



**THE LOCAL GOVERNMENT ASSOCIATION**

*Staffordshire's voice for local government*



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**Staffordshire Local Government Association - Joint Waste Management Board**

Tuesday, 23 May 2017  
**10.30 am**  
Civic Centre, Beecroft Road, Cannock

John Henderson  
Honorary Secretary  
15 May 2017

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**A G E N D A**

**PART ONE**

1. **Apologies**
2. **Minutes of meeting held on 31 January 2017** (Pages 1 - 8)
3. **Matters Arising**
4. **Implications of Elections 2017**

For group discussion

5. **Strategic Waste Management Board Action Plan - Performance Report** (Pages 9 - 14)

Report of the Chairman of Staffordshire Waste Officers' Group

6. **Joint Waste Management Board Sub-Group** (Pages 15 - 18)

Report of the Waste Partnership Manager

7. **Holistic Savings for Staffordshire**

(a) **Waste and Resources Action Programme Funding Update**

Oral report of the County Director for Economy Infrastructure and Skills

**(b) Hanford Update**

Oral report of the City Director Operational Management

**(c) Strategy Development Post 2020**

For group discussion

**8. Household Waste Recycling Centres - Update**

Oral report of the County Director for Economy Infrastructure and Skills

**9. Date of Next Meeting**

**10. Exclusion of the Public and Press**

The Chairman to move:-

“That the public be excluded for the following items of business which involves the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A (as amended) of the local Government Act 1972 indicated below.”

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**PART TWO**

Nil

<b>Membership</b>	
Patricia Ackroyd	Terry Follows
Ann Beech	Arthur Forrester
Mary Bond	Joy Goodall
Iain Eadie	Gill Heath
Frank Finlay	John Preece

**Staffordshire Local Government Association**

**MINUTES OF THE MEETING OF THE STAFFORDSHIRE AND  
STOKE-ON-TRENT JOINT WASTE MANAGEMENT BOARD  
HELD ON 31 JANUARY 2017 AT COUNCIL OFFICES CODSALL**

Present:

**Cannock Chase District Council**

Cllr. J. Preece  
Mr. J. Pressland

**Stafford Borough Council**

Cllr. F. Finlay  
Mr. P. Gammon  
Mr. H. Thomas

**East Staffordshire Borough  
Council**

Mr. P. Costiff  
Mr. P. Farrer

**Staffordshire County Council**

Cllr. Mrs. C.G. Heath  
Mr. C. Jones

**Lichfield District Council**

Mr. R. King

**Staffordshire Moorlands District  
Council**

Mr. K. Parker  
Mrs. J. Redfern

**Newcastle-under-Lyme Borough  
Council**

Cllr. Mrs. A. Beech  
Mr. A. Bird  
Mr. T. Nicoll

**Stoke-on-Trent City Council**

Cllr. T. Follows  
Ms. C. Gibbs

**South Staffordshire District Council**

Cllr. Mrs. M. Bond (Chairman)  
Mr. D. Roberts

**Tamworth Borough Council**

Mr. A. Barratt  
Mr. Harris

**Also in attendance:**), Mr J. Lindop (Staffordshire County Council) and Ms K. Cocks (Staffordshire Waste Partnership Manager).

**Apologies:** Cllr. A. Forrester (Staffordshire Moorlands District Council); Cllr. Mrs. J. Goodall (Tamworth Borough Council); Mrs. N. Samrai (Cannock Chase District Council); Mrs. J. Smith (South Staffordshire District Council)

**PART ONE**

**Minutes**

29. **RESOLVED** – That, subject to Mr. B. Brockbank's name being deleted from the list of attendances, the minutes of the meeting held on 17 November 2016 be confirmed and signed by the Chairman.

**Matters Arising**

30. There were no matters arising.

**Strategic Waste Management Action Plan – Performance Report**  
(schedule 1)

31. The Board considered a report of the Chairman of the Staffordshire Waste Officers' Group regarding progress made towards delivery of the Strategic Waste Management Action Plan.

East Staffordshire Borough, Lichfield District, Tamworth Borough, Cannock Chase District and South Staffordshire District Councils had all experienced welcome reductions in "N191:Residual Household Waste Collected per Household" during Quarter 2 2016/17 when compared to the previous quarter. However, the performance achieved represented a slight reduction over the corresponding quarter in 2015/16.

The position with regard to "N192:% of Household Waste Sent for Reuse, Recycling and Composting" indicated that the majority of Councils had improved on their performance when compared the previous quarter.

