

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

Minutes of a meeting of the Oxfordshire Waste Partnership Joint Committee held at Bodicote House, Bodicote, Banbury on Friday 30 March 2007 at 9.30am.

Present: Councillor Kieron Mallon (in the Chair) (CDC)

Councillor Roger Belson (OCC), Councillors Tony De Vere (VOWHDC), David Dodds (SODC) and David Harvey (WODC)

Officers: Wayne Lewis (OWP Co-ordinator), Steve Bishop (VOWHDC), Sharon Cosgrove (O City), Gina Coupar (SODC), Ian Davies (CDC), Richard Dudding (OCC), Phil Dunsdon (O City), Eileen Edwards (CDC), Cath James (WODC), Michael Jaques (SODC), Andrew Pau (OCC), Ed Potter (CDC), Sally Warner (SODC), Jenny Walden (OCC), S Lodge (CDC).

PART I: MATTERS NOT OF AN EXEMPT OR CONFIDENTIAL NATURE

184/06	MINUTES	ACTION BY
	The Minutes of the meeting held on 26 January 2007 were confirmed as a correct record and signed by the Chairman.	
185/06	APOLOGIES FOR ABSENCE AND NOTIFICATION OF DEPUTY MEMBERS	
	Apologies for absence were received from Councillor Jean Fooks (Oxford City) and Anna Robinson (SODC).	
	There were no notifications of deputy members.	
186/06	DECLARATION OF INTEREST	
	There were no declarations of interest.	
187/06	IAN DAVIES	ACTION BY
	The Chairman welcomed Mr I Davies who had recently been appointed Strategic Director, Environment and Community with Cherwell District Council.	
188/06	ENCAMS AUDIT OF STREET CLEANSING PRACTICE CLEAN AND GREEN	
	The Committee considered a report which set out the findings of ENCAMS Audit of Street Cleansing in Oxfordshire.	
	The Committee noted that a potential reward grant of over £1,000,000 was payable on delivery of the agreed LAA Clean and Green stretch targets. 50% of this grant would be held for further work to deliver the targets of OWP.	
	The stretch targets were to reduce by 9% the proportion of relevant land and highways assessed as having combined deposits of litter and detritus falling below acceptable standards. From 2004/05 data the Oxfordshire average was 20%. Therefore the Oxfordshire Councils	

collectively wished to achieve a figure of no more than 11% against BVPI 199A by the end of the financial year 2008/9.

ENCAMS had been commissioned by the Clean and Green Group to undertake an audit of street cleansing practice across the county, in order to assess performance in relation to BVPI 199A.

The Committee now welcomed Matthew Watts and Amy Morgan of ENCAMS who gave a presentation on their audit street cleansing practice. The presentation set out:-

- 1) the targets for each local authority to enable them to reduce collective BVPI 199A performance to 11% by 2008/09;
- 2) a summary of the work required;
- 3) the scope of the ENCAMS project;
- 4) data analysis of each local authority – performance of land usage 2005 county influence litter versus detritus;
- 5) BVPI 199A survey validation;
- 6) examples of good practice;
- 7) ENCAMS observations; and
- 8) liaison with the County Council.

In connection with the audit ENCAMS had made the following recommendations:

- 1) the creation of surveyors forums'
- 2) to ensure footpaths, underpasses and alleyways are included on relevant schedules;
- 3) engage with recreation and housing departments;
- 4) work in partnership with registered social landlords;
- 5) replace town and parish council cleansing with integrated service;
- 6) agree common level and type of training;
- 7) supervisors attend BVPI 199 grading training;
- 8) review reliance on agency staff by some districts;
- 9) tackle litter picking culture and encourage sweeping – special attention to detritus;
- 10) introduce peer monitoring;
- 11) review current disciplinary procedures of street sweeping staff;
- 12) ensure R and R allows maximum time for on-street supervision;

- 13) introduce corporate badge sweeping bags;
- 14) audit of street furniture including litter bins;
- 15) incorporate findings of review into service plans for 2007/2008;
- 16) undertake a countywide litter campaign.

The Chairman thanked Matthew Watts and Amy Morgan for their presentation.

RESOLVED that the content of the presentation be noted and the report be accepted.

OPTIONS REJECTED – none.

189/06

OWP GOVERNANCE ARRANGEMENTS

ACTION BY

The Committee considered a report on OWP governance arrangements and we were informed that following the last meeting of the Committee, a Partnership Agreement and Constitution setting out how the OWP would operate as a constituent Joint Committee from 1 April 2007 had been submitted to each of the Partnership Authorities for approval.

