

## **Forest Heath District Council St Edmundsbury Borough Council**

**MINUTES** of the **ANNUAL GENERAL MEETING** of **THE WEST SUFFOLK WASTE AND STREET SCENE SERVICES JOINT COMMITTEE** held at the District Offices, College Heath Road, Mildenhall on Friday 6 June 2008 at 10.00 am.

### **PRESENT:**

#### **Councillors:**

#### Forest Heath District Council

N A Roman – Deputy Leader and Chairman of Community Services Committee  
T Simmons – Member Champion for Environment

#### St Edmundsbury Borough Council

P S Farmer - Cabinet Member for Resources and Efficiency  
P A Stevens – Portfolio Holder for Environment, Waste and Street Scene

The Strategic Director (Services) of Forest Heath District Council welcomed everyone to the meeting and introductions were made.

### **APOLOGIES**

No apologies for absence were received.

### **SUBSTITUTES**

There were no substitutes at the meeting.

#### 001. **ELECTION OF CHAIRMAN 2008/2009**

Councillor N A Roman be elected Chairman for 2008/2009.

#### 002. **APPOINTMENT OF VICE CHAIRMAN 2008/2009**

Councillor P A Stevens be appointed Vice Chairman for 2008/2009.

#### 003. **PUBLIC PARTICIPATION**

There were no questions/statements from members of the public.

004. **AGREEMENT RELATING TO THE PARTNERING ARRANGEMENT FOR THE PROVISION OF WASTE AND STREET SCENE SERVICES AND ESTABLISHMENT OF THE WEST SUFFOLK WASTE AND STREET SCENE SERVICES JOINT COMMITTEE (REPORT NO JWC08/001)**

The Head of Environmental Services of Forest Heath District Council presented this report which advised Members that following approval by both Forest Heath District Council and St Edmundsbury Borough Council the agreement relating to the partnering arrangements for the provision of Waste and Street Scene Services had come into effect on 9 April 2008.

The Solicitor of St Edmundsbury Borough Council briefly outlined the details of the agreement in particular the functions relating to the governance arrangements, responsibilities and constitution of the Joint Committee. Voting, quorum and call-in arrangements were also explained and it was confirmed that meetings would be held quarterly, with the opportunity for additional meetings to be held if business so required.

The functions of management and delivery of the service were detailed and also the Waste and Street Scene Services listed at 1.1 in Appendix 1 to Report No JWC08/001 for which control of delivery would be monitored through the Business Plan. Officers would be required to provide information to ensure the efficiency of the Business Plan with annual capital and revenue budgets for the delivery of the service to be approved by the respective decision making bodies of each Authority.

With the vote being unanimous, it was

**RESOLVED:**

That the agreement relating to the partnering arrangement for the provision of waste and street scene services and establishment of the West Suffolk Waste and Street Scene Services Joint Committee, be noted.

005. **BUSINESS PLAN (REPORT NO JWC08/002)**

The Head of Waste and Street Scene Services of St Edmundsbury Borough Council presented this report which informed Members that under the terms of the Partnering Agreement approval and implementation of the Business Plan, as detailed in Appendix 1 to Report No JWC08/002, would be the responsibility of the West Suffolk Waste and Street Scene Services Joint Committee.

The Business Plan, drawn up as part of the initial negotiations, set out the principles of the three stages of a phased approach, over the next four years, as the development of further joint working initiatives, the harmonisation of service standards and the implementation of a fully integrated single entity serving both Authorities. It provides sufficient guidance on the wide range of work areas that could offer the potential for services to be integrated and it was envisaged that a

more focussed business plan would be developed for 2009/2010 for approval by this Committee.

Members thanked Officers for their input into the thorough Business Plan and stated that the plan offered a unique opportunity to encourage harmonisation and speedily achieve the objectives notwithstanding any decision resulting from the pending Local Government Review.

With the vote being unanimous, it was

**RECOMMENDED:**

That approval of the Business Plan as detailed in Appendix 1 to Report No JWC08/002, be endorsed.

006. **SERVICE PLAN (REPORT NO JWC08/003)**

The Head of Environmental Services at Forest Heath District Council presented this report which informed Members of the approved service plans, covering the period 2008/2009 for the services of Forest Heath District Council and St Edmundsbury Borough Council. The principle would be to combine the Service Plans next year and although they were currently in different formats, both Service Plans do meet the requirements of the Joint Committee. Each individual Authority would still be responsible for the implementation of their own budget but growth items and other appropriate budget implications would be submitted to this Committee for recommendation through the appropriate channel of each Authority.

The Service Manager of Environmental Services drew Members attention to the Service Plan for Forest Heath District Council and explained that although it was included, the Environmental Health section of the Plan would not be relevant to this Committee. The Service Plan set out the additional projects, linked to the delivery of the Council's priorities, to be pursued in 2008/2009 with the resource allocation having been approved by Council on 22 February 2008. The key project areas were identified as being cross cutting and linked to the key objectives with the workforce planning elements highlighting the work being undertaken with the key partnerships.

The Head of Waste and Street Scene Services explained that the Service Plan for St Edmundsbury Borough Council differed in its format and management structure. Service issues were covered at a strategic level including the impact of the Public Service Village development on the Depot and 'DR-IVE', an internal programme looking at reducing costs. Operationally there were commonalities with the rationalisation of services to the resources available, Performance Indicators were identical and the Service Plan highlighted the importance of consultation and community involvement.

