

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 Thursday 31 March 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:

P Clifford, Fleet and Technical Manager (SEBC)
D Lingard, Operations Manager (FHDC)
R Littlechild, Head of HR, Corporate Support and Facilities
K Marley, Head of Environmental Services (FHDC)
N McCurdy, Strategic Director (Services) (FHDC)
S Pell, Corporate Director (Economy and 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.

236. **PUBLIC PARTICIPATION**

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

237. **CONFIRMATION OF MINUTES****Minute 062 – Bank Holiday Arrangements (2011/12) (Verbal)**

The Head of Waste and Street Scene Services (SEBC) updated Members on the refuse collection arrangements during the Bank Holidays in 2011. Suffolk County Council were still awaiting official planning approval for some waste facilities to be opened for use over the Bank Holidays. Officers did not expect that any changes would need to be made to the arrangements which had been detailed at the last meeting.

The minutes of the meeting held on 14 January 2011 were unanimously accepted by the Committee as an accurate record and signed by the Chairman.

238. **JOINT SERVICE PLAN 2011/12 (REPORT NO JWC11/040)**

The Head of Environmental Services (FHDC) presented the Joint Waste Partnership Service Plan 2011/2012 and proposed project areas which would form the business plan for the West Suffolk Waste and Street Scene Partnership.

Where no Strategic Risks in the Corporate/Strategic Risk Register had been identified then a note would be added to Section 2a of Appendix 1 to Report No JWC11/040 detailing this. Some discrepancies had been identified around the workforce planning profile where anomalies in the number of sickness absence days had been supplied.

Members expressed concern that the residual waste per household could increase in light of the proposed closure of the Newmarket Household Recycling Centre as items usually taken to the site could be put into household waste bins instead. However, Officers stated that whilst there may be an increase in waste collected, most items taken to the recycling centre were large items which probably would not fit into household waste bins.

With the vote being unanimous, it was

RESOLVED:

That the Joint Service Plan for 2011/2012, subject to the minor amendments detailed above being incorporated, be approved.

239. **CLEANSING REVIEW (REPORT NO JWC11/041)**

The Operations Manager (SEBC) provided Members with an update to Report No JWC11/036 which had been considered by the Committee on 14 January 2011. A comprehensive redesign of the Cleansing Services across Forest Heath and St Edmundsbury had been undertaken and the progress made to date and the future activities and timescales were outlined.

The Officer reported that the review to the current cleansing schedule would improve the cleansing service thereby cutting the costs to each organisation and a project review meeting would take place on 6 April 2011. Members congratulated

Officers on the excellent report and discussion took place on whether the rural road sweeping programme could be co-ordinated with Suffolk County Council. The Officers were tasked with discussing the possibility of whether rural road sweeping could be aligned with the Highways Department at Suffolk County Council and report back to Members on this issue at the next meeting.

Discussion took place about the consultation responses received from the Town and Parish Councils, what actions could be taken to feedback on the current services provided, whether the right areas were being cleaned at the right times and the frequency some areas were being cleaned. Officers agreed to follow up on the street cleansing consultation with the Town and Parish Councils and report back to Members at the next meeting.

With the vote being unanimous, it was

RESOLVED:

That:

1. The progress of the project to redesign Cleansing Services, be noted.
2. Regular progress updates be received and a report to be submitted to the next meeting of the West Suffolk Waste and Street Scene Services Joint Committee, to include the following:
 - The possible co-ordination of rural road sweeping with Suffolk County Council
 - The follow up on the street cleansing consultation with the Town and Parish Councils.

240. **SERVICE LEVEL AGREEMENTS (REPORT NO JWC11/042)**

The Head of Waste and Street Scene Services (SEBC) presented this report which recommended extending the two service level agreements relating to Vehicle Maintenance and A14/A11 Cleansing for a further year. The reduction in the figures in respect of vehicle maintenance reflected the reduction in the number of vehicles in the Forest Heath fleet as a result of the round reorganisation. The figures in respect of A14/A11 litter clearance reflected a general increase in the operational costs.

A Member requested that the cleansing schedule for the Forest Heath District be circulated to Members and the Operations Manager (FHDC) was tasked to action this.

With the vote being unanimous, it was

RESOLVED:

That the extension of the Service Level Agreements relating to Vehicle Maintenance and A14/A11 Litter Clearance for a further period of one year, each subject to the fees identified at Paragraphs 3.0 and 3.1 of Report No JWC11/042, be approved.