During the discussion which ensued Members noted that the Quarter 2 figures for Staffordshire Moorlands District Council were not available although their Quarter 1 figures had been supplied since the previous meeting of the Board.

The County Council's Group Manager: Sustainability and Waste Management paid tribute to District and Borough Council Partners for their work in reducing contamination of waste streams and increasing recycling performance since the previous meeting. He also referred to the on-going work by the County Council towards achieving the zero waste to landfill target by the year 2020.

32. **RESOLVED** – (a) That the report be received and noted.

(b) That all Partners ensure that the data required for inclusion into performance reports to the Board is provided to the Partnership Manager in time for the required meeting.

**Joint Waste Management Board Sub Group – Update**  
(schedule 2)

33. The Board received progress reports in respect of the following projects from the Staffordshire Waste Partnership Manager:-

- Food Partnership (closed project);
- Holistic Financial Savings for Staffordshire (on-going project);
- Food Partnership (on-going project);
- Stafford Borough Council Contract Procurement (on-going project);
- Mixed Recycling Facility Contract Issues (on-going project);
- Bartec User Group (on-going project);
- Waste Data Flow Letter (on-going project).

34. **RESOLVED** – That the report be received and noted.

**Holistic Savings for Staffordshire**  
(schedule 3)

35. The Board (i) received a presentation (slides attached at Appendix A to the signed minutes) from the Waste Partnership Manager and County Council's Group Manager: Sustainability and Waste Management; (ii) considered a summary report of the Waste Partnership Manager and (iii) held a group discussion regarding the Waste and Resources Action Programme (WRAP) project aimed at assisting the Partnership in identifying significant holistic financial savings in waste in Staffordshire, whilst maintaining or improving recycling rates and material quality.

In addition, the Waste Partnership Manager circulated the following documents to Members during the meeting:-

- A proposed project scope for additional WRAP support. This was to explore the opportunities for implementing the findings of the recently completed WRAP study which identified 'preferred options' for Partner Authorities to separately collect food waste from some or all of the households in Staffordshire who currently received kerbside household waste collection services (attached at Appendix B to the signed minutes);
- Notes from visits to Leicestershire Waste Collection Authorities undertaken by Partner representatives in January 2017 to learn of their chargeable garden waste collection services.

Following the initial option modelling, chargeable garden waste collection schemes were identified as an area for further investigation as a possible means of providing holistic financial savings. Accordingly the WRAP report had been updated with the findings of further investigations which focussed on (i) uptake, with the impact of 20%, 30% and 65% of households participating in a chargeable scheme being modelled; (ii) Charging, with the impact of £35 and £45 per bin charge being modelled; (iii) volume of garden waste generated, with the impact of a 5% and 15% increase in waste entering Household Waste Recycling Centres (HRWC) following the introduction of charging being modelled and; (iv) volume of residual waste generated, with the impact of 5% and 15% of current garden waste collected entering households' residual waste bins following the introduction of charging being modelled.

Members noted that all the options considered resulted in savings compared to the baseline (current) position (which assumed that all partners provided fortnightly collections of residual, recycling and garden waste with Newcastle-under-Lyme Borough Council providing weekly kerbside collections of food waste). This was primarily due to the generation of income, a reduction in the use of vehicles and lower staffing costs. Even with low uptake, the introduction of a food waste scheme and additional material going to the kerbside residual collection, the whole system costs appeared lower than those of the current service. The greater the uptake the greater the savings as the charges appeared to offset the collection and treatment costs.

The results of the additional modelling indicated that increasing the charges for garden waste collections reduced the overall costs in each option. However, the higher the charging rates, the lower the take-up rates were likely to be in practice. In addition, a reduction in whole system costs of approximately £2.8m for the higher uptake options and £1.3m for the low uptake options. For all but two Authorities, the additional residual waste collected at the kerbside resulted in significant additional collection costs but no additional residual treatment costs and an overall increase of between £0.5m and £1m compared to the baseline options.

In presenting the slides and report the Waste Partnership Manager drew Members' attention to the visits made by Partner representatives to neighbouring Authorities in Leicestershire. Various lessons had been learned locally which could be applied to the Staffordshire model during any future waste service reconfiguration in the County.

With regard to the proposed Project Scope for additional WRAP support, the Waste Partnership Manager informed them that an initial expression of interest had been made to WRAP on behalf of the Partnership and this had received approval to proceed to the next stage. Subject to the Board now making a formal application on the basis of the above-mentioned Scope, a final decision by WRAP could be expected in February 2017 with the procurement process for consultants being completed by April 2017.

