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Staffordshire Local Government Association - Joint Waste Management Board

Tuesday, 18 July 2017
10.30 am
County Buildings, Stafford

John Henderson
Honorary Secretary
10 July 2017

A G E N D A

PART ONE

1. **Appointment of Chairman and Vice-Chairman**
2. **Apologies**
3. **Minutes of the meeting held on 23 May 2017** (Pages 1 - 6)
4. **Matters Arising**
5. **Strategic Waste Management Board Action Plan - Performance Report** (Pages 7 - 10)

Report of the Chairman of the Waste Officers' Group

6. **Joint Waste Management Board - Sub-Group** (Pages 11 - 12)
 - (a) Progress Report – Report of the Waste Partnership Manager;
 - (b) The Future of the Group – Oral report of the Waste Partnership Manager
7. **Staffordshire Waste Partnership Finances** (Pages 13 - 14)

Oral Report of Environment Manager - East Staffordshire Borough Council

8. **Household Waste Recycling Centres**

- (a) Charging Update – Presentation by Group Manager: Sustainability and Waste Management, Staffordshire County Council;
- (b) Litter Strategy – Presentation by Chairman of Local Authority Recycling Advisory Committee

9. Holistic Savings for Staffordshire

- (a) Waste and Resources Action Programme (WRAP) Project Update – Oral report of the Waste Partnership Manager;
- (b) Progress to Date – Presentation by Senior Consultant, Ricardo AEA;
- (c) Group Discussion

NB. The WRAP Project includes the following four main work strands:-

- Further modelling of chargeable garden waste and food waste collection services;
- Staffordshire disposal outlets;
- Private Finance Initiative credits and;
- Payment mechanisms in a two tier system

10. Date/Venue of Next Meeting

11. Exclusion of the Public

The Chairman to move:-

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

PART TWO

Nil

Membership	
Ann Beech	Joy Goodall
Mary Bond	Gill Heath
Iain Eadie	David Leese
Frank Finlay	Anthony Munday
Arthur Forrester	John Preece

Staffordshire Local Government Association

**MINUTES OF THE MEETING OF THE STAFFORDSHIRE AND
STOKE-ON-TRENT JOINT WASTE MANAGEMENT BOARD
HELD ON 23 MAY 2017 AT CIVIC CENTRE, CANNOCK**

Present:

Cannock Chase District Council

Cllr. J. Preece
Mr. S. Schofield

Stafford Borough Council

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

**East Staffordshire Borough
Council**

Ms. K Cocks

Staffordshire County Council

Mrs. C. Ruskin-Brown
Mr. T. Cooper
Cllr. Mrs. G. Heath
Mr. C. Jones

Lichfield District Council

Cllr. I. Eadie

**Staffordshire Moorlands District
Council**

Mrs. J. Redfern

**Newcastle-under-Lyme Borough
Council**

Mr. A. Bird
Mr. T. Nicoll

Stoke-on-Trent City Council

Cllr. A. Dutton
Ms. C. Gibbs

South Staffordshire District Council

Cllr. Mrs. M. Bond (Chairman)
Mrs. J. Smith

Tamworth Borough Council

Mr. A. Barratt

Also in attendance: Mr. C. Hoy (Ricardo Energy & Environment); Mr. J. Lindop (Staffordshire County Council).

Apologies: Cllr. Mrs. A. Beech (Newcastle-under-Lyme Borough Council); Cllr. A. Forrester (Staffordshire Moorlands District Council); Cllr. Mrs. J. Goodall (Tamworth Borough Council); Mr. S. Khan (East Staffordshire Borough Council); Mr. J. Pressland (Cannock Chase District Council); Mr. C. Thomson (Staffordshire County Council).

PART ONE

Minutes

42. **RESOLVED** – That the minutes of the meeting held on 31 January 2017 be confirmed and signed by the Chairman.

Matters Arising

43. In reply to a question from the Chairman, the County Council's Group Manager Sustainability and Waste Management informed them that following meetings with Staffordshire MPs, representations had been made to the Department for Environment Fisheries and Food regarding the need to correct an anomaly in their guidance which precluded the inclusion of Incinerator Bottom Ash in Waste Disposal Authorities' in England recycling statistical returns.

Implications of Elections 2017

44. The officer representative of Stoke-on-Trent City Council informed them that her Authority had recently appointed Cllr. A. Munday as their representative on the Board and Cllr. A. Dutton as his substitute.

Strategic Waste Management Board Action Plan (schedule 1)

45. The Board considered a report of the Chairman of the Staffordshire Waste Officers' Group regarding progress made towards delivery of the Strategic waste Management Board Action Plan during Quarter 3 2016/17.

