



County Buildings, Stafford  
DDI (01785) 276147  
Please ask for Jonathan Lindop  
Email:  
[jonathan.lindop@staffordshire.gov.uk](mailto:jonathan.lindop@staffordshire.gov.uk)

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

Wednesday 2 December 2020

**14:30**

Virtual/on-line at <https://staffordshire.public-i.tv/core/portal/home>

**NB.** Members are requested to join the meeting through their Outlook Calendar booking (click "Click here to join the meeting")

Also, please ensure that your Laptops/Tablets are fully charged prior to the commencement of the meeting.

John Henderson  
Honorary Secretary  
24 November 2020

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**A G E N D A**

**PART ONE**

1. **Apologies**

2. **Quorum**

To verify the meeting is quorate (three Members required)

3. **Minutes of meeting held on 6 August 2020** (Pages 1 - 6)

4. **Matters Arising** (Pages 7 - 8)

2007 and 2019 Waste Composition Analyses Results Comparison briefing paper attached.

5. **Summary Progress Report** (Pages 9 - 10)

Report of Waste Partnership Manager

6. **Staffordshire Waste Officers' Group Revised Terms of Reference** (Pages 11 - 12)

Oral report of Waste Partnership Manager (revised Terms of Reference attached)

**7. Waste During the 2020 Covid-19 Pandemic**

Oral report of Waste Partnership Manager

**8. National Resources and Waste Strategy - Update**

Oral report of Head of Recycling and Fleet Services, Newcastle-under-Lyme Borough Council

**9. Date of Next Meeting (due March/April 2021)**

**10. Exclusion of the Public**

The Chairman to move:-

“That the public be excluded from the meeting 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**

(all reports in this section are exempt)

**11. Exempt minutes of meeting held on 6 August 2020 (Pages 13 - 16)**

(exemption paragraphs 1 and 3)

**12. Key Projects Update - Dry Recyclable Material Processing (Pages 17 - 26)**

(exemption paragraphs 1 and 3)

- Exempt report of Waste Partnership Manager
- Exempt briefing note issued by Staffordshire Waste Collection Authorities

**Membership**

Len Bates  
John Chesworth  
Richard Cox  
Carl Edwards  
Ray Faulkner

Julia Jessel  
Trevor Johnson  
Josh Newbury  
Jonathan Price  
Sav Scalise

**Staffordshire Local Government Association**

**MINUTES OF THE MEETING OF STAFFORDSHIRE AND  
STOKE-ON-TRENT JOINT WASTE MANAGEMENT BOARD  
HELD ON 6 AUGUST 2020, VIRTUAL/ONLINE**

Present:

**Cannock Chase District Council**

Mr. M. Edmonds  
Cllr. J. Newbury  
Mr. J. Presland

**East Staffordshire Borough  
Council**

Mr. P. Farrer  
Mr. S. Kahn  
Cllr. Mrs. S. McGarry

**Lichfield District Council**

Mr. N. Harris  
Cllr. Mrs. L. Little

**Newcastle-under-Lyme Borough  
Council**

Mr. A. Bird

**South Staffordshire District  
Council**

Cllr. L. Bates  
Mr. M. Jenkinson  
Mr. D. Roberts

**Stafford Borough Council**

Mr. P. Gammon  
Cllr. J. Price (Chairman)

**Staffordshire County Council**

Mr. T. Cooper  
Cllr. Mrs. J. Jessel  
Mrs. S. Lamour  
Miss. R. Melvin  
Mr. C. Thomson

**Staffordshire Moorlands District  
Council**

Mrs. N. Kemp  
Cllr. S. Scalise

**Stoke-on-Trent City Council**

Mrs. C. Gibbs  
Mr. R. Vernon

**Also in attendance:** Mrs. K. Buck (Waste Partnership Manager) and Mr. J. Lindop (Staffordshire County Council).

**Apologies:** Mr. A. Barratt (Tamworth Borough Council); Cllr. C. Edwards (Stoke-on-Trent City Council) and; Cllr. R. Faulkner (Staffordshire Moorlands District Council)

## **PART ONE**

### **Quorum**

1. The Chairman verified that the meeting was quorate.

### **Appointment of Chairman and Vice-Chairman**

2. **RESOLVED** – (a) That Mr. Jonathan Price (Stafford Borough Council) be appointed Chairman for the ensuing year up to the Annual meeting in June 2021.  
  
