

Forest Heath District Council St Edmundsbury Borough Council

MINUTES of the **WEST SUFFOLK WASTE AND STREET SCENE SERVICES JOINT COMMITTEE** held at the District Offices, College Heath Road, Mildenhall on Friday 14 January 2011 at 10.00 am.

PRESENT:

Councillors:

Forest Heath District Council

N A Roman (Chairman)
T Simmons

St Edmundsbury Borough Council

D A Ray
P A Stevens (Vice Chairman)

Also in Attendance:

M Christie, Service Manager (Environment and Waste) (FHDC)
P Clifford, Fleet and Technical Manager (SEBC)
D Lingard, Operations Manager (FHDC)
K Marley, Head of Environmental Services (FHDC)
N McCurdy, Strategic Director (Services) (FHDC)
E Parfitt, Solicitor (SEBC)
S Pell, Corporate Director (Economy & Environment) (SEBC)
C Silverwood, Operations Manager (SEBC)
M Walsh, Head of Waste and Street Scene Services (SEBC)
P Weller, Legal Executive (FHDC)
T Sutton, Committee Administrator (FHDC)

APOLOGIES

There were no apologies for absence.

SUBSTITUTES

There were no substitutes at the meeting.

054. **PUBLIC PARTICIPATION**

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

055. **CONFIRMATION OF MINUTES****Minute 892 – Defra Review of Waste Policy – Joint Response to Consultation (Report No JWC10/031)**

Although Members had agreed the recommendation as it had been detailed in the report, Councillor D A Ray requested that the wording ‘prior to it having been sent to Defra by the 7 October 2010 deadline’ be removed from the recommendation. Therefore the recommendation would now read as follows:

‘That following review by the Member Champion and Portfolio Holder for FHDC and SEBC respectively, the joint response made to Defra for the consultation on the Review of Waste Policy, be noted.’

The minutes of the meeting held on 22 October 2010 were then unanimously accepted by the Committee as an accurate record and signed by the Chairman.

056. **JOINT SERVICE PLAN 2011/2012 (REPORT NO JWC11/034)**

The Head of Environmental Services (FHDC) presented this report which detailed the Joint Waste Partnership Service Plan 2011/12 and the proposed project areas, which would form the business plan for the West Suffolk Waste and Street Scene Services Partnership. The corporate Shared Services template had been used and was attached at Appendix 1 to Report No JWC11/034.

The Officer detailed the key service objectives, risk management and the service delivery and developments and reported that a more detailed document would be submitted to Members at the next meeting when the budget information had been included.

The Vice Chairman thanked Officers for their work on the comprehensive draft joint service plan which had been submitted and advocated that the key objective would now be to move forward to a future shared service and build on the success of the Committee.

A Member requested that the following comments/amendments be included in the final version of the joint service plan:

- 1a - Key Service Objectives - No 3 to read – *‘The programmed and co-ordinated removal of litter, refuse and detritus from all public open space in order to meet the requirements of the Code of Practice for Litter and Refuse.’*
- 2a & 2b – Risk – Strategic Issues/Service Risk – Clarity within the document with the inclusion of a description of each service risk alongside the ‘Ref: existing risk number’ column, as currently this was detailed in the notes column. This concern relates to RSK STR011 and RSK STR 024 in particular and the Officer was tasked to review the layout of the document with the Corporate Performance Team.
- 2b – Service Risk - WSSR7 - Absence and Disciplinary Management - A review of the policy had been piloted which would be extended across both

authorities when reports had been submitted to each Council of FHDC and SEBC for individual approval.

- 4 – Equality Delivery Plan – EDP 4 – The acronym CRM to be expanded to read Customer Relationship Management.
- 5b – Future Workforce Development Issues – A partnership agreement between both Authorities had been agreed aimed at advertising vacant posts across both Authorities with external advertising being a last resort.
- 6.3 – Performance Indicators – Other targets – Blue bin contamination for FHDC in the 'Actual 2009/10' figures be expressed as a percentage and the formatting be corrected for the 'Number of trade customers on recycling scheme'.

Officers confirmed that following the successful pilot of the Absence and Disciplinary Management Policy as detailed in Service Risk WSS R7, a report would now be submitted to each Council of FHDC and SEBC for individual approval.

With the vote being unanimous, it was

RESOLVED:

That:

1. The draft Joint Service Plan for 2011/2012, be noted.
2. The comments/amendments as detailed above be included in the final version of the Joint Service Plan.
3. The final Joint Service Plan 2011/2012 be submitted to Members at the West Suffolk Waste and Street Scene Services Joint Committee in March 2011.