The governance arrangements had now been agreed by each partner authority and some final, minor amendments had been made to the agreement to reflect comments by legal experts. A final version showing track changes made was submitted to the Committee.

RESOLVED that the agreement be presented to Partner Authorities for signing allowing the OWP to be constituted as a Joint Committee with effect from 1 April 2007.

OPTIONS REJECTED – none.

190/06

NEW FINANCIAL ARRANGEMENTS

ACTION BY

The Committee considered a report on the new financial arrangements which had been agreed at its meeting on 12 October 2006 and would start in 2009/10. These had been endorsed by the leaders at their meeting on 24 October 2006 and had been incorporated into the governance arrangements.

The report reminded the Committee of work which had been undertaken since this time and which had highlighted the following issues:-

- 1) whether any form of treatment of residual waste could contribute towards the recycling targets set by the OWP in policy 6;
- 2) the effect and timing of residual treatment capacity on the targets; and
- 3) if or how OWP would take into account trade waste particularly the bio-degradable waste within it.

The report included two tables. Table 1 indicated the targets and estimated performance of each authority assuming no treatment of residual waste and table 2 used the same data but included the treatment of 150,000 tonnes of residual waste per annum from 1 April 2013. Both tables included household waste but excluded trade waste.

Each authority had targets under the new arrangements. Both were for the tonnage of residual waste presented to the County Council for disposable. One was for overall residual waste, the other for the amount of bio-degradable municipal waste (BMW) within the residual waste. The Committee noted that BMW made up 68% of overall waste.

In estimating the amount of waste produced, Officers had taken into account the increases in the number of households and that waste per household would rise by 0.34% a year until 2012 after which it would remain static.

Officers had also taken into account changes to collection methods being proposed by authorities such as the collection of green waste and kitchen waste.

The Committee then noted details relating to overall residual waste as referred to in table 1. This set out:-

- 1) targets for recycling and composting of household waste at 31 March 2010, 2015 and 2020;
- 2) indicated that these targets would be met until 2016/17 and stated that after this time local authorities would have to increase;
 - (i) the range of materials that could be diverted;
 - (ii) the number of people who recycled or composted (participation rate);
 - (iii) the amounts of waste people separated (capture rate);
- 3) set out details of which local authorities would be above or below target until 2020;
- 4) stated that the rewards/penalties for non BMW residual waste were proposed to be £40 per tonne;
- 5) that the treatment of residual waste to extract materials or energy should contribute towards the recycling and compost targets, but for the time being no allowance would be made for this additional recycling with the agreed targets.

In relation to BMW residual waste the Committee noted:-

- 1) that countrywide, the Landfill Allowance Trading Scheme (LATS) allowances would be exceeded from 2010/11 onwards and increased sharply from 2011/12 onwards;
- 2) that for the period 2009/10 to 2012/13, LATS allowances were exceeded by 41,400 tonnes and noted the target figures for local authorities. Over the 11 year period 2019/20, every local authority would exceed their target;

- 3) if the LATS penalty was £150 per tonne then the absence of any treatment of residual waste for the first 4 years would result in a bill of £6.2 million to Oxfordshire taxpayers;
- 4) the effect upon targets of treatment facilities becoming available from 2013/14 with an assumed capacity to extract 100,000 tonnes of BMW from residual waste each year;
- 5) that the following issues would arise from the introduction of treatment facilities;
 - (i) if the new arrangements were implemented in full from 2009/10, with treatment facilities available only from 2013/14 there will be significant costs falling on some authorities during these years. Others would benefit financially;
 - (ii) once the facilities were operational authorities would benefit financially from the ability to sell spare capacity; and
 - (iii) the charges that might be made for using the facilities.

The report also referred to the issues of trade waste as it affected Oxford City and West Oxfordshire who were the only Oxfordshire local authorities who collected this type of waste.

M Jaques stated that the figures contained in the tables were an initial attempt to set targets and estimated performance for each authority and these would be refined as further details became available.

Councillor De Vere stated that although he was satisfied with how the financial arrangements were progressing he was concerned with the tonnage targets for individual local authorities and found it difficult to support the recommendation to accept targets in table 1. He felt the targets put a burden on collection authorities who could face significant financial penalty for bio-degradable municipal waste which was the responsibility for the County Council to dispose of.

M Jaques stated that the Committee were being asked to agree targets for a residual waste only and not bio-degradable municipal waste at this stage and the targets for residual waste were the same in tables 1 and 2.

