

**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE****14 NOVEMBER 2007****WASTE COLLECTION JOINT PROCUREMENT PROJECT****1 Purpose of Report**

- 1.1 To provide an update on the progress of the Joint Procurement Project.

**2 Background**

- 2.1 The Oxfordshire Joint Municipal Waste Management Strategy (JMWMS) supports the joint procurement of collection contracts “where appropriate”.

**3 Financial, Risk and Staff Implications**

- 3.1 These are identified in the Enviros report referred to in the previous report to OWP.

**4 Areas Affected**

- 4.1 West, South and Vale.

**5 Effect on Strategic Policies**

- 5.1 Potential impacts on several policies but principally policies 12 and 14 of the JMWMS.

Policy 12 states that - The Oxfordshire Waste Partnership, working with the Waste Planning Authority, will ensure that waste facilities are suitably sized and distributed with the aim of minimising the transport of waste. Facilities will be well related to areas of population, given the environmental and amenity constraints, and the availability of suitable sites.

Policy 14 states that - The Oxfordshire Waste Partnership will develop methods of working together to improve the level of service through effective and efficient use of resources within Oxfordshire.

**6 Options or Alternatives**

- 6.1 Two key strands of activity have been progressed since the last OWP –
- Formal approval to proceed with joint procurement. The Cabinets / Executive of the three authorities have given formal approval.
  - Signing of Memorandum of Understanding. The Cabinets / Executive of the three authorities have approved draft MOUs. The MOU is being finalised for signature.
  - Discussions are ongoing with South East Centre of Excellence to agree their detailed support, this is likely to cover legal support / preparation of contractual documents and day to day administrative and project support. Meetings are scheduled for 27 November and 4 December to finalise arrangements.

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- 6.2 Key next steps –  
Authorities sign MOU (by 30 Nov)  
Issue initial European Journal Notice for expressions of interest (late Nov / early Dec)  
Agree detailed project plan for procurement phase (by 21 Dec)  
Sign MOU with SECE (by 21 Dec)  
Agree output specification (by 31 Jan)  
Complete pre qualification stage (by mid - Feb)  
Issue Invitation to Tender (mid - Feb)
- 6.3 A key issue which OWP needs to consider early in the New Year is the future shape of client management of the new contract. To optimise savings and to work effectively with the new contract / contractor it will almost certainly be necessary to rationalise client teams into one. There are a number of options which need to be considered, including:  
I. A single client team for the participating authorities;  
II. A single client team for all authorities within the OWP or another legal entity managing not just the 3 authority contract but also the Cherwell and City in-house operations  
(Somerset have set up a single waste collection and treatment organisation hosted by the County and legislation will soon enable groups of authorities to set up separate legal entities for waste).  
Consideration will also need to be given to the benefits of co-location of client team with the contractor.

A separate project needs to be set up under the auspices of OWP in parallel with the joint procurement project to deal with client side structure, organisation management and location under the new contract. Timescales will need to run in parallel with the joint procurement.

### Recommendations

- 7.1 That OWP delegates to the OWP Coordinator responsibility for the creation of a project team and project plan to review and recommend to OWP the future options for client management. The team, plan and terms of reference to be in place by 31 Jan 2008.

### 8 Reasons for Recommendations

- 8.1 To meet policy 14.

### 9 Contact Officer

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