(b) That Mr. Sav Scalise (Staffordshire Moorlands District Council) be appointed Vice-Chairman for the ensuing year up to the Annual meeting in June 2021.

### **Minutes**

3. **RESOLVED** - That the minutes of the meeting held on 2 December 2019 be confirmed and signed by the Chairman.

### **Matters Arising**

4. There were no Matters Arising raised.

### **Strategic Waste Management Plan – Performance Report Quarter 1 2019/20**

5. The Board considered a report of the Chairman of the Staffordshire Waste Officers' Group (Appendix A to the signed minutes) regarding progress made towards delivery of the Strategic Waste Management Action Plan during Quarter 4 2019/20 (Appendix A to the signed minutes of the meeting).
6. **RESOLVED** – That the report be received and noted.

### **Partnership Response to 2020 Covid-19 Pandemic**

7. The Board considered a report/presentation (slides attached at Appendix B to the signed minutes) of the Chairman of Staffordshire Waste Officers' Group (SWOG) informing them of the Partnership's response to the 2020 Covid-19 Pandemic.

During his presentation, the Chairman highlighted:- (i) the effect of the March 2020 lockdown restrictions on Partners' waste operations; (ii) the communication arrangements implemented by SWOG at the start of the lockdown period; (iii) a reduction in Partners' employee levels of attendance since the start of lockdown; (iv) service changes which had been implemented by Partners; (v) the increase in waste arisings in the County since the start of lockdown; (vi) the closure of all House Waste Recycling Centres (HWRC) in England under the national lockdown restrictions; (vii) the effect of the HWRC closures on capacity and contracts; (viii) additional Health and Safety considerations for Partners' waste operations; (ix) various on-going issues for Partners since the lockdown restrictions had been eased.

During the full and wide-ranging discussion which ensued Members paid tribute to staff for their efforts in maintaining Partner waste operations, where possible, since the lockdown restrictions had been imposed. To date, no major problems had arisen and at this stage, new policies eg Green Waste charging scheme, were expected to be implemented as originally planned.

The Waste Partnership Manager referred to the effective communication links with the Local Authority Recycling Advisory Committee (LARAC) which had been maintained during lockdown and the valuable advice and guidance received. Continuing she said that the temporary redeployment of staff from closed HWRCs to Partners' collection teams had worked well and demonstrated the value of Partnership working for the benefit of residents of Staffordshire.

In response to a question from the County Council's Member representative regarding a possible increase in the incidence of illegal 'fly' tipping as a result of HWRC being unavailable to the public and the action taken by District/Borough Councils, the Chairman referred to recent cases on Cannock Chase and at St Bertelin's Church, Stafford which had caused great concern. Whilst these matters were being dealt with appropriately, delays had been encountered in the Court system arising from the need to implement of social distancing measures. In reply, the County Council's Member representative spoke of the importance of publicity in helping to increase public awareness and reduce fly tipping.

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

### **National and Local Waste Strategies Update**

9. The Board considered an oral report/presentation from the Waste Partnership Manager (Appendix C to the signed minutes) updating them on progress with regard to the National and Local Waste Strategies.

During her presentation the Waste Partnership Manager highlighted:- (i) the four main areas of focus in the "" document ie greater consistency in household recycling, Extended Producer Responsibility (EPR), Deposit Return Schemes (DRS), and plastic tax together with relevant parts of the Environment Bill; (ii) the second stage consultation phase on the National Strategy which had now been re-scheduled to early 2021; (iii) an indicative timeframe for implementation of the proposals contained in the National Strategy; (iv) background to the preparation of the new Staffordshire and Stoke-on-Trent Joint Waste Strategy; (v) the results of the Waste Composition Analysis (WCA) which had been undertaken by Keele University on behalf of the Partnership and; (vi) various recommendations following publication of the results of the (WCA).

