only
Sale of Boxes/ Bins etc	(£20,000)	(£7,080)	(£12,920)	CDC - 35.40% WDC - 64.60%
Bins for new Developments	(£15,000)	(£5,310)	(£9,690)	CDC - 35.40% WDC - 64.60%
Bulky Waste Collection	(£100,000)	(£35,400)	(£64,600)	CDC - 35.40% WDC - 64.60%
Schools Charges	(£128,000)	(£45,312)	(£82,688)	CDC - 35.40% WDC - 64.60%
TOTAL	(£2,083,700)	(£974,002)	(£1,109,697)	

Table 6b shows the Q2 budget position and expected outturn position for the joint waste client

Table 4b	Joint Budget	Q2 Budget based on standard 12 month profiling	Q2 Position	Est. Year End Position	Comment
Expenditure					
Employee Expenses	£ 569,030	£284,516	£276,790	On Budget	
Premises Related	£ 3,600	£1,800	£0	On Budget	Annual Fee

Expenses					
Transport Related Expenses	£ 20,000	£10,000	£ 6,235	On Budget	Switch to online millage claims has delayed some claims
Supplies and Services	£83,910	£41,956	£35,378	On Budget	
Advertising / Communications	£69,200	£34,600	(£ 16,680)	On Budget	Awaiting invoices and comms campaign, and Serco items from Q4
Green Waste Admin	£10,000	£5,000	£ 2,741	On Budget	Main renewals in progress
Customer Service Recharge	£ 75,650	£37,826	£0	Under Review	Annual Recharge
CDC Support Services recharge (General)	£554,861	£277,430	£310,061	-	
CDC Support Services recharge (Office)	£46,231	£23,115	£0	-	Annual Fee
WDC Support recharges	£293,400	£146,700	£146,700	-	Non recharged (held byWDC)
TOTAL	£1,725,882	£862,943	£761,255		
Income					
IAA Funding – CDC 2015/16	(£0)	(£0)	(£0)	-	-
IAA Funding– WDC 2015/16	(£100,000)	(£50,000)	(£0)	Unknown	Funding will not be unknown until end of 2015/16
Recycling Credit 15/16	(£1,300,000)	(£650,000)	£0	Potential out turn £1.2m	Q1&2 expected income £596,500
Town & Parishes recharges	(£700)	(£350)	£0	On Budget	Annual Fee
Garden Waste	(£420,000)	(£210,000)	(£454,450)	On Budget	Main renewals in progress – above budget due to audit requirements to spread annual payments. Budget in payments received (£223,611)
Sale of Boxes/ Bins etc	(£20,000)	(£10,000)	(£ 27,695)	Above budget	This will be matched in variable expenditure
Bins for new Developments	(£15,000)	(£7,500)	(£ 12,476)	Above budget	
Bulky Waste Collection	(£100,000)	(£50,000)	(£ 44,104)	Under budget	Potentially under budget at end of year by £10,000

Classification: OFFICIAL

Schools Charges	(£128,000)	(£64,000)	(£64,232)	On Budget	
TOTAL	(£2,083,700)	(£1,041,850)	(£602,957)*		

*(£596,500) of recycling credit income still to be claimed

Outstanding 2014/15 Income from BCC

Table 4c	Joint Budget	Commitment	Comment
Income			
IAA Funding – CDC Accrual 2014/15	(£60,000)	(£133,714)	Invoice raised for £133,714 after confirmation of IAA amount from BCC
IAA Funding – WDC Accrual 2014/15	(£90,000) <small>*figure in JWS budget*</small>	(£268,006)	Invoice raised for £268,006 after confirmation of IAA amount from BCC
Recycling Credit 14/15	(£635,000)	(£525,000)	Invoiced for £525,000 paid at start of Oct by BCC a further £70,000 to be paid
TOTAL	(£785,000)	(£926,720)	

The waste client budget for 2015/16 is currently estimated to outturn on budget at the end of the year. The main areas of risk related to income, and this will need close monitoring in Q3, especially in regard to IAA and Recycling credits.

CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE (JWCC) 5th November 2015

2016/17 Joint Waste Service 2016-17 Proposed Budget

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

RECOMMENDATION

That the Joint Waste Collection Committee note the information in this report, and endorse the 2016-17 Budget, and the 2016-17 fees and charges

1. This report outlines the proposed 2016/17 budget for the Joint Waste Service, and the split between Chiltern and Wycombe. It highlights three main areas a) Contracted Costs b) Joint Client Expenditure c) Joint Client Income. It also outlines the proposed fees and charges for 2016/17 highlighting significant changes.
2. 2016/17 Waste Budgets (including internal corporate recharges)

The table below outlines the headline figures for the Joint Waste Service budget.

Table 1	Joint Budget	CDC Budget	WDC Budget
Contracted Costs	£8,460,600	£2,914,129	£5,546,471
Joint Client Expenditure*	£1,698,531	£962,130	£736,401
Joint Client Income	(£1,883,700)	(£938,602)	(£945,098)
Balance	£8,276,215	£2,936,989	£5,339,225

*Please note CDC internal recharges are £555,065

*Please note WDC internal recharges are £293,400

The waste service budget for 2016/17 has been adjusted to take into account, risks relating to recycling credit income, and increase of 3% indexation on contract costs, increasing property numbers, and the imminent change in tipping point for residual waste.

3. Contracted Costs

Table 2	Joint Budget	CDC Budget	WDC Budget	Comment
Fixed Fee	£8,004,296	£2,747,239	£5,257,057	Budget including anticipated indexation of 3%
Variable Works	£357,454	£101,540	£255,914	
Increase in HH	£50,000	£16,500	£33,500	Increase in HH and estimate based on

				current trends
Increase in Green Customers (CDC ONLY)	£36,050	£36,050	£0	Additional charge for above expect green waste uptake based on current trends
Bin Cost (CDC ONLY)	£12,800	£12,800	£0	
Third Party Income	(£0)	(£0)	(£0)	
Balance	£8,460,600	£2,914,129	£5,546,471	

The waste contract budget for 2016/17 has an estimated 3% indexation applied. Indexation is calculated each November based on:

- 55% NJC
- 35% CPI
- 10% DERV (fuel indices)

2016/17 budget will be between based on the November 2016 calculation between April 2016 and October 2016, and the November 2017 calculation between November 2016 and March 2017.

Based on the current information it is estimated that all the cost associated with the change I tipping point will related to the Chiltern Area. As such £150,000 has been allocated to the CDC budget to cover this change. The first initial cost from Serco has indicated that this figure may be up to £215,260, although it is expected that further information will be provided soon.

Additional cost will also be incurred due to continued property growth across the two districts. Based on current trend it is estimated that this will be £50,000 in 2016/17. In addition to this addition green waste customers in Chiltern will cost an estimated £36,050, which is offset by income to the client budget.

4. Joint Client Expenditure and Income Budget

Table 3 shows the budget for the joint waste client and the respective CDC and WDC budgets for 2016/17

Table 3	Joint Budget	CDC Budget	WDC Budget	Comment
Expenditure				
Employee Expenses	£ 577,750	£ 273,855	£ 303,895	CDC -47.40% WDC - 52.60%
Premises Related Expenses	£ 4,520	£ 2,142	£ 2,378	CDC -47.40% WDC - 52.60%
Transport Related Expenses	£ 20,180	£ 9,565	£10,615	CDC -47.40% WDC - 52.60%
Supplies and Services	£77,830	£37,931	£39,899	CDC -47.40% WDC - 52.60%
Advertising / Communications	£69,200	£ 22,836	£ 46,364	CDC -33% WDC - 67%

Green Waste Admin	£10,000	£10,000	£0	CDC Only
Customer Service Recharge	£ 75,650	£35,800	£39,850	Customer Services recharges proposed split
CDC Support Services recharge (General)	£555,065	£555,065	£0	CDC Only
CDC Support Services recharge (Office)	£14,936	£14,936	£0	CDC Only
WDC Support recharges	£293,400	£0	£293,400	WDC Only
TOTAL	£1,708,210	£966,717	£741,493	
Income				
Recycling Credit	(£1,200,000)	(£424,800)	(£775,200)	CDC - 35.40% WDC - 64.60%
Town & Parishes recharges	(£700)	(£700)	(£0)	CDC Only
Garden Waste	(£420,000)	(£420,000)	(£0)	CDC Only
Sale of Boxes/ Bins etc	(£20,000)	(7,080)	(12,920)	CDC - 35.40% WDC - 64.60%
Bins for new Developments	(£15,000)	(£5,310)	(£9,690)	CDC - 35.40% WDC - 64.60%
Bulky Waste Collection	(£100,000)	(£35,400)	(£64,600)	CDC - 35.40% WDC - 64.60%
Schools Charges	(£128,000)	(£45,312)	(£82,688)	CDC - 35.40% WDC - 64.60%
TOTAL	(£1,883,700)	(£938,602)	(£945,098)	