With regard to N191: Residual Household Waste Collected per Household, the Partnership had experienced mixed performance when compared to Quarter 2 2016/17 with three authorities collecting less waste and four authorities increasing the amount collected. However, all Authorities had improved their performance with regard to percentage of household waste sent for recycling over the same period.

With regard to N192:% of Household Waste Sent for Re-use, Recycling or Composting, performance had been less encouraging with all Partners experiencing a decrease in waste when compared to Quarter 2. Members therefore noted that the percentage of waste sent for composting had declined significantly during the quarter.

The County Council's Group Manager; Sustainability and Waste Management commented that performance by Partners during Quarter 3 had mirrored national trends and should they continue, it was doubtful Staffordshire would meet the European Union's Waste Framework Directive recycling target of 50% by 2020.

46 RESOLVED – That the report be received and noted.

Joint Waste Management Board Sub Group – Update (schedule 1)

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

- Holistic Financial Savings for Staffordshire (on-going project);
- Stafford Borough Council Contract Procurement (on-going project);
- Mixed Recycling Facility Contract Issues (on-going project);
- Partnership Forum (new project).

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

Holistic Savings for Staffordshire (schedule 2)

(a) Waste and Resources Action Programme Funding Update

49. The Waste Partnership Manager informed them that all Partners had now signed the formal Agreement with the Waste and Resources Action Programme (WRAP) for additional support to explore the opportunities for implementing the findings of the WRAP study identifying preferred options to separately collect food waste from some or all of the households in Staffordshire who currently received kerbside household waste collection services. This was on the basis that there would be no alternation in their current arrangements until after the above-mentioned work had been completed.

The Board then received a Powerpoint presentation (slides attached at Appendix A to the signed minutes) from Chris Hoy of Ricardo Energy & Environment on the project support from WRAP setting out (i) a summary of Phase 1 and its findings; (ii) the success of the Phase 2 application in attracting additional funding; (iii) the objectives of Phase 2; (iv) an outline of the stages in Phase 2 including the scenarios for further investigation; (v) timescales and deliverables and; (vi) the governance arrangements established to oversee Phase 2.

During his presentation, Mr. Hoy highlighted the two main options which were to be explored during Phase 2 ie (i) food waste and chargeable garden waste collection service and; (ii) chargeable garden waste collection service only, for households in Staffordshire who currently received kerbside household waste collection services. A questionnaire would shortly be circulated to all Partners so that the data previously submitted for Phase 1 could be reviewed and updated as necessary and the various assumptions to be used, agreed.

In the discussion which ensued the officer representative of Newcastle-under-Lyme Borough Council expressed his concern regarding the timescale for completion of the various stages of the project having regard to (i) the expectations of the Staffordshire Chief Executive's and; (ii) the political sensitivities surrounding the 2018 Local Elections. Continuing he said that it was vital no further slippage occurred in the delivery of holistic savings for Staffordshire. In reply, Mr. Hoy acknowledged these concerns but said he was confident the Steering Group would ensure the agreed timetable was adhered to. With regard to the Questionnaire in particular, Partners would be asked to respond by a given deadline after which, if no reply was received, default assumptions would be used so that the project could move forward.

The Member representative of Stafford Borough Council questioned why there was provision for only one representative from District/Borough Partners in the constitution of the Steering Group. In reply the Waste Partnership Manager clarified that the previous meeting of the Group had been called at short notice. However, any Partner who wished to be represented at future meetings was welcome to attend.

With regard to Lichfield District and Tamworth Borough Councils' recent decision to implement a chargeable Garden Waste service with effect from January 2018 ie in advance of the conclusion of the WRAP project, the officer representative of Newcastle-under-Lyme Borough Council requested sight of the relevant reports/information which had led the Authorities to make this decision having regard its likely importance for Phase 2. In reply the Member representative of Lichfield District Council undertook to share this information, as requested.

However, whilst the officer representative of South Staffordshire District Council reiterated the need for consistency across the Partnership, he commented that the outcome of Phase 2 should not be prejudiced or constrained by Lichfield and Tamworth's decision.

50. **RESOLVED** – (a) That the presentation and progress made in the Phase 2 WRAP project be noted.

(b) That Lichfield District and Tamworth Borough Councils share any relevant information regarding the adoption of their new Garden Waste collection policy with the Partnership so that appropriate account could be made in Phase 2 having regard to the need for consistency and in the interests of joint working.

(b) Hanford Update

The Board received an oral report from the elected representative of Stoke-on-Trent City Council who informed them of the progress which had been made in respect of new arrangements for the disposal of household waste in the north of the County, following the end of the Hanford Incinerator contract in 2020.