In addition, the Board received a further report/presentation from the County Council's Director for Economy, Infrastructure & Skills updating them on recent communication initiatives with Staffordshire residents on waste matters.

During his presentation the Director highlighted:- (i) 'Metal Matters; (ii) "Plastic Bottles: Recycle One and All"; (iii) additional engagement undertaken following the 2020 Covid-19 pandemic; (iv) the discounted price 220 litre and 330 litre compost bins, their take-up and effect on the waste stream; (v) "Waste Savvy Staffs" and; (v) various forthcoming initiatives planned for 2020 and beyond.

In response to a request for clarification from the Chairman, the Director outlined the publicity measures which had been undertaken in support of Waste Savvy Staffs. The Chairman also asked for further information on how the County Council intended to engage with those District and Borough Councils who had recently declared 'Climate Emergencies'. He urged the Authority to adopt a Partnership approach to this important issue for the benefit of all residents in the County and looked forward to receiving further details in due course.

In response to another question from the Chairman, the Waste Partnership Manager gave further details of the methodology adopted for the above-mentioned WCA. She also undertook to ensure that comparisons were made with the results of previous analyses to enable an evaluation of the success of Partnership policies over time, where appropriate. The Officer representatives of South Staffordshire District and Newcastle-under-Lyme Borough Councils both referred to observed changes in waste composition at Mixed Recycling Facilities in the County and informed them that the Department of Environment, Food and Rural Affairs now used data collected in Staffordshire owing to being recognised as robust.

10. **RESOLVED** - That the report be received and noted.

#### **Date, Time and Venue of Next Meeting**

11. **RESOLVED** – That a further meeting of the Board be held in December 2020 on a date and at a time and venue to be arranged.

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

12. **RESOLVED** – 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 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)

13. That exempt minutes of the meeting held on 2 December 2020 were confirmed and signed by the Chairman.

**Key Projects Update - Dry Recyclable Material Processing**  
(exemption paragraph 3)

14. and 15. The Board received a report/presentation by the Waste Partnership Manager updating them on progress with regard to their key project – Future Dry Recyclable Material Processing in the County and took decisions thereon.

**CHAIRMAN**





## Briefing note for JWMB; Composition analysis comparisons (2007 / 2019)

### Overview

A full waste composition analysis was undertaken in 2007 by a consultant (Entec) as part of the creation of the Joint Municipal Waste Management Strategy for Staffordshire and Stoke on Trent in the same year. A composition analysis was undertaken of residual waste only in 2019, by Keele University, as part of the preliminary works for the creation of a new strategic pathway (which was later put on hold pending legislative changes and global economic issues). Between 2007 and 2019, there have been many changes in local authority waste services across Staffordshire, not least the shift to fortnightly alternate collections for recycling and residual waste. This briefing note will compare the results of the composition analysis from 2007 with 2019 to assess the changes during that time period.

### Results

In general the 2007 Entec study revealed in the main;

- Residual waste comprised of excessive amounts of dry recycling materials, lots of food, and some garden waste.
- Residual waste fluctuated throughout the year (higher in summer), whereas dry recycling levels were more stable.

In general the 2019 Keele University study revealed in the main;

- Residual was comprised of lots of food, but very little garden or recycling materials.
- There was very little demographic or seasonal fluctuation in waste volumes/ types.

### Changes

When comparing the data from 2007 to 2019 on residual waste composition, it is clear that the vast improvements on the collection services of the waste streams, along with changes to social norms and the variety of materials able to be reprocessed, has had a huge and positive impact on the composition of our residual waste. The introduction of fortnightly alternate collections; the expansion of items able to be recycled / processed; the introduction of separate collection streams for garden and food waste; the expansion of waste accepted at extended HWRC network; and the embedding of recycling as an expected part of British culture has resulted in far less recyclable waste being present in with residual waste. The table below provides comparable figures of waste in the residual collection to highlight the changes;

Waste category in residual stream	2007 results	2019 results	Change
Dry recycling materials	49%	15%	34% point decrease
Food	27%	31%	4% point increase
Garden	7%	2%	5% point decrease
Textiles	4%	6%	2% point increase
WEEE	3%	2%	1% point decrease
Other*	10%	44%	34% point increase

\*Non-recyclable items, such as nappies, polystyrene etc.