241. **SERVICE LEVEL AGREEMENT – RURAL CHANNEL SWEEPING SERVICE (REPORT NO JWC11/043)**

The Head of Waste and Street Scene Services (SEBC) presented this report which provided context for a proposed arrangement that the rural channel sweeping service across the combined Forest Heath District Council and St Edmundsbury Borough Council rural areas, be delivered using one vehicle and crew. 75% of the work would be in the SEBC area and the street sweepings would be bulked at the Olding Road Depot in Bury St Edmunds for onward processing. It was proposed that the Councils enter into a Service Level Agreement (SLA), detailing the scope and terms for St Edmundsbury Borough Council to deliver a rural channel sweeping service in Forest Heath District Council's rural areas.

The Officer reported that by combining the channel sweeping routes in both Districts the frequency of cleaning would increase and the cost savings of a vehicle and driver would produce an overall saving to Forest Heath District Council. In response to a question by a Member it was confirmed that all Service Level Agreements were renewed on an annual basis until such point that a single service entity existed.

A Member suggested that the following amendment be made to the Schedule of the Service Level Agreement for the Provision of Rural Channel Sweeping Service within the District of Forest Heath; within 'The Service' details the following bullet point be deleted: *'Forest Heath to report any specific areas in need of litter clearance or where fly tipping needs to be cleared.'*

With the vote being unanimous, it was

RESOLVED:

That:

1. The report be noted.
2. To facilitate the Councils provision of a shared channel sweeping service in their respective rural areas, the Service Level Agreement for the delivery of rural channel sweeping by St Edmundsbury Borough Council in Forest Heath District Council's rural areas, with the amendment as detailed above, be approved.

242. **INTER AUTHORITY AGREEMENT (VERBAL)**

The Corporate Director (Economy & Environment) (SEBC) presented this verbal update to Members that the Inter Authority Agreement was due to be signed shortly.

Officers took the opportunity to ratify the decision, that delegated authority had been included within the Agreement, that both the Strategic Director (Services) (FHDC) and the Corporate Director (Economy & Environment) (SEBC) could be signatories for their respective Authorities.

With the vote being unanimous, it was

RESOLVED:

That:

1. The verbal report be noted.
2. Delegated authority be given to the Strategic Director (Services) (FHDC) and the Corporate Director (Economy & Environment) (SEBC) to sign the Inter Authority Agreement on behalf of their Authorities.

243. HOUSEHOLD WASTE RECYCLING CENTRES (VERBAL)

The Strategic Director (Services) (FHDC) provided Members with this verbal update on the decision recently made by Suffolk County Council to close several household waste recycling centres in Suffolk. In respect of the closure of the Newmarket recycling facility, discussions were continuing, to endeavour to keep the site open however, no conclusions had been made at present.

With the vote being unanimous, it was

RESOLVED:

That the verbal report, be noted.

244. DATES OF FUTURE MEETINGS

The Committee confirmed that the next meeting, the Annual General Meeting (AGM) would be held on 17 June 2011 in Room No GFR11 at West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Members determined that the following dates for future meetings of the Joint Committee in 2011/2012 be held on:

14 October 2011 – Conference Chamber West, West Suffolk House
27 January 2012 – Conference Chamber West, West Suffolk House

However, a Member requested that an alternative date be sought to replace the suggested date of 16 March 2012 and Members would be notified of any change in due course.

245. URGENT BUSINESS

Emergency Response/Out of Hours Service

The Chairman agreed for this urgent item of business due to it being in reference to the forthcoming Bank Holidays.

Officers reported that during the Bank Holidays an emergency response team would be on standby at the St Edmundsbury area and the Out of Hours Service would be available in the Forest Heath district.

246. **EXCLUSION OF THE PRESS AND PUBLIC**

With the vote being unanimous, it was

RESOLVED:

That, under Section 100(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item.

247. **WEST SUFFOLK WASTE & STREET SCENE PARTNERSHIP – PROGRESS OF BUSINESS PLAN TOWARD SINGLE SERVICE (REPORT NO JWC11/044X) (PARA 1)**

The Corporate Director (Economy & Environment) (SEBC) and the Head of HR, Corporate Support and Facilities (FHDC) presented this report which sought Members approval to ratify the further progress of the Waste & Street Scene Partnership to Stage 3 of the Business Plan, to form a single service entity.

Discussion took place around the processes surrounding the issues and challenges in terms of; the specific service, the wider shared services agenda and the transition time.

With the vote being unanimous, it was

RESOLVED:

That:

1. The decision made in 6 June 2008 to progress to a fully integrated single entity service provision for both Councils, as articulated in Appendix 3 of Report No JWC/044X, taking account of the issues identified at Paragraph 19 of the report, be ratified.
2. The respective Councils be informed of the decision of the West Suffolk Waste & Street Scene Joint Committee through the Shared Services Steering Group. The implications of that decision and how those issues should be progressed to enable implementation of a combined single service structure, be addressed by each Council.
3. The structure, as detailed in Appendix 3 to Report No JWC11/044X, be implemented from 1 October 2011.

The meeting closed at 11.04pm.