The County Council's Group Manager: Sustainability and Waste Management informed them of the response which had recently been received from the Department for Environment Fisheries and Food (DEFRA) to the letter sent on behalf of the Partnership seeking clarification of the consequences a decrease in green waste recycling would have on the payment of Private Finance Initiative Credits for the operation of the Four Ashes Energy Recovery Facility. DEFRA had stated that there may be risks from this scenario and had advised that a new Recycling Plan would need to be submitted for consideration before a definitive response could be given.

During the discussion which ensued, the Chairman highlighted recycling targets in general and raised the issue of DEFRA guidelines which currently precluded Waste Disposal Authorities in England including Incinerator Bottom Ash (IBA) in their recycling statistical returns. Continuing, she spoke of the need for Partners to lobby DEFRA with a view to correcting this anomaly as it had been estimated that the inclusion of IBA data could improve Authorities' performance by approximately 10% and 15%. In reply, the County Council's Group Manager: Sustainability and Waste Management said that the matter had already been discussed at officer level and presentations were to be made to all Staffordshire MPs in early March 2017. In addition, an officer representative of Newcastle under-Lyme Borough Council informed them that the Local Authority Recycling Advisory Committee (which he chaired) had also made representations to DEFRA on this issue.

In response to a question regarding the future level of Green Waste Recycling Credits to be paid by the County Council to Waste Collection Authorities, the Member representative of the County Council confirmed that a final decision had not yet been made by her Authority. However, she stressed that they would have regard to the views of all Partner Authorities during their careful consideration of this issue.

With regard to the savings targets for waste which had originally been included in the County Council's Medium Term Financial Strategy, the representatives of the County Council informed the Board that these had now been removed from the Strategy. However, they emphasised the Authority's continuing desire to work with all District and Borough Council Partners for the identification of acceptable and deliverable options for reducing costs.

The Board expressed their wish to make further substantive progress with regard to the Holistic Savings Project in the very near future. The officer representative of East Staffordshire Borough Council expressed his concern regarding the timescale for completion of the additional WRAP work and asked whether it would be possible to receive early indication of the likely savings to be expected from the reconfiguration of food waste collection services before completion of the commission. In reply the Waste Partnership Manager undertook to liaise with WRAP in this respect.

In response to a query from an officer representative of Newcastle-under-Lyme Borough Council, the representative of Stoke-on-Trent City Council updated them on the progress being made by his Authority with regard to the future of the waste incinerator plant at Hanford.

**36. RESOLVED** – (a) That the presentation and report be received and noted.

(b) That the Project Scope for the receipt of additional support from the Waste and Resources Action Programme (WRAP) be approved for formal submission subject to any minor amendments necessary.

(c) That in the event of the bid for funding being successful, the Waste Partnership Manager liaise with WRAP and project consultant regarding early indication of the savings which might be expected from the reconfiguration of food waste collection services in Staffordshire.

(d) That the Leaders and Chief Executives of all Partner Authorities be kept fully informed of the progress being made with regard to the Holistic Savings Project, as necessary.

### **Household Waste Recycling Centres – Charging Policy**

37. The Board received an oral report from the County Council's Group Manager: Sustainability and Waste Management on the operation of a scheme of charging for non-household waste received at Household Waste Recycling Centres (HRWCs) which had been implemented on 1 November 2016.

The County Council did not have a statutory duty to dispose of any waste generated by Staffordshire residents other than that which arose from their normal day to day occupation of homes. Therefore, they had introduced a policy of charging for some types of non-household waste (including soil, rubble, plasterboard and tyres etc) from private individuals at their HWRCs. It was intended that receipts generated from this charging policy would be used to offset the cost of treatment/disposal of the waste collected and also help to ensure that HWRCs were not used by traders seeking to dispose of waste free of charge.

The Group Manager stated that whilst the new arrangements had only been in operation for two months, they appeared to be working satisfactorily with no major issues having arisen so far. In addition, the volumes of chargeable waste being deposited at HRWCs were substantially unchanged when compared to the period prior to the introduction of charging.

In response to a request from an officer representative of South Staffordshire District Council, the Group Manager said that whilst statistics relating to fly tipping in the Staffordshire could be included in future reports to the Board, it would not be possible to determine the nature of the illegally tipped waste from this data. Therefore, establishing a link between fly tipping and the charging policy would be difficult from these statistics alone. Continuing he said there had been approximately 65 complaints about fly tipping in the County since the introduction of the new charging policy.

