



**MINUTES** of the Meeting of the  
**CHILTERN, SOUTH BUCKS & WYCOMBE JOINT WASTE COLLECTION  
COMMITTEE**  
held on **23 APRIL 2018**  
at **WYCOMBE DISTRICT COUNCIL**

**PRESENT**

Councillors            M Smith (Chiltern District Council)            - Chairman  
                                 L Sullivan (South Bucks District Council)            - Vice Chairman

Councillor:            J Adey (Wycombe District Council)

**APOLOGIES  
FOR  
ABSENCE**

Councillor:            C Jones (Chiltern District Council)

Officers:                Steve Bambrick (CDC/ SBDC), Chris Marchant (CDC/ SBDC),  
Sally Gordon (CDC/ SBDC), Sue Markham (CDC/ SBDC), Steve  
Middleton (WDC), Jacqueline Ing (CDC/ SBDC), Elaine Jewell  
(WDC), Caroline Hughes (WDC), and Sue Bolter (WDC).

**88    MINUTES**

The Minutes of the meeting held on the 22 January 2018 were agreed as a correct record.

**89    DECLARATIONS OF INTEREST**

There were no declarations of interest.

**90    WASTE SERVICES HIGHLIGHT REPORT**

The Committee considered a report providing an overview of the waste services for the period October to December 2017; this included but was not limited to, budgets, key targets, formal complaints and key risks. During the discussion, the following key points were made:

- there had been a slight growth in the number of clinical collections for Chiltern and Wycombe, and a slight decrease for South Bucks;

- there had been an increase in chargeable garden waste subscriptions;
- recruitments had been made to two posts within the joint waste team;
- the team were monitoring the potential implications the Customer Experience Programme may have on the services going forward;
- an audit was currently taking place focussing on public engagement;
- regarding national spring cleaning activities, it was noted that 25 local groups had asked the Councils for varying levels of assistance with these activities;
- both services were above target for recycling rates in quarter 3. Members noted that this over performance could have been due to the Fighting Food Waste Project;
- missed collections were performing above than the monthly aspiration, however there was a need to focus on missed assisted collections for the joint waste contract specifically;
- formal complaints received related to missed collections for the joint waste contract, and missed garden waste collections for the South Bucks contract. It was noted that there had been no stage 2 complaints in the last year, and that residents had been satisfied with how their complaints had been handled from the first point of contact;
- figures relating to the number of compliments for the services had been added to the report; and
- it was noted that health and safety statistics were provided at monthly meetings with the contractors.

A question was raised as to whether the online renewal function had increased the demand on the team, and it was advised that this was not the case.

It was noted that for the budget estimates (page 13) the year for both services should read 2017/18.

The Head of Environment asked that the number of web hits and figures showing use of online forms be included under the Customer Contact Statistics in future highlight reports.

The risk register was at Appendix 1 to the report.

**RESOLVED:**

**That the report be noted.**

**91 INCLEMENT WEATHER RECOVERY PLANS**

The Committee considered a report detailing potential recovery options in the event of service disruption caused by inclement weather. It was noted that, since December 2017, there had been 2 to 3 periods of inclement weather that had affected service delivery. The options were set out in the table at section 4 of the report.

It was noted that the recommended approach was a mix of options that enabled the quickest and safest recovery.

Members were concerned over the potential for garden waste suspensions, and advised that terms of reference for the service be updated to make clear to the customers when exactly suspensions could occur. A further question was raised as to how much garden waste was collected during this period, and Members were advised the figure was lower than usual due to reduced use of the garden waste service during winter months.

The Committee agreed with the options presented and stressed the need to ensure effective communication with residents throughout periods of inclement weather, and specifically in the event that garden waste collections are suspended.

**RESOLVED:**

**The Joint Waste Collection Committee agreed in principle with the recommended recovery options in the report.**

**92 HEALTH AND SAFETY AUDIT UPDATE**

Members received a verbal update on the health and safety audit. It was reported that, in general, the auditor was satisfied that recommendations had been implemented at the Clay Lane Depot.

**93 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.**

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

#### **94 IMPLICATION OF CHINA'S RECENT IMPORT BAN ON WASTE SERVICES**

It was noted that items 10 and 11 on the agenda had been duplicated. The Committee agreed to discuss item 10 in the first instance.

Members received a report detailing potential implications of China's recent import ban on solid waste that came into force 1 January 2018.

**RESOLVED:**

**That the report for information be noted.**

#### **95 WASTE CONTRACT OPTIONS**

Members received a report which set out options for procuring the delivery of waste collection, recycling and street cleansing services at the expiry of the current contracts with Serco and Biffa. A draft Inter District Authority Agreement (IDAA) was at Appendix 1 to the report.

The Committee agreed that options 1 and 2a were the best options going forward, and Members were asked to advise the respective Cabinets on the approach going forward. It was then

**RESOLVED:**

- (i) that authority be delegated to the Head of Environment to procure sufficient professional and technical resources to enter into initial discussions and to prepare for and support the procurement project/s; and**
- (ii) that an initial budget of up to £200,000 be approved to fund the resources referred to in (i) above, to be funded by the Authorities in proportion to the number of households in each district, with sums to be released in accordance with each Council's internal approval process.**

The Joint Waste Collection Committee resolved to **RECOMMEND** that the Cabinet of each constituent Authority:

- (i) Agrees that the longer term strategy is to procure a three way**

**single joint contract for the three authorities.**

- (ii) Agrees that the option that should be pursued for the provision of waste etc. services post March 2020 is for Chiltern and Wycombe to agree a contract extension with Serco until the end of October 2021 to align the termination date with the South Bucks/Biffa contract, provided that such extension is compliant with the Public Contract Regulations 2015, and to commence the procurement of a single joint three-way contract to commence in November 2021. However, if the said negotiations are unsuccessful, to commence the procurement of a single joint three-way contract with a staggered commencement of March 2020 in Chiltern and Wycombe and November 2021 in South Bucks.**
- (iii) Delegates authority to the Head of Environment, in consultation with the Head of Legal and Democratic Services, Head of Finance and the relevant Portfolio Holder, to take the steps necessary to progress the option selected under Recommendation (ii) above.**
- (iv) Delegates authority to the Head of Environment in consultation with the Portfolio Holder to finalise the specification of the services to be delivered.**
- (v) Delegates authority to the Head of Environment in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to determine the procurement method under the Public Contract Regulations 2015.**
- (vi) Agrees to enter into an Inter District Authority Agreement (IDAA) reflecting the Heads of Terms at Appendix 1.**
- (vii) Delegates authority to the Head of Environment in consultation with the Head of Legal and Democratic Services and the relevant Portfolio Holder to approve the detailed terms of the IDAA.**

**The meeting ended at 12.30 pm**