



THE LOCAL GOVERNMENT ASSOCIATION

Staffordshire's voice for local government



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Staffordshire Local Government Association - Joint Waste Management Board

Wednesday 29 September 2021

14:30

Civic Centre Ballroom, Civic Centre, Beecroft Road, Cannock

NB. Lunch will not be provided on this occasion.

Entrance to Civic Centre will be via Members Entrance to the left of the NHS Covid-19 Testing Station. All attendees are asked to observe appropriate infection control measures (face coverings and hand hygiene) whilst moving around the building.

John Henderson
Honorary Secretary
21 September 2021

A G E N D A

PART ONE

1. **Apologies**
2. **Minutes of meeting held on 22 June 2021** (Pages 1 - 4)
3. **Appointment of Vice-Chairman**
4. **Summary Progress Report** (Pages 5 - 6)

Report of Waste Partnership Manager

5. **Terms of Reference** (Pages 7 - 10)

Oral report of Waste Partnership Manager (draft updated Terms attached)

6. **Joint Sustainability Board**

Oral report of Waste Partnership Manager

7. **Operational Update**

Oral report of Waste Partnership Manager

8. Mandatory Food Waste Collections

Oral report of Waste Partnership Manager

9. Date of Next Meeting - To be arranged (due December 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”.

PART TWO

(all reports in the section are exempt)

11. Exempt minutes of meeting held on 22 June 2021 (Pages 11 - 12)

12. Key Projects Update - Dry Recycling Material Processing

(a) Procurement and Funding

Exempt oral reports of Waste Partnership Manager and Partner Authorities.

(b) Long Term Local Plans

Exempt joint oral report of Waste Partnership Manager, Head of Waste and Sustainability, Staffordshire County Council and Service Manager – Environmental Sustainability Housing, Development & Growth Directorate, City of Stoke-on-Trent

Membership

Len Bates
Daniel Cook
Carl Edwards
Ray Faulkner
Justin Johnson
Trevor Johnson

Josh Newbury
Jonathan Price
Sav Scalise
Simon Tagg
Ashley Yeates

Staffordshire Local Government Association

**MINUTES OF THE MEETING OF STAFFORDSHIRE AND
STOKE-ON-TRENT JOINT WASTE MANAGEMENT BOARD
HELD ON 22 JUNE 2021 AT COUNTY BUILDINGS STAFFORD**

Present:

Cannock Chase District Council

Mrs. Ysanne Williams

South Staffordshire District Council

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

**East Staffordshire Borough
Council**

Mr. P. Farrer
Cllr. R. Faulkner

Stafford Borough Council

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

Staffordshire County Council

Lichfield District Council

Mr. B. Percival
Cllr. A. Yeates

Mr. T. Cooper
Mrs. S. Mcfee-Hyland
Cllr. S. Tagg

Tamworth Borough Council

**Newcastle-under-Lyme Borough
Council**

Mr. A. Bird
Cllr. T. Johnson

Mr. A. Barratt
Cllr. D. Cook

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

Apologies: Cllr. C. Edwards (Stoke-on-Trent City Council); N. Harris (Lichfield District Council); Cllr. J. Johnson (Cannock Chase District Council); Mrs. N. Kemp (Staffordshire Moorlands District Council); J. Presland (Cannock Chase District Council); S. Khan (East Staffordshire Borough Council); Miss. R. Melvin (Staffordshire County Council); Cllr. S. Scalise (Staffordshire Moorlands District Council); C. Thomson (Staffordshire County Council); R. Vernon (Stoke-on-Trent City Council).

PART ONE

Appointment of Chairman and Vice-Chairman

1. **RESOLVED** – (a) That Councillor J. Price be appointed Chairman of the Board for the ensuing year up to their Annual Meeting in June 2022.

(b) That the appointment of Vice-Chairman of the Board be deferred until their next meeting.

Minutes

2. **RESOLVED** - That the minutes of the meeting held on 17 March 2021 be confirmed and signed by the Chairman.

Matters Arising

3. The Member representative of the County Council commented on the proposed establishment of a separate Sustainability Board. He confirmed that the County Council were keen to work with Partners in the implementation of their Sustainability Plans in order to maximise positive outcomes for the residents of Staffordshire. Other Member representatives added their support whilst highlighting the importance of forthcoming issues in the waste agenda over the next few years.
4. **RESOLVED** – That the Joint Waste Manager co-ordinate a review of the Terms of Reference for the Board with officers and report back to their next meeting as appropriate.

Strategic Waste Management Plan – Performance Report Quarter 3 2020/21

5. The Board considered a report of the Waste Partnership Manager regarding progress made towards delivery of the Strategic Waste Management Action Plan during Quarter 3 2020/21 (schedule 1 to the signed minutes).
6. **RESOLVED** – That the report be received and noted.