The officer representative of Newcastle-under-Lyme Borough Council stressed the importance of communicating the Waste Disposal Authority's arrangements for trade waste to businesses and ensuring that charges were aligned to those for household waste. This would help to reduce contamination and unsure receipts were maximised according to the adopted policy. In reply the County Council's Group Manager said that he would liaise with the operator in this respect as a matter of urgency.

38. **RESOLVED** – That the oral report be noted.

#### **Date of Next Meeting**

39. **RESOLVED** - That a further meeting of the Board be held at Civic Centre, Cannock on a date and at a time to be arranged in April 2017.

#### **Exclusion of the Public**

40. **RESOLVED** – That the public be excluded for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972, indicated below.

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## **PART TWO**

### **Exempt minutes**

(exemption paragraph 3)

41. The exempt minutes were confirmed by the Board a signed by the Chairman.

**CHAIRMAN**



### Staffordshire Joint Waste Management Board: 2016/17 National Indicator Out-turns

Local Authority	NI191: Residual household waste collected per household (kg)				
	Q1	Q2	Q3	Q4	To date 2016/17
East Staffordshire BC	121.99	120.38	115.81		358.18
Lichfield DC	120.10	115.30	117.12		352.52
Tamworth BC	114.60	113.90	113.97		342.47
Cannock Chase DC	120.99	106.79	124.88		352.66
South Staffordshire Council	119.93	115.26	117.38		352.57
Stafford BC	110.06	112.60	109.04		331.70
Staffordshire Moorlands DC	84.99	99.89	93.86		278.74
Newcastle-under-Lyme BC	110.09	114.34	119.62		344.05
Staffordshire County Council	149.78	142.73	140.53		433.04
Stoke-on-Trent City Council	151.91	150.95	156.51		459.37

NI192: % of household waste sent for reuse, recycling or composting					
Q1	Q2	Q3	Q4	To date 2016/17	
52.90%	53.30%	47.00%		51.07%	
56.60%	57.70%	49.18%		54.49%	
53.50%	53.00%	46.79%		51.10%	
52.06%	56.26%	42.21%		50.18%	
56.03%	57.27%	47.88%		53.73%	
58.21%	57.26%	50.41%		55.29%	
63.60%	60.50%	56.10%		60.07%	
53.74%	52.50%	45.10%		50.45%	
51.90%	53.70%	45.70%		50.43%	
38.20%	40.00%	27.80%		35.33%	

NI193: % of municipal waste landfilled					
Q1	Q2	Q3	Q4	To date 2016/17	
1.7%	1.4%	2.50%		1.87%	
5.2%	10.9%	4.98%		7.03%	

Local Authority	% household waste sent for recycling				
	Q1	Q2	Q3	Q4	To date 2016/17
East Staffordshire BC	18.65%	18.72%	22.08%		19.82%
Lichfield DC	23.20%	24.20%	27.00%		24.80%
Tamworth BC	26.80%	27.10%	30.07%		27.99%
Cannock Chase DC	26.76%	27.55%	28.57%		27.63%
South Staffordshire Council	19.51%	21.35%	25.57%		22.14%
Stafford BC	21.36%	20.59%	25.12%		22.36%
Staffordshire Moorlands DC	23.06%	18.40%	21.12%		20.86%
Newcastle-under-Lyme BC	16.08%	17.04%	19.10%		17.41%
Staffordshire County Council	20.28%	21.30%	23.77%		21.78%
Stoke-on-Trent City Council	16.03%	17.29%	17.15%		16.82%

% household waste sent for composting					
Q1	Q2	Q3	Q4	To date 2016/17	
34.18%	34.45%	24.84%		31.16%	
33.40%	33.50%	22.17%		29.69%	
26.70%	25.90%	16.71%		23.10%	
25.30%	28.71%	13.64%		22.55%	
36.52%	35.91%	22.31%		31.58%	
36.85%	37.19%	25.28%		33.11%	
40.45%	41.95%	34.86%		39.09%	
32.09%	31.66%	19.44%		27.73%	
31.40%	32.15%	21.73%		28.43%	
21.96%	22.66%	10.57%		18.40%	