057. **PROGRESS ON DELIVERING THE 2010/11 JOINT WASTE SERVICE PLAN (REPORT NO JWC11/035)**

The Service Manager (Environment and Waste) (FHDC) presented this report which updated Members on the progress made against the key tasks in the 2010/11 Joint Service Plan and the related key performance indicators since the last update on 22 October 2010 (Report No JWC10/028).

The Officer gave a presentation to Members detailing the progress from April to November 2010 and explained that all National Indicator information was cumulative. The Joint Waste Service Plan would aid the integration of service delivery and manage the delivery of services in accordance with the Partnering Agreement. Work would continue towards achieving a joint waste partnership by developing further opportunities for the delivery of future workstreams such as fleet management, street cleansing review and waste data management. Reports would be submitted to Members at a later date with regard to the joint procurement of bins, trade waste services and glass banks.

A Member expressed concern that the presenting method used for the indicator NI 191 – *kg of residual waste collected per household*, had been recorded differently by each authority during early 2010. The Officer reported that the year end figures would be more precise in aligning the comparators and that cost data would also be included within the next report to Members.

The Officer explained that the dates of the Committee meetings did not align with the reporting of the progress on the delivery of the Joint Waste Plan being presented to Members. In response the Chairman requested that the Legal Officers refer to comments within the Partnering Agreement in order to align the cycle of meetings for 2011/12 to coincide with the compilation of the Performance data.

A Member requested clarification of the abbreviations LGV and PCV and the Officer confirmed that they were acronyms for *light goods vehicles* and *passenger carrying vehicles* respectively. The Member commended the fact that Officers were seeking to achieve best practice by learning from the achievements of other authorities.

Members congratulated the Officers on the submission of a clear and concise report and the Vice Chairman detailed the future challenges to increase blue bin glass and food waste collections and the proposals by Suffolk County Council to reduce the household waste bring sites even though no details were known at present. The position of the Joint Committee would be to maintain front line services to residents at a reduced cost in the current challenging conditions while maintaining the existing healthy recycling and composting rates.

With the vote being unanimous, it was

RESOLVED:

That:

1. The progress made to date against the projects identified in the Joint Service Plan 2010/11, be noted.
2. The current performance in relation to the national performance indicators, be noted.

058. **CLEANSING REVIEW (REPORT NO JWC11/036)**

The Head of Waste and Street Scene Services (SEBC) presented this report which updated Members on Report No JWC10/029 which had been submitted to the West Suffolk Waste and Street Scene Services Joint Committee on 15 October 2010. A comprehensive redesign of the Cleansing Services across the Forest Heath and St Edmundsbury Districts was now underway and the progress made on the project as well as the future activities and timescales were outlined.

A presentation was given which detailed that the cleansing review added to the ongoing programme of continuous improvement to frontline services and the workstreams within the project were listed as street cleansing, channel sweeping, dog and litter bins and strategy and policy.

The Operations Manager (SEBC) reported that a training session had been held in December 2010 on advanced routing concepts and a review of the procedures, vehicles and equipment was currently being undertaken. An evaluation of rural sweeping across both Districts was also being undertaken to match the available resources. Staff consultation had taken place with a review of shift patterns and job descriptions and when the final routing data was available the procurement of vehicles, equipment and staff training on any new routes would take place. A consultation was underway with Town and Parish Councils on the cleansing review with the recording of data of where dog and litter bins were sited and this data would be collated and incorporated into the Routesmart cleansing round design.

Current policies and procedures were being reviewed to ensure standards of delivery could be benchmarked against NI 195 – *Improved street and environmental cleanliness*. Routesmart information from the cleansing review would be linked to the website and the benefits and savings of a joint service to the public could be promoted through education, enforcement campaigns and press releases.

It was confirmed that the revised routing data would be complete by April 2011. A rolling programme would then be introduced whilst ensuring that any changes improved the overall level of service, matched the resources available and were in compliance to statutory legislation.

Discussion took place with regard to the responsibility for rural and urban cleansing as often cleansing operatives were employed by the Town and Parish Councils. Also discussed was the amount of detritus on the roads from potholes.

With the vote being unanimous, it was

RESOLVED:

That:

1. The progress of the project to redesign the Cleansing Services, be noted.
2. Regular progress updates be received and a report be submitted to the next meeting of the West Suffolk Waste and Street Scene Services Joint Committee.

059. **JOINT BRANDING (REPORT NO JWC11/037)**

The Fleet and Technical Manager (SEBC) presented this report which advised Members that a common branding to reflect the shared service partnership between Forest Heath District Council and St Edmundsbury Borough Council had been considered by the wider Shared Service Project Team. As part of the upcoming vehicle replacement programme it would be important to consider a common vehicle livery which would complement any joint branding decision. A common vehicle livery for refuse vehicles which would allow the joint procurement of these assets to proceed had been recommended to Members in the report.