National Resources and Waste Strategy - Consultations Updates

7. The Board considered a joint oral report of the Waste Partnership Manager and Head of Recycling and Fleet Service, Newcastle-under-Lyme Borough Council updating them on the publication of formal second stage consultations by Central Government on three areas of waste and recycling legislation, as part of the development of a National Resources and Waste Strategy:- (i) a Deposit Return Scheme (DRS) for Drinks Packaging in England; (ii) Extended Producer Responsibility (EPR) for packaging and; (iii) Measures for Consistency in Recycling Collections in 2023.

All three consultations had now been published although on different dates, despite previous undertakings by the Department for Environment, Food & Rural Affairs

(DEFRA). The Partnership's response to (i) and (ii) above had been submitted in order to meet DEFRA's twelve-week consultation deadline. Whilst a draft response on (iii) above was still being collated it would be submitted in time to meet DEFRA's eight-week consultation deadline (1 July 2021).

With regard to the national picture, the proposals for collection of 'household like' waste from businesses would present significant challenges to industry owing to the cost of provision being met under the EPR initiative. In addition, if adopted, these proposals could have a major impact on the configuration of Local Authority waste collection and disposal operations.

Residents views had not been included in the consultations by DEFRA.

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

Date of Next Meeting

9. **RESOLVED** – That a further meeting of the Board be held on Wednesday 29 September 2021, 2.30 pm at a venue to be confirmed.

Exclusion of the Public

10. **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.

PART TWO

Exempt Minutes

(exemption paragraphs 1 and 3)

11. That exempt minutes of the meeting held on 17 March 2021 were confirmed and signed by the Chairman.

Key Projects Update - Dry Recycling Material Processing

(exemption paragraph 1 and 3)

12 and 13. The Board received exempt oral reports by Partner Waste Collection Authorities updating them on progress with regard to their key project – Future Dry Recycling Material Processing ((i) procurement of short term contracts and; (ii) long term project to build local facilities), in the County and took decisions thereon.

CHAIRMAN

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			
	2020/2021 Q1	2020/2021 Q2	2020/2021 Q3	2020/2021 Q4	2020/2021 Q1	2020/2021 Q2	2020/2021 Q3	2020/2021 Q4	2020/2021 Q1	2020/2021 Q2	2020/2021 Q3	2020/2021 Q4
East Staffordshire BC	141.00	128.31	118.35	143.36	47.20%	49.50%	42.70%	35.70%				
Lichfield DC	129.26	126.20	128.01	127.66	52.03%	50.53%	45.20%	40.70%				
Tamworth BC	135.41	132.50	127.95	129.34	41.10%	43.24%	38.04%	37.50%				
Cannock Chase DC	141.19	133.60	130.77	139.84	47.80%	46.70%	38.90%	35.60%				
South Staffordshire Council	131.07	124.32	124.91	135.27	55.05%	51.40%	44.70%	40.20%				
Stafford BC	123.02	118.89	113.25	125.65	52.00%	55.10%	48.10%	41.30%				
Staffordshire Moorlands DC	99.28	109.58	101.31	106.14	63.00%	57.80%	54.20%	49.20%				
Newcastle-under-Lyme BC	138.87	126.41	113.86	121.48	39.30%	44.60%	44.06%	40.80%				
Staffordshire County Council	142.70	159.03	145.92	158.51	49.50%	48.40%	43.90%	39.60%	0.77%	2.66%	0.87%	0.99%
Stoke-on-Trent City Council	164.89	150.35	139.10	165.46	30.80%	39.40%	30.40%	25.40%	6.86%	3.19%	3.60%	3.50%
Local Authority	% household waste sent for recycling				% household waste sent for composting				% household waste sent for anaerobic digestion (formerly part of BVPI 82b)			
	2020/2021 Q1	2020/2021 Q2	2020/2021 Q3	2020/2021 Q4	2020/2021 Q1	2020/2021 Q2	2020/2021 Q3	2020/2021 Q4	2020/2021 Q1	2020/2021 Q2	2020/2021 Q3	2020/2021 Q4
East Staffordshire BC	18.85%	19.24%	22.28%	22.93%	28.30%	30.16%	20.35%	12.69%				
Lichfield DC	24.66%	23.20%	26.42%	29.10%	27.37%	27.30%	18.81%	11.61%				
Tamworth BC	25.98%	25.14%	28.54%	31.18%	19.11%	18.10%	9.50%	6.32%				
Cannock Chase DC	19.76%	19.08%	22.21%	24.27%	28.03%	27.33%	16.29%	11.00%				
South Staffordshire Council	20.22%	20.92%	24.47%	24.37%	34.83%	30.49%	113.25%	15.77%				
Stafford BC	20.59%	20.81%	23.45%	28.28%	31.43%	34.27%	24.86%	13.07%				
Staffordshire Moorlands DC	21.00%	19.55%	21.84%	49.20%	42.01%	38.10%	32.27%	24.08%				
Newcastle-under-Lyme BC	17.20%	18.55%	22.29%	25.87%	22.02%	24.62%	18.51%	10.89%	0.10%	1.43%	3.26%	4.04%
Staffordshire County Council	20.70%	20.86%	23.78%	26.40%	28.08%	27.35%	19.95%	13.08%				
Stoke-on-Trent City Council	13.32%	19.96%	21.23%	23.68%	17.37%	19.31%	9.09%	1.65%				