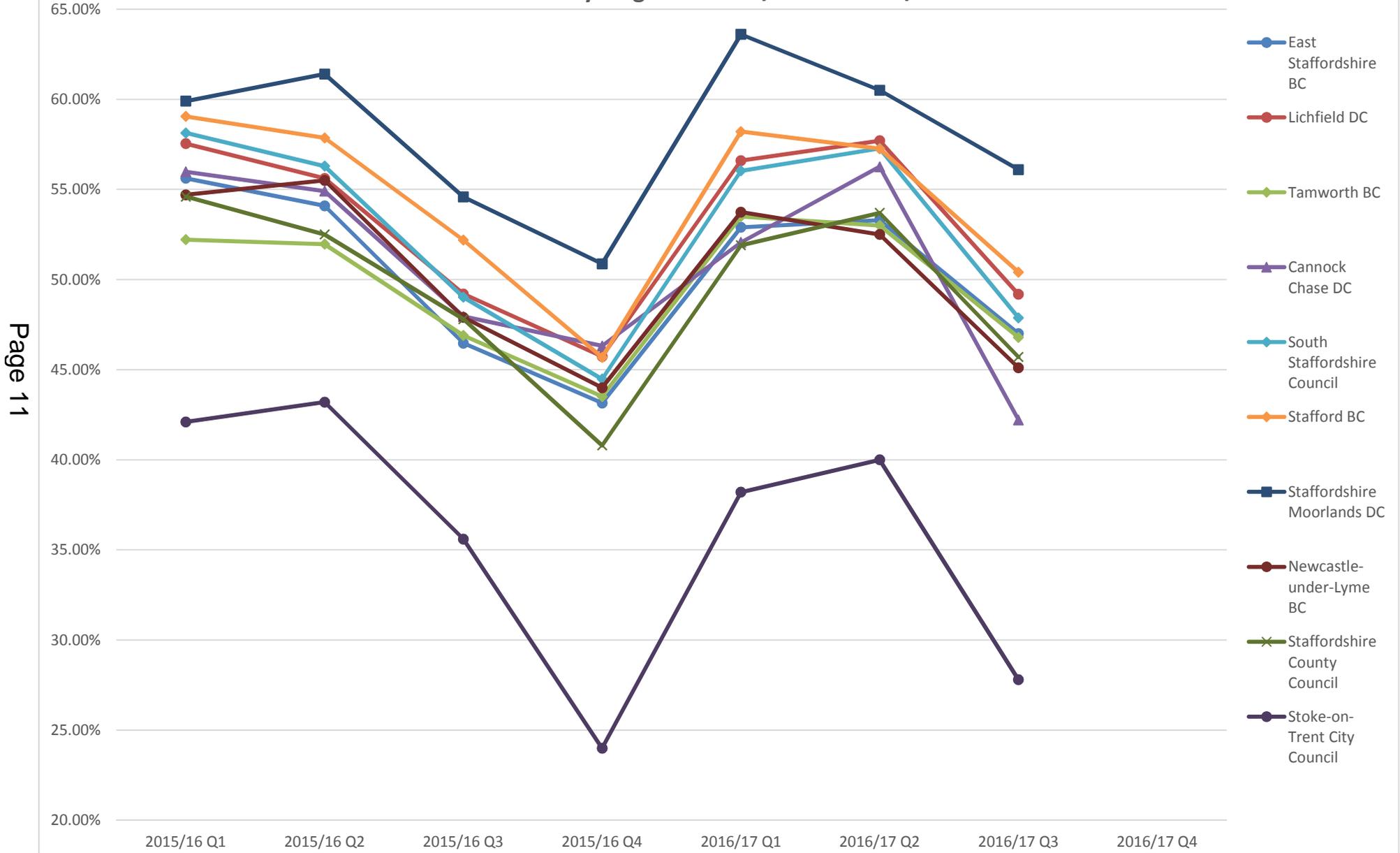
% household waste sent for anaerobic digestion (formerly part of BVPI 82b)					
Q1	Q2	Q3	Q4	To date 2016/17	
5.57%	3.80%	5.44%		4.94%	

**Notes**

Data consistent with WasteDataFlow out-turns. All data is provisional until DEFRA publication