The Strategic Director (Services) of Forest Heath District Council anticipated that with the commonalities of both services, work would now progress towards a joint Service Plan, dependent on the corporate priorities and corporate plan of each

Authority. He also reported that Forest Heath had recently undergone a Public Realm Inspection on Environment and were awaiting comments on service improvements.

The Corporate Director for Environment of St Edmundsbury Borough Council stated that to ensure the Service Plans were paralleled with the budget setting process, work to combine both Service Plans should commence as soon as possible and it was agreed that a natural convergence already existed.

With the vote being unanimous, it was

**RESOLVED:**

That the Service Plans as detailed in Appendix 1 and 2 to Report No JWC08/003, be noted.

007. **SERVICE LEVEL AGREEMENT – VEHICLE MAINTENANCE (REPORT NO JWC08/004)**

The Head of Waste and Street Scene Services of St Edmundsbury Borough Council presented this report which informed Members that since February 2007, Forest Heath District Council has had a contract with St Edmundsbury Borough Council for the maintenance of their fleet of vehicles. The arrangement had been developed over the course of a year and worked well. As an initial outcome of the Partnering Agreement entered into by both authorities on 9 April 2008 the arrangement would now be formalised under a Service Level Agreement which would detail the scope of services and allow further development of the arrangement in the future.

Copies of Schedule 3 – Safety Inspection Sheet and Service Frequency Chart and Schedule 4 – Public Liability Insurance were tabled at the meeting.

Statistics available from the Vehicle and Operator Services Agency (VOSA) had suggested that since the maintenance contract had commenced, the maintenance of the Forest Heath vehicles had improved and although the initial costs to Forest Heath had been higher this had now settled. Members questioned the approximate value of the contract as detailed in paragraph 2.3 of Report No JWC08/004 and it was confirmed that the fixed annual total of fees for services had been for servicing hours only and had not included any parts that had been used.

With the vote being unanimous, it was

**RESOLVED:**

That the Service Level Agreement – Vehicle Maintenance, as detailed in Appendix 1 of Report No JWC08/004, be endorsed.

008. **SERVICE LEVEL AGREEMENT – A11 / A14 CLEANSING (REPORT NO JWC08/005)**

The Operations Manager of St Edmundsbury Borough Council presented this report which informed Members that as the previous arrangement for cleansing the A14

had now expired it was proposed that both Forest Heath District Council and St Edmundsbury District Council pool their financial resources for this task and cleansing of the A14 from herein be delivered by St Edmundsbury Borough Council on behalf of both Councils. The Service Level Agreement, as detailed in Appendix A to Report No JWC08/005, detailed the scope of the service to be provided by St Edmundsbury Borough Council to Forest Heath District Council (to include part of the A11). It was clarified that the cleansing of the A14 delivered on behalf of both Councils would be for the litter picking and fly tipping aspects only and the Highways contract on behalf of the Highways Agency would administer channel sweeping, gulley emptying, grass cutting including the central reservations and also attend emergencies.

Copies of maps were circulated at the meeting and the Operations Manager explained that the green areas highlighted would be subject to the standard cleansing operation, amber areas would require more safety equipment to be available and red areas would require traffic management. Members expressed concern that areas of the A11 which were controlled by East Cambridgeshire District Council would not be subject to the cleansing regime and the public perception could be that these areas were controlled by Forest Heath District Council. Members therefore requested that this matter be forwarded for consideration at the next Suffolk Waste Partnership meeting. Members also requested that any promotion of this service should emphasise the joint working initiative between the two Authorities.

With the vote being unanimous, it was

**RESOLVED:**

That the Service Level Agreement – A11 / A14 Cleansing, as detailed in Appendix 1 of Report No JWC08/005, be endorsed.

009. **DATES OF FUTURE MEETINGS**

The following dates of future meetings were agreed and would be held at 10.00am in the Council Chamber, Forest Heath District Council Offices, College Heath Road, Mildenhall:

17 October 2008  
16 January 2009  
20 March 2009

010. **URGENT BUSINESS**

Consultation on Draft Regulations and draft guidelines for proposals for establishing Joint Waste Authorities in England.

The Chairman agreed that this item of urgent business could be considered as it would be relevant to the business of the Joint Committee and documents were tabled at the meeting.

The Corporate Director for Environment of St Edmundsbury Borough Council presented this item and gave the background into the 2004, Government commissioned work undertaken to research the concerns of establishing Joint Waste Authorities in England. Since 2006, when the work had been completed it had been acknowledged that often legalities or legislation were the cause of these concerns but no guidance existed to aid with these. The consultation paper requested views on what should be included in the guidance and Members considered the questions and responses to be submitted to the Department for Environment, Food and Rural Affairs. Members also considered the proposal for the development of a business case for a Joint Waste Authority in Suffolk, as requested by Suffolk Council Leaders and also in light of the Boundaries Committee, Local Government Review.

With the vote being unanimous, it was

**RECOMMENDED:**

That the Suffolk Waste Partnership response to the consultation on draft regulations and draft guidance for proposals for establishing Joint Waste Authorities in England to be submitted to the Department for Environment, Food and Rural Affairs, be endorsed.

The meeting closed at 11.15am.

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