JOINT WASTE MANAGEMENT BOARD (JWMB); TERMS OF REFERENCE

Background

The JWMB is constituted by the Staffordshire Local Government Association (SLGA) as the Member level discussion forum and decision-making body on all joint waste matters within the purview of Staffordshire Waste Partnership (SWP). SWP is a collaboration between the ten principal Authorities in Staffordshire and Stoke-on-Trent who have decided to work together on waste management issues by agreeing a Joint Municipal Waste Management Strategy.

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

Membership and Voting

The JWMB comprises representation from all ten SWP Authorities namely:-

- Staffordshire Moorlands District Council
- East Staffordshire Borough Council
- Newcastle-under-Lyme Borough Council
- Stafford Borough Council
- Lichfield District Council
- Tamworth Borough Council
- Cannock Chase District Council
- South Staffordshire Council
- Staffordshire County Council
- Stoke on Trent City Council

Each Authority appoints one Member Representative to the Board and that Member holds the Waste Portfolio at their respective Council. However, substitute Members may attend meetings of the Board and vote where their respective Cabinet Portfolio Holder is not in attendance.

Meetings of the Board are chaired by a Member representative from a Partner Authority elected by the Membership at the Annual Meeting in June each year. A Member Vice-Chairman will also be elected at the Annual Meeting. There is no limit on the number of Terms of Office which may be held by Chairmen and/or Vice-Chairmen, subject to the decision of the Board.

Whilst the expectation is that decisions of the Board are reached by consensus, where this is not possible, decisions are made by simple majority on the basis of the Member representative for each Partner Authority having one vote. Please note, other colleagues from Partner authorities and the SWP Manager do not hold the right to vote.

The SWP and meetings of the Board are supported by the SWP Manager, Waste Officers, Directors and any additional staff from Partner Authorities as may be deemed necessary. The County Council appoints a Board Secretary who is responsible for arranging meetings, taking minutes and any other administrative work necessary to ensure the efficient transaction of business by the Board.

Meeting Frequency and Access



JOINT WASTE MANAGEMENT BOARD (JWMB); TERMS OF REFERENCE

Meetings of the Board are held under the provisions of the Local Government Act 1972 (as amended) every three months (or more frequently if required) on a revolving locational basis between Partner Authorities. Access to meetings and Agenda by the public are subject to the provisions of the Act. Therefore, 'exempt' matters may be dealt with in private under Part Two of Agenda.

Purpose

The JWMB meet in order to discuss relevant waste management issues, debate matters affecting multiple Partners and decide outcomes for collective projects.

Objectives

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

- Encourage and support partnership working between the local authorities within SWP on waste management collaborative projects,
- Develop and recommend a Joint Municipal Waste Management Strategy (JMWMS) for Staffordshire and Stoke-on-Trent for adoption by each of the local authorities,
- Oversee the implementation of the JMWMS, monitoring delivery against agreed targets and milestones,
- Encourage and support partnership working outside SWP, with other local authorities, government agencies, community groups and waste management companies where appropriate, both in the local region and elsewhere in the UK accordingly,
- Share best practice in waste management,
- Source solutions to joint concerns on waste issues, such as developing public education on recycling and waste minimization,
- 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,
- Working collaboratively on the joint procurement of large contracts, which may include the creation of local infrastructure.

Reporting and decision making

The JWMB shall report to the Chief Executives and Leaders Group (CELG). Therefore, Members of the Board must report back outcomes of meetings to their respective CELG representatives, as necessary. In addition, Members of the Board must share all relevant information from their appointing Authorities with Partners to ensure effective operation of the SWP.

Each Member Authority shall be bound by the decisions taken by the Board following approval by their respective Authorities, as required.



JOINT WASTE MANAGEMENT BOARD (JWMB); TERMS OF REFERENCE

The Staffordshire Waste Officers Group (SWOG) reports to the JWMB through the SWP Manager, who sets Agenda for Board meetings in consultation with the Chairman, Vice-Chairman (For more information on SWOG, please refer to the SWOG Terms of Reference).

JWMB will work with the newly created Joint Sustainability Board where necessary on any collaborative waste projects which help to tackle climate change.

Review

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

DRAFT

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

Document is Restricted