Discussions had been held between the County Council and City Council regarding the various options available going forward. It was hoped that both Authorities would agree a Strategic Vision for the Project during the summer 2017 following which a more detailed options appraisal could be completed and he undertook to keep the Board updated on future developments in this respect, as necessary.

In reply to a request from the officer representative of Newcastle-under-Lyme Borough Council, it was agreed that they should be included in all future discussions between Partners regarding arrangements for a replacement waste disposal contract in the north of the County.

51. **RESOLVED** – (a) That the oral report be noted.

(b) That Newcastle-under-Lyme Borough Council be invited to participate in all future discussions between Partners on the future arrangements for the disposal of household waste in the north of the County, as requested.

(c) Strategy Development Post 2020

52. The Waste Partnership Manager informed them that their Waste Management Strategy ran until 2020. She therefore sought their views as to when they wished to commence work on a new Strategy notwithstanding the significance and scope of their current work programme.

In the discussion which ensued Members agreed that the refresh of the Waste Strategy should be undertaken after the completion of the Holistic Financial Savings in Waste Project so that it could properly take account of any new policy which might emerge from this work.

53. **RESOLVED** – That work commence on refreshing the Partnership Waste Strategy after completion of Phase 2 of the WRAP project.

Household Waste Recycling Centres – Update

54. The Board considered a Powerpoint presentation (slides attached at Appendix B to the signed minutes) 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.

During his presentation, the Group Manager set out the waste charges applicable to householders at HRWCs ie (i) soil/rubble £3 per bag; (ii) plasterboard £4 per bag or 180cm x 90cm sheet and; (iii) tyres (on or off rim) £4 per each. He then made reference to data relating to the incidence of fly tipping in the County during the quarter which indicated that it had remained relatively static when compared to the previous quarter.

However, the Group Manager said that whilst that the statistics for South Staffordshire had been unavailable it was hoped to included them in the next update report to the Board.

The Member representative of Cannock Chase District Council said that his Authority's experience of fly tipping during the period was at odds with the position indicated by the data. The officer representative of South Staffordshire District Council concurred with this view stating that a lack of information regarding the new policy had contributed to the problem in his area. In reply, the Group Manager said that the data contained in his presentation was based on the statistics supplied by each District and Borough Council. In addition, the County Council had undertaken a publicity campaign including press statements, leaflets, information on the Staffordshire web and at HWRCs.

In response to further questions from Members, the Group Manager indicated that the volume of residual waste collected at HWRCs during the final quarter of 2016/17 had also remained static. In addition, there had been no issues reported from neighbouring Waste Disposal Authorities regarding an increase in fly tipping or waste collected. However, there had been a number of complaints from Staffordshire residents about eg a lack of consistency in the application of the Policy and methods of payment. It was hoped that both these issues would be addressed in the near future.

In reply to a question from the Member representative of Lichfield District Council, the Group Manager said that whilst the County Council currently had no plans to review the provision of HWRCs in the County, should this position change, District and Borough Partners would be kept fully informed.

In conclusion, District and Borough Members expressed their view that the operation of the County Council's new charging policy appeared to be causing much disruption locally whilst not making a significant contribution towards meeting the Authority's financial targets.

55. **RESOLVED** – (a) That the presentation be noted.

(b) That the continued operation of the County Council's policy of charging for non-statutory domestic waste at HRWCs in the County be monitored.

(c) That the next HWRC update report to include Quarter 1 2017/18 fly tipping statistics be brought to the September/October meeting of the Board.

Date of Next Meeting

56. **RESOLVED** - That a further meeting of the Board be held at Civic Offices, Newcastle-under-Lyme on a date and at a time to be arranged in July 2017.

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	114.93	121.21	478.51
Lichfield DC	120.10	115.30	117.10	120.80	473.30
Tamworth BC	114.60	113.90	113.90	119.60	462.00
Cannock Chase DC	120.99	106.79	124.31	111.36	463.45
South Staffordshire Council	119.93	115.26	117.38	122.84	475.41
Stafford BC	108.26	110.76	107.26	116.83	443.11
Staffordshire Moorlands DC	84.99	99.89	93.39	89.61	367.88
Newcastle-under-Lyme BC	110.09	114.34	119.29	120.49	464.21
Staffordshire County Council	149.78	142.73	139.66	143.60	575.77
Stoke-on-Trent City Council	151.91	150.95			302.86