Councillor Harvey in supporting the concerns of Councillor De Vere put forward the following proposal:-

“Officers be requested to address the full financial impacts of setting targets in tables 1 and 2 covering investment and revenue projection for all authorities. This should cover risk analysis from delays in procurement. The outcome of this work should be presented to the Leaders/Chief Executive Group to ensure that the results are in line with the principles originally agreed by the Leaders such as the accordance with the waste hierarchy, the reduction of the overall waste cost to the Oxfordshire tax payers and should not lead to perverse decision making.”

On being put to the vote the proposal was lost 3 votes to 2.

RESOLVED

- (1) that targets for overall residual waste set out in table 1 to this report to be agreed;
- (2) that officers undertake further work on the matters raised in this report and develop a set of final implementation proposals for presentation to the OWP meeting on 31 August 2007; and
- (3) that progress be reported to the next meeting of the OWP on 25 May 2007.

191/06

OWP BUDGET 2006/07 AND 2007/08

ACTION BY

The Committee considered a report which set out (1) the budget statement for 2006/07; and (2) the revised budget for 2007/08.

In response to a question Andrew Pau stated that the £1,000,000 PSA monies was kept in a memorandum account as a separate account and any interest accruing would be to the benefit of the Oxfordshire Waste Partnership.

RESOLVED that the Committee

- (1) note the budget statement for 2006/07 and;
- (2) approve the draft budget for 2007/08.

OPTIONS REJECTED – none.

192/06

NEW INITIATIVES

ACTION BY

The Committee were reminded that at the last meeting it had been agreed that the Officer Steering Group be tasked with preparing some 'ground rules' for the New Initiatives fund so that bids might be invited from April 2007.

The New Initiatives fund was featured in the financial principles within the OWP Partnership Agreement and was referred to in the Partnership Agreement.

It was proposed that applications for funding from the New Initiatives fund should be made by completing a standard proforma to be developed by the Officer Strategy Group (OSG). 'Bids' for funding would be evaluated by the OSG against a list of criteria set by the Group and agreed by OWP.

Following evaluation, OSG would then make a recommendation to OWP as to whether the application for funding should be approved. Indicative timescales for assessing applications would also be set and agreed by OWP.

A list of criteria against which bids were suggested to be assessed were as follows:-

Issues	Criteria
Waste stream	The application applies only to municipal waste.
Joint Municipal Waste Management Strategy (JMWMS) objectives & policies	The application supports the objectives and policies of the JMWMS, particularly the reduction of waste sent to landfill. The application supports the implementation of the agreed JMWMS action plan(s).
Waste reduction	The application helps to reduce waste arisings. The application does not lead to an increase in overall waste arisings. The application does not place additional burdens on the collection or reception schemes of other OWP partners (unless previously agreed).
Landfill diversion	The application reduces the amount of BMW that requires treatment or landfill.
Partnership working	The application sets out how the potential for working in partnership with other OWP authorities and/or with other relevant agencies has been explored.
Business case & value for money	The application indicates a price per tonne of waste diverted from landfill. The application is for capital or “one off” costs associated with a new project, or with the extension of a current project. The application is not made to off-set existing local authority expenditure. The application indicates whether any match-funding will be provided from other sources.
Performance management	The application has clear objectives and contains relevant and quantifiable performance targets.
Consultation	The Application indicates whether any consultation has been carried out with service providers and service users.

RESOLVED that the Committee agreed to develop an allocation process for the New Initiative fund based on the above criteria.

Wayne Lewis

OBJECTIONS REJECTED – none.

193/06

JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY – ACTION PLANS AND SUMMARY LEAFLET

ACTION BY

The Committee were reminded that at the last meeting of the OWP it had been agreed that a Joint Municipal Waste Management Strategy (JMWMS) summary leaflet would be produced and in this connection a draft version was circulated for comment and Members were invited to forward any comments to Wayne Lewis by 6 April 2007.

It was also agreed that individual action plans be produced in a consistent format and that these should then be made available electronically to accompany the JMWMS. These action plans were attached to the report with a list of the JMWMS strategic policies that they supported.

The action plans of Cherwell District Council and Oxford City Council had been presented as final drafts and were still to be subject to Member approval. The action plans of 4 other Oxfordshire local authorities had been approved by their respective authorities.

As the OWP was currently undergoing a period of change and transition to new governance and financial arrangements a one year action plan was currently considered practical. Each action plan therefore ran until 31 March 2007 and a progress report against action plans would be provided at each OWP meeting, thus providing a quarterly update.

It was felt that in future consideration should be given to the development of rolling 3 year action plan which would bring the work planning in line with the 3 year budget setting process set out within the new OWP Partnership Agreement. A detailed budget setting out action planning would necessarily remain an annual process, but major projects and estimated expenditure should forecast on a 3 year basis.