SWP recycling rates 2015/16 and 2016/17





Summary table of recycling rates

Local Authority	NI192: % of household waste sent for reuse, rec				
	2015/16 Q1	2015/16 Q2	2015/16 Q3	2015/16 Q4	2016/17 Q1
East Staffordshire BC	55.62%	54.09%	46.47%	43.15%	52.90%
Lichfield DC	57.54%	55.61%	49.20%	45.73%	56.60%
Tamworth BC	52.21%	51.96%	46.90%	43.51%	53.50%
Cannock Chase DC	55.98%	54.91%	47.95%	46.32%	52.06%
South Staffordshire Council	58.13%	56.29%	49.02%	44.48%	56.03%
Stafford BC	59.05%	57.86%	52.19%	45.68%	58.21%
Staffordshire Moorlands DC	59.90%	61.40%	54.58%	50.87%	63.60%
Newcastle-under-Lyme BC	54.70%	55.50%	47.90%	44.00%	53.74%
Staffordshire County Council	54.60%	52.50%	47.80%	40.80%	51.90%
Stoke-on-Trent City Council	42.10%	43.20%	35.60%	24.00%	38.20%

cycling or composting		
2016/17 Q2	2016/17 Q3	2016/17 Q4
53.30%	47.00%	
57.70%	49.18%	
53.00%	46.79%	
56.26%	42.21%	
57.27%	47.88%	
57.26%	50.41%	
60.50%	56.10%	
52.50%	45.10%	
53.70%	45.70%	
40.00%	27.80%	

## PROJECT PROGRESS REPORTS

### *Joint Waste Management Board Subgroup*

#### AGENDA

2.00pm Wednesday 5<sup>th</sup> April 2017

Shadow Cabinet Room, County Buildings, Staffordshire County Council

1. Attendees / Apologies

- Chair of JWMB; Cllr Mary Bond (South Staffordshire District Council)
- Vice chair of JWMB; Cllr Iain Eadie (Lichfield Borough Council)
- 2 further members; Cllr Gill Heath (Staffordshire County Council)

Cllr Ann Beech (Newcastle under Lyme Borough Council)

- Chair of SWOG; Chris Jones (Staffordshire County Council)
- SWP Manager; Kay Cocks
- Member and Democratic Services; Jonathan Lindop

2. SWOG update

3. TOG updates

4. SWP Officer's progress report (please see attached)

5. Upcoming JWMB meeting; Purdah

6. Upcoming JWMB meeting; agenda creation

- Standing items
- Holistic savings project;
  1. WRAP project update
  2. L+T charging for garden waste collections
- Suggestion – SoTCC / SCC update on Hanford project?

7. Any other business

## PROJECT PROGRESS REPORTS

### Closed projects

No projects have been closed during this period.

### On-going projects

#### **Holistic savings for Staffordshire**

Following the last JWMB meeting, another update letter was sent on behalf of the Chair of JWMB, providing all Chief Executives and Leaders with an update on the project. No comment was received on this.

Having successfully been awarded the additional funding of £50,000 worth of support for the continuation on our holistic savings project, SWP have been negotiating with WRAP regarding the terms of the agreement. Despite some concerns, especially with regard to recent internal SWP progress of some councils, a final draft of the agreement has now been created and is being signed by all Chief Executives to get Senior Management buy in.

SWP have also been working with WRAP to draw up the procurement documents to secure a consultant to undertake the work on the project. Once all agreements have been signed by the end of March, the procurement process can begin in April.

Further to this, WRAP have requested a letter confirming support of the project from JWMB. A letter from the Chair will be drafted following the next JWMB to confirm all Councillors are on board with the project.

#### **SBC contract procurement**

The ISIT phase of the procurement process is well underway. Work on clarifications during the bidding stage proved time consuming with many clarifications requested from the Bidders. The bidding stage has now closed and 3 bids were submitted (the fourth bidder chose not to submit a bid due to market reasons and concerns related to certain aspects of the financial aspects of the contract). The bids are now being evaluated and mediated before negotiations can begin to determine the contract award. The process remains on planned time scales.

#### **MRF contract issues**

The dispute with Biffa was being dealt with at Director level via informal discussion. Following a meeting which also involved internal legal teams from both parties, no agreement was reached and both sides decided to seek third party legal advice. SWP remained strong in it's position and gave Biffa one last opportunity to sought out the disagreement without legal representation. Biffa failed to respond.

SWP has now appointed litigators at Burges Salmon to provide third party legal advice, commencing with a review of all documents to determine the strength of our case should it go to court. The advice is expected imminently and will determine how to proceed from here.

## PROJECT PROGRESS REPORTS

### New Projects

#### **Partnership Forum**

Working with Chris Jones at the County council, SWP are leading to resurrect the Partnership Forum – a nationwide group focusing on local authority partnership working in waste management. The group failed to successfully take off when briefly led by Kent Resource Partnership and NAWDO in 2015, despite popular demand. SWP are looking to set up a conference in Stafford in May / June to tackle the common issues facing partnering authorities.