NI192: % of household waste sent for reuse, recycling or composting					
Q1	Q2	Q3	Q4	To date 2016/17	
52.90%	53.30%	47.00%	42.60%	48.95%	
56.60%	57.70%	49.20%	46.40%	52.48%	
53.50%	53.00%	46.80%	42.90%	49.05%	
52.06%	56.26%	42.21%	44.45%	48.75%	
56.03%	57.27%	47.88%	44.17%	51.34%	
58.04%	57.68%	50.36%	45.34%	52.86%	
63.60%	60.50%	56.10%	58.10%	59.58%	
53.74%	52.50%	45.10%	41.80%	48.29%	
51.90%	53.70%	45.70%	40.20%	47.88%	
38.20%	40.00%			39.10%	

NI193: % of municipal waste landfilled					
Q1	Q2	Q3	Q4	To date 2016/17	
1.7%	1.4%	2.50%	2.23%	1.96%	
5.2%	10.9%			8.05%	

Local Authority	% household waste sent for recycling				
	Q1	Q2	Q3	Q4	To date 2016/17
East Staffordshire BC	18.65%	18.72%	22.08%	24.07%	20.88%
Lichfield DC	23.20%	24.20%	27.00%	30.80%	26.30%
Tamworth BC	26.80%	27.10%	30.10%	32.20%	29.05%
Cannock Chase DC	26.76%	27.55%	28.57%	32.55%	28.86%
South Staffordshire Council	19.51%	21.35%	25.10%	27.25%	23.30%
Stafford BC	21.30%	20.56%	25.10%	27.25%	23.55%
Staffordshire Moorlands DC	23.06%	18.40%	21.12%	24.51%	21.77%
Newcastle-under-Lyme BC	16.08%	17.04%	19.10%	19.76%	18.00%
Staffordshire County Council	20.28%	21.30%	23.71%	24.33%	22.41%
Stoke-on-Trent City Council	16.03%	17.29%			16.66%

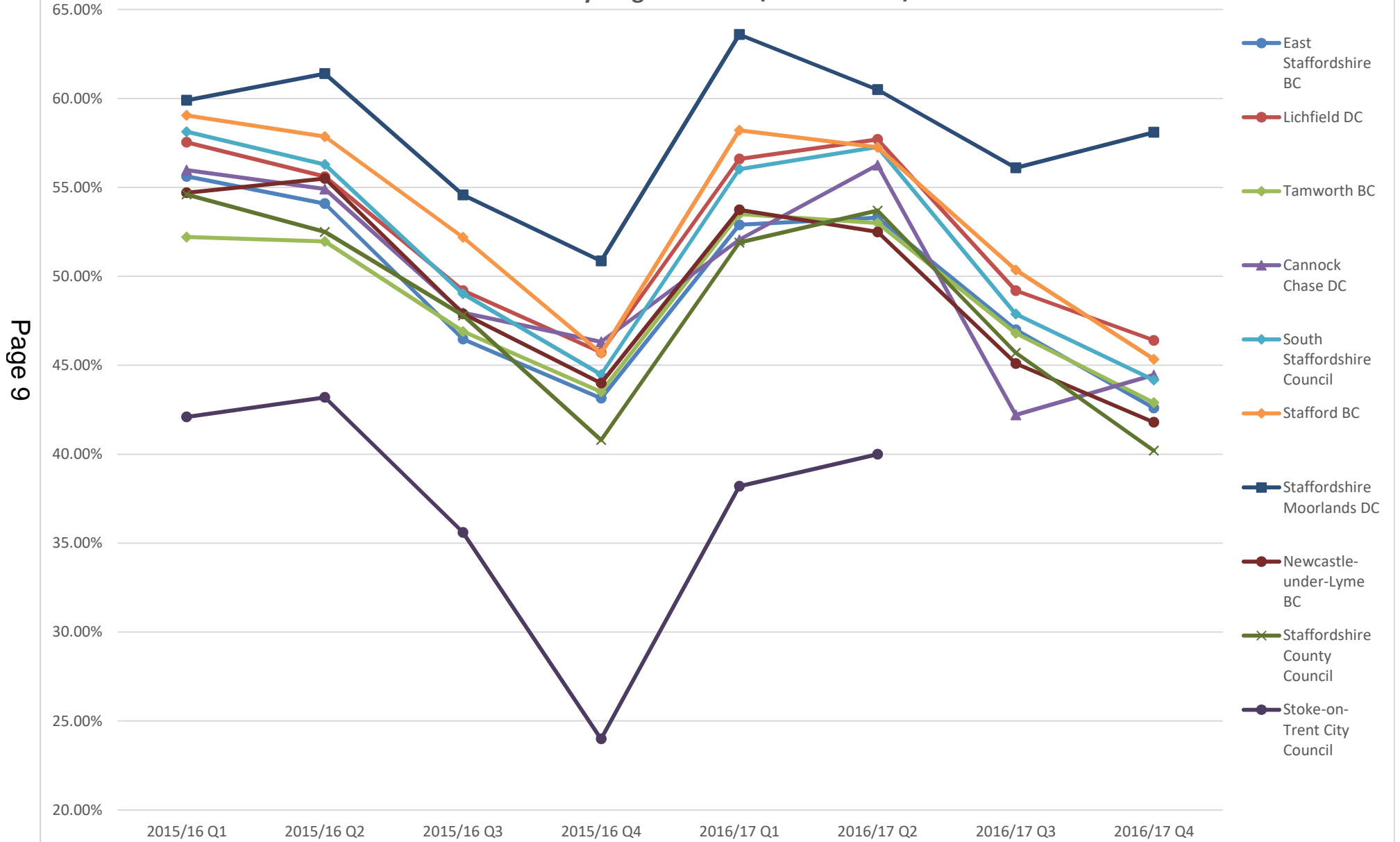
% household waste sent for composting					
Q1	Q2	Q3	Q4	To date 2016/17	
34.18%	34.45%	24.84%	18.44%	27.98%	
33.40%	33.50%	22.20%	15.60%	26.18%	
26.70%	25.90%	16.70%	10.70%	20.00%	
25.30%	28.71%	13.64%	11.90%	19.89%	
36.52%	35.91%	25.26%	18.10%	28.95%	
36.74%	37.12%	25.26%	18.10%	29.31%	
40.45%	41.95%	34.86%	29.30%	36.64%	
32.09%	31.66%	20.04%	15.75%	24.89%	
31.40%	32.15%	21.73%	15.65%	25.23%	
21.96%	22.66%			22.31%	