RESOLVED that

- (1) Members forward any comments on the JMWMS summary leaflet to Wayne Lewis by 6 April 2007 and that, subject to any amendment proposed by 6 April the leaflet then be printed;
- (2) the JMWMS action plans be noted and a quarterly update report on the OWP be agreed; and
- (3) that the Officer Strategy Group review the action plans to identify scope for joint working and to identify any further work required to progress the JMWMS strategic policies.

All Members

**Officer
Strategy
Group**

OPTIONS REJECTED – none.

194/06

BRANDING AND COMMUNICATIONS

ACTION BY

The Committee noted that a design agency had been commissioned to develop an OWP brand and a shortlist of two initial logo designs were submitted for consideration. Once a favoured design was selected it would be further developed and refined to form a final brand. A corporation standards manual would also been produced by the design agency to accompany the brand setting out how it could be used.

It was considered that the OWP brand should not be developed in isolation, but should be accompanied by a Communications Plan, which would provide a structured framework which could be properly resourced, monitored and reviewed.

The development of a Communications Plan also provided an opportunity to agree some protocols on how the OWP dealt with the media, covering issues such as who should be consulted on draft press releases and who would be quoted in press releases etc.

The Committee then considered two logos which had been submitted by the design agency.

The Committee noted that a small Officer Working Group comprising the OWP Co-ordinator, two Waste Projects Officers (one District and one County Council representative) and a member of the countywide PR group were currently working with the design agency on the development of the OWP brand. It was proposed that this Officer Working Group (or similar) also be tasked with drafting a Communications Plan for approval by the OWP.

RESOLVED

- (1) that the Committee select logo 2 (overlapping squares) as the favoured logo design for further development into an OWP brand;
- (2) the OWP agree to the development of a Communications Plan;
- (3) that further exploration of trade marking the OWP brand be included within the Communications Plan; and
- (4) that the Officer Working Group, as outlined above be tasked with developing a Communications Plan for approval by the OWP.

**Wayne Lewis
and Officer
Working
Group**

OPTIONS REJECTED – logo option 1.

195/06

LOCAL AREA AGREEMENT TARGET FOR MUNICIPAL WASTE RECYCLING

ACTION BY

The Committee were reminded that a Municipal Waste Recycling Local Area Agreement target had been agreed between the Public Service Board (PSB) and the Government Office for the South East (GOSE). All the District Councils and the County Council were represented on the PSB and were party to this agreement.

A report had been considered by the OWP on 26 January 2007 to seek comments on how best to spend the £78,000 pump priming money that

the Municipal Waste LAA target had attracted. A number of comments had been made and these had been taken into account and reflected in the Project Initiation Document (PID) which had been circulated.

It was also suggested that Officers of the Waste Management Projects Group (WMPG) be given additional time to comment on the PID and make further suggestions on how best to spend the pump priming money.

One proposal had been submitted by Cherwell District Council the cost of which was £12,960 and was to produce 3 different types of bin sticker for use in the district and was designed

- 1) to reduce contamination to brown garden waste and blue bin recycling;
- 2) increase participation and knowledge about the recycling and garden waste scheme; and
- 3) reduce waste in the green rubbish bin.

This scheme would require approximately 1/6th of the total budget and it was felt that this was not the best use of funds to deliver a partnership project aimed at recycling more non-biodegradable waste.

The Committee noted the project financing had changed to take into account requests for funds to be available for specific projects within each Local Authority. A total fund of £21,470 (£10,735 in both 2007/08 and 2008/09) had been allocated as a specific project fund.

It was suggested that the WMPG develops options to how best to utilise this funding and that the Officer Strategy Group is asked to approve the expenditure.

Councillor Harvey suggested that money could be used to purchase a display vehicle to promote waste recycling to replace the trailer which was of little use. It was felt that the purchase of such a vehicle might be too costly, although further consideration might be given to this suggestion by the WMPG.

RESOLVED that the Committee:-

- (1) agree the revised Project Initiation Document for Municipal Waste LLA targets; and
- (2) agree the £21,470 specific fund available to individual authorities.

OPTIONS REJECTED – none.

196/06

WASTE TREATMENT PROJECT UPDATE

ACTION BY

The Committee were reminded that diversion of waste from landfill was essential to reduce the risk of fines for exceeding targets for limiting the amount of bio-degradable waste that was landfilled under the Landfill Allowance Trading Scheme (LATS). The County Council had been given approval to proceed with the procurement of waste treatment capacity on 19 September and for the procurement of food waste processing

capacity on 4 January 2007.