A presentation was given to Members which detailed the issues for consideration, the proposed colour choice with joint branding logos and examples of new Personal Protective Equipment (PPE) were shown. Discussion took place with regard to the PPE displaying the 'West Suffolk' joint branding logo to promote a more public facing image and allow employees to be easily identifiable and approachable.

Officers confirmed the timescales for the acquisition of new fleet vehicles, in accordance with each Authority's Contract Procedure Rules and the introduction of the new PPE. A Member commented that the authorities Lawyers should consider legally copywriting the 'West Suffolk' corporate brand logo. A launch introducing the 'West Suffolk' branding to residents by the Communications Department could also be considered, in advance of the new PPE or vehicles appearing in the Districts.

With the vote being unanimous, it was

RESOLVED:

That:

1. The information outlined in Report No JWC11/037, be noted.
2. The adoption of a white cab and orange body for refuse vehicles, be approved.
3. The 'West Suffolk' joint branding logo be displayed on the future Personal Protective Equipment to promote a 'single face' to the public and a replacement 'swap out' programme be established.

060. **RE-USE OF WHEELED BINS POLICY (REPORT NO JWC11/038)**

The Head of Environmental Services (FHDC) presented this report which sought Members approval for a new policy to enable the re-use of wheeled bins for residents and other customers.

Officers responded to a question about the acquisition of second hand wheeled bins resulting from requests for different sized bins or the repair of damaged bins which could be re-used following the replacement of wheels or lids.

With the vote being unanimous, it was

RECOMMENDED:

That:-

1. The work to align the current and new policies, be noted.
2. The policy proposal outlined in Paragraph 11 to Report No JWC11/040, be approved and adopted.

061. **RESPONSE TO THE GOVERNMENT'S CONSULTATION ON THE CONTROLLED WASTE REGULATIONS 1992 AND THE IMPLICATIONS FOR FHDC AND SEBC (REPORT NO JWC11/039)**

The Service Manager (Environment and Waste) (FHDC) presented this report which updated Members on the consultation of the Controlled Waste Regulations (CWR) and the impact on Forest Heath District Council and St Edmundsbury Borough Council. The consultation response was attached at Appendix 1 to Report No JWC11/039.

The Officer reported on the categories of household waste for which the collection duty applies and the household waste for which a collection charge could be made and the types of premises which were included in these categories. Officers considered that the Authority's response to the 'duty to collect' in these cases, should be made more specific and that the regulations clearly defined the meaning of clinical waste and charitable organisations.

Officers responded to Members' questions about information on business rates and landfill tax and it was confirmed that business rates do not cover waste disposal. While the Authorities have a 'duty to collect' from the organisations listed, no charge for disposal was currently permitted by law. It was confirmed that the autonomy to set charges was considered annually by each Council of FHDC and SEBC for individual approval.

Members agreed the consultation response with the addition of the points around clarification of the current definitions of clinical waste and charitable organisations and the consequences of the proposed hierarchy.

With the vote being unanimous, it was

RESOLVED:

That the response to the consultation on Controlled Waste Regulation (CWR), attached at Appendix 1 to Report No JWC11/039, with the additions listed above, be noted.

062. **BANK HOLIDAY ARRANGEMENTS (2011/12) (VERBAL)**

The Head of Waste and Street Scene Services (SEBC) presented this verbal report on the bank holiday arrangements for 2011/12 in light of the Easter and Mayday bank holidays and the Royal Wedding day on 29 April 2011.

Alternative collection arrangements were discussed and it was confirmed that any additional cost for extra collections had been factored into the budget expenditure.

With the vote being unanimous, it was

RESOLVED:

That the verbal report, be noted.

The Members congratulated the Officers and Waste Collection Teams for their continuity of service during the recent extreme weather conditions and during bank holidays.

063. **UPDATE ON THE INTER AUTHORITY AGREEMENT (VERBAL)**

The Corporate Director (Economy & Environment) (SEBC) presented this verbal update on the Inter Authority Agreement and confirmed that the underlying principles of the agreement were to seek consistency of services across Suffolk. Negotiations continued between the authorities involved and work continued by the Legal Team on recently introduced changes prior to the signing of the agreement expected to be concluded by the end of the month. The Director thanked the Officers for their work in producing the necessary documents for the Inter Authority Agreement and an update was given about the calorific value at the new 'energy from waste plant' (PFI) and changes to the recycling credit payments.

With the vote being unanimous, it was

RESOLVED:

That:

1. The verbal report, be noted.
2. The Directors of each Council be delegated to complete the wording and signature of the final Inter Authority Agreement in liaison with the Chairman and Vice-Chairman.

The meeting closed at 12.02 pm.