This table clearly shows that, whilst there has been little change in WEEE or textiles, garden waste in the residual collections has decreased, to coincide with the introduction of separate garden waste collection. The main difference is the dramatic decrease in the presence of dry recycling materials, which coincides with the aforementioned improvements to recycling collections. The results do highlight the remaining issue in the residual waste to be the presence of food, which is expected to be resolved in coming years, with the anticipated legislation, introducing mandatory separate food waste collections over the next few years across the country.



Local Authority	NI191: Residual household waste collected per household (kg)				NI192: % of household waste sent for reuse, recycling or composting				NI193: % of municipal waste landfilled			
	2019/2020 Q2	2019/2020 Q3	2019/2020 Q4	2020/2021 Q1	2019/2020 Q2	2019/2020 Q3	2019/2020 Q4	2020/2021 Q1	2019/2020 Q2	2019/2020 Q3	2019/2020 Q4	2020/2021 Q1
East Staffordshire BC	127.39	125.26	141.43	141.00	49.50%	41.10%	32.00%	47.20%				
Lichfield DC	115.53	118.98	121.06	129.26	52.45%	46.06%	40.93%	52.03%				
Tamworth BC	125.56	118.7	122.97	135.41	44.86%	41.00%	36.87%	41.10%				
Cannock Chase DC	116.88	123.88	124.48	141.19	50.18%	39.11%	38.92%	47.80%				
South Staffordshire Council	113.46	119.18	117.96	131.07	55.80%	45.90%	44.10%	55.05%				
Stafford BC	109.84	112.70	116.90	123.02	55.20%	47.10%	41.10%	52.00%				
Staffordshire Moorlands DC	91.23	95.65	101.86	99.28	61.40%	52.30%	49.30%	63.00%				
Newcastle-under-Lyme BC	104.10	113.77	135.58		50.00%	43.60%	34.40%					
Staffordshire County Council	134.32	128.49	153.40		52.70%	46.30%	39.50%		0.73%	0.81%	1.13%	
Stoke-on-Trent City Council	142.70	139.24	154.28	164.89	41.20%	31.00%	24.60%	30.80%	6.70%	5.71%	4.57%	6.86%
Local Authority	% household waste sent for recycling				% household waste sent for composting				% household waste sent for anaerobic digestion (formerly part of BVPI 82b)			
	2019/2020 Q2	2019/2020 Q3	2019/2020 Q4	2020/2021 Q1	2019/2020 Q2	2019/2020 Q3	2019/2020 Q4	2020/2021 Q1	2019/2020 Q2	2019/2020 Q3	2019/2020 Q4	2020/2021 Q1
East Staffordshire BC	19.14%	20.99%	22.85%	18.85%	30.18%	19.82%	8.99%	28.30%				
Lichfield DC	24.20%	26.75%	30.18%	24.66%	28.26%	19.31%	10.76%	27.37%				
Tamworth BC	25.85%	30.23%	30.83%	25.98%	19.02%	10.76%	6.04%	19.11%				
Cannock Chase DC	20.26%	23.17%	25.43%	19.76%	29.50%	15.63%	13.03%	28.03%				
South Staffordshire Council	19.81%	23.13%	25.25%	20.22%	35.92%	22.78%	18.88%	34.83%				
Stafford BC	19.83%	22.29%	26.73%	20.59%	35.32%	24.81%	14.39%	31.43%				
Staffordshire Moorlands DC	19.45%	21.73%	25.36%	21.00%	41.82%	30.45%	23.85%	42.01%				
Newcastle-under-Lyme BC	18.81%	20.61%	18.97%		26.12%	17.15%	10.45%		5.07%	5.88%	4.99%	
Staffordshire County Council	22.14%	24.99%	25.73%		30.40%	21.14%	13.52%					
Stoke-on-Trent City Council	20.75%	19.82%	22.26%	13.32%	20.44%	11.15%	2.29%	17.37%				





## **STAFFORDSHIRE WASTE OFFICERS GROUP (SWOG); TERMS OF REFERENCE**

### **Partnership**

Staffordshire Waste Partnership (SWP) is an informal collaboration of the ten councils in Staffordshire and Stoke-on-Trent to work together on waste management issues. Staffordshire (excluding the city of Stoke-on-Trent) is a two tier administrative area comprising 8 district or borough councils and the County Council. The City of Stoke on Trent operates in a single tier administration. All ten councils have agreed to work collaboratively by signing the Joint Municipal Waste Management Strategy for Staffordshire and Stoke-on-Trent.