The Project Team had now been preparing the OJEU notice and Pre-Qualification Questionnaire documentation under the guidance of the Waste Treatment Board. The Board had agreed a procurement strategy which set out how the contract would be offered to the market. The focus would be on treatment capacity but would include the option of other related services.

The contract would be advertised at the end of March with the selection of pre-qualification bidders expected to be completed in June. An industry day was to be held on 23 April 2007 at the Said Business School in Oxford to help generate market interest in the contract and it was suggested that a representative of the OWP could attend to demonstrate partnership commitment to the project. During April and May the Project Team would be developing work on the allocation of risks to the contract, the output specification and the evaluation criteria.

The indicative timetable for the waste treatment project was circulated with the report.

On Food Waste processing ENTEC had been engaged to provide technical advice and to assist with the procurement process. The OJEU notice for this procurement was expected to follow shortly after the treatment contract notice.

A number of District Council representatives expressed concern that as collection authorities they would shortly need to decide the technology they would require for waste collection and their decision could be affected by the type of waste treatment and food processing methods that were to be introduced by the County Council. They felt that a date of November 2007 when the invitation to bidders to submit detailed proposals would not allow them sufficient time to take this into account when they were deciding their waste collection methods.

Representatives from the County Council felt that there would be enough flexibility in the timetable to overcome the concerns expressed by the District Councils.

RESOLVED that the OWP:-

- (1) note the progress made on the procurement;
- (2) nominate Mike Mackey as a Member of the Officer Steering Group to become a Member of the Treatment Board (along with Officers from Cherwell and Oxford City Councils who were already Members of the Board);
- (3) nominate Wayne Lewis as a representative of the Officer Steering Group to become a Member of the Treatment Project Team; and
- (4) nominate Councillor Mallon to attend the industry day on 23 April 2007.

OPTIONS REJECTED – none.

197/06

JOINT PROCUREMENT STUDY

ACTION BY

The Committee noted that the Service Level Agreement and Work Specification Document for the Joint Procurement Study had been agreed between the partnership, DEFRA and the appointed consultants (Enviros). These agreements set out detail of the work to be carried out to ensure all parties involved had a shared expectation of the work and what it set out to achieve.

The report set out:

- 1) how the study would be undertaken;
- 2) stated that the project would model 3 different scenarios;
- 3) the key objectives for the project;
- 4) the key tasks and timescales;
- 5) stated that Enviros would make regular reports to DEFRA and the OWP.

RESOLVED that the progress of the project be noted.

OPTIONS REJECTED – none.

198/06

RECYCLE FOR OXFORDSHIRE UPDATE

ACTION BY

The Committee were reminded that they had been awarded a total of £435,719 from the Waste and Resources Action Programme (WRAP) to embark on an 18 month recycling campaign, to raise awareness and increase participation in recycling schemes across the county. The project had started in October 2006 and would run until March 2008. The main objectives were to increase the amount of material recycled, decrease the amount sent to landfill, and help ensure Oxfordshire met the Government's recycling targets.

The campaign was made up of a series of projects, all designed to increase awareness of and participate in Oxfordshire's recycling schemes. The main project components were new resident packs, collection calendars, recycling container stickers, leaflets for specific hard to reach groups, doorstep canvassing and the organisation of outdoor events and promotions. There was also to be outdoor advertising in the form of bill boards and bus and tax livery. Through monitoring and evaluation would take place at the beginning and the end of the project to assess the impact and progress made.

The report then outlined the county and district wide projects that were currently being undertaken.

RESOLVED that the report be noted.

199/06	DATES OF FUTURE MEETINGS OF OWP	ACTION BY
	<p>The Committee were informed that the following dates of meetings of OWP were as follows:</p>	
	<p>Friday 25 May 2007 Friday 31 August 2007 Friday 30 November 2007 Friday 29 February 2008 Friday 30 May 2008 Friday 29 August 2008 Friday 28 November 2008 Friday 27 February 2009 Friday 29 March 2009</p>	
200/06	GINA COUPAR, EILEEN EDWARDS AND MICHAEL JAQUES	ACTION BY
	<p>The Committee noted that this would be the last meeting that Gina Coupar, Eileen Edwards and Michael Jaques would attend. On behalf of the Committee the Chairman thanked them for all the work they had undertaken on behalf of OWP and wished them every success for the future.</p>	
201/06	END OF MEETING	ACTION BY
	<p>The meeting ended at 11.50 pm.</p>	