The majority of the budget remains unchanged. The key area of note are:

- 1% increase has been applied to salary related codes
- A reduction in recycling credit of 100,000 across the joint budget due to reductions in the weight of the recycling
- Holding the Comms budget at £69,200 – With the acceptance that a universal annual leaflet posted will be unachievable and other solutions (including some direct delivery) will need to be explored

5. Fees and Charges

The fees and charges for the joint service can be seen below:

Table 4 – Fees and Charges	2015/16 Charge(s) per unit	2016/17 Charge(s) per unit
1. Wheeled Bin and delivery – 140 Litre	£ 31.00	£ 40.00
2. Wheeled Bin and delivery – 180 Litre	£ 35.00	
3. Wheeled Bin and delivery – 240 Litre	£ 35.00	
4. Wheeled Bin and delivery – 360 Litre	£ 47.00	
5. Wheeled Bin and delivery - 660L	£ 210.00	£ 225.00
6. Wheeled Bin and delivery - 1100L	£ 210.00	£ 250.00
7. Recycling box and lid and delivery	£ 5.00	£ 6.00
8. Recycling box and lid- Pick up only (CDC reception)	£ 4.00	£ 4.50
9. Recycling box lid only - Pick up only (CDC reception)	£ 1.50	£ 1.75

10. Reuseable bag and delivery	£ 5.00	£ 5.50
11. Reuseable bag - Pick up Only (CDC reception)	£ 4.00	£ 4.50
12. Outdoor food caddy and delivery	£ 5.00	£ 5.50
13. Outdoor food caddy - Pick up only (CDC reception)	£ 4.00	£ 4.50
14. Indoor small 5L food caddy (if stock available) - (CDC reception)	£ 3.00	£ 3.50
15. Corn Starch liners (various sizes and numbers) - (CDC reception)	£2.00 to £6.00	£2.00 to £10.00
16. Bulky waste collection (3 items)	£ 35.00	£ 36.00
17. Special empty of contaminated bins – 2 wheeled	£ 30.00	£ 30.00
18. Special empty of contaminated bins – 4 wheeled	£ 75.00	£ 75.00
19. Litter pickers	£ 7.00	£ 8.00
20. CDC Green Waste annual charge 1st subscription (Self service)	£ 35.00	£ 35.00
21. CDC Green Waste annual charge 1st subscription (phone or walk up)	£ 35.00	
22. CDC Green Waste annual charge 2nd subscription	£ 70.00	£ 70.00
23. WDC Green Waste annual charge 2nd collection subscription	£ 70.00	£ 70.00
24. Schools and other Schedule 2 - Bin Rental - 140L to 240L	£ 50.00	£ 52.00
25. Schools and other Schedule 2 - Bin Rental - 360L	£ 65.00	£ 67.00
26. Schools and other Schedule 2 - Bin Rental - 660L	£ 65.00	£ 67.00
27. Schools and other Schedule 2 - Bin Rental 1100L	£ 115.00	£ 120.00
28. Schools and other Schedule 2 - Lift - 140L to 240L	£ 3.00	£ 3.25
29. Schools and other Schedule 2 - Lift 360L	£ 3.50	£ 3.75
30. Schools and other Schedule 2 - Lift 660L	£ 4.00	£ 4.25
31. Schools and other Schedule 2 - Lift 1100L	£ 4.00	£ 4.50
32. Schools and other Schedule 2 –one use sacks, pre paid sold per roll	N/A	£1.25 per bag (Roll of 52)

The fees and charges have been reviews to ensure that those proposed for 2016/17 cover the costs of the service, including charges from Serco, administration time and customer service time.

Some prices have been stream lined to enable easy administration such as the cost of a wheeled bin and deliver (1 to 4)

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Appendix A

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

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Appendix B

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

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