SWP is supported by the SWP Manager, who acts as the impartial project manager for any collaborative projects, ranging from joint procurement to legal disputes, to strategic planning, to communications.

### **Membership**

SWOG comprises officers from all ten authorities in Staffordshire and Stoke on Trent, making up representation of all parties in SWP and on the Joint Waste Management Board (JWMB).

The group is Chaired by the SWP Manager, who then reports into other groups as required, as the impartial representative of the Waste Officers. . The group secretary is a nominated officer or support staff, on a revolving basis through the councils.

### **Meeting frequency**

The group meets every 2 months (or more frequently if required) on a revolving locational basis or online via video conferencing.

### **Purpose**

SWOG meets in order to gather together the officers from the councils in SWP to allow discussion on the relevant waste management issues, debate matters affecting multiple authorities and decide outcomes for collective projects.

### **Objectives**

SWOG will, on behalf of each of the local authorities in the partnership:

- Share best practice in waste management, including health and safety
- Source solutions to joint concerns on waste issues, such as developing public education on recycling and waste minimisation.
- Encourage and support partnership working between the local authorities within SWP
- Encourage and support partnership working outside SWP, with local authorities, government agencies, community groups and waste management companies where appropriate, both in the local region and elsewhere in the UK accordingly
- Develop and recommend a Joint Municipal Waste Management Strategy (JMWMS) for Staffordshire and Stoke-on-Trent for adoption by each of the local authorities



## **STAFFORDSHIRE WASTE OFFICERS GROUP (SWOG); TERMS OF REFERENCE**

- Oversee the implementation of the JMWMS, monitoring delivery against agreed targets and milestones
- Ensure that Staffordshire and Stoke-on-Trent are represented both regionally and nationally on waste management issues and that opportunities to influence the regional and national agenda are pursued effectively
- Through a joint bidding approach, ensure opportunities are explored to secure external funding, and agree arrangements for the management and distribution of external monies secured
- Providing to JWMB professional advice to inform collective decision making
- Working collaboratively on the joint procurement of large contracts, which may include the creation of local infrastructure.

### **Reports to**

Collectively, SWOG reports to the JWMB. Each officer must report to SWOG any relevant information from their Local Authority and in turn, report back to their respective authorities appropriately, to ensure effective governance of the waste management agenda.

### **Decisions**

SWOG is an informal decision making group, which advises senior groups and provides the appropriate information for formal decisions that require approval via the full council process. The SWOG decision making is informal and as such is relevant only to minor decisions (for example, to continue an ongoing project), undertaking a democratic approach with a majority ruling (1 vote per council, all relevant councils to vote, with a two thirds majority). In order to hold a vote, the meeting must be quorate, with attendance from 7 out of the 10 authorities.

Where the minor decision is a collective financial decision (for example, SWP funding), the aforementioned democratic rules apply and the council representatives attending SWOG to vote on such decisions will hold the authority to determine budget holding decisions (should the budget holder not be present at the relevant meeting, the appointed deputy is given the authority).

Please note that as the impartial SWOG Chair, the SWP manager does not hold decision making powers and therefore does not get a vote in the democratic process.

### **Additional responsibilities**

SWOG are also responsible for the direct management of the Partnership Manger, and any associated financial aspects derived from the shared SWP put of money, held at East Staffordshire Borough Council, as the host council for SWP.

### **Review**

These Terms of Reference will be reviewed regularly and as deemed necessary by Officers.

Not for publication by virtue of paragraph(s) 1, 3  
of Part 1 of Schedule 12A  
of the Local Government Act 1972

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