% household waste sent for anaerobic digestion (formerly part of BVPI 82b)					
Q1	Q2	Q3	Q4	To date 2016/17	
5.57%	3.80%	5.69%	6.31%	5.34%	

Notes

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

SWP recycling rates 2015/16 and 2016/17



PROJECT PROGRESS REPORTS

Joint Waste Management Board Subgroup

AGENDA

2.00pm Thursday 29th June 2017

Ivanovo 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; Andrew Bird (Newcastle under Lyme Borough Council)
- SWP Manager; Kay Cocks
- Member and Democratic Services; Jonathan Lindop

2. SWOG update

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

4. Previous JWMB; Future of Subgroup

5. Upcoming JWMB meeting; agenda creation

- Standard items
- SWP finances (requested)
- Holistic savings project update

6. Any other business

PROJECT PROGRESS REPORTS

Holistic savings for Staffordshire

Since the last JWMB where the newly appointed consultant, Ricardo AEA, were in attendance, the second phase of the WRAP project has fully begun. Various specific meetings have taken place with key personnel to obtain greater understanding of Staffordshire Waste Partnership's working, and data requests have been issued to all councils. Responses were in part slow and some key information is still outstanding. This has caused a delay to collating all relevant information but to date should not affect the overall timescale for deliverables, subject to any further delays. The consultant, WRAP and the Partnership Manager are maintaining regular contact for progress updates and discussion.

The workshop is taking place on Wednesday 28th June and all officers have been invited, requesting they forward the invite to any further relevant colleagues and Members. Attendance is expected from all councils, in order to facilitate full representation during discussion. The consultants will be presenting an update and tabling assumptions for attendees to discuss and agree, so that the work can continue on schedule. This is each council's opportunity for input into the work.

After the meeting, a briefing note will provide a full update and will be sent to all interested parties. The project is currently on schedule.

SBC contract procurement

Negotiations were held in two phases, with each of the three bidders having a full day meeting with the Council team per phase. The meetings were all very successful in working together with the bidders to develop submissions that meet the Council's requirements as well as looking at innovation opportunities from the bidders. The Invitation to Submit Final Tenders phase resulted in two bidders submitting responses, which are currently being evaluated and moderated.

The process remains on planned time scales, with a public announcement of the appointed contractor expected over the summer.

MRF contract issues

The SWP appointed litigators, Burges Salmon, provided third party legal advice, reviewing all documents. Their comprehensive advice provided positivity in the strength of our stance from a legal stand point. The next phase involved recorded legal notification of our official stand point to Biffa in a letter from Burges Salmon and requesting a response in 7 days. No receipt nor full response was received and upon chasing, a holding letter from CMS as Biffa's appointed litigators was received. No official response has yet to be received but is swiftly expected.

On a side note, this dispute is creating issues in the day to day running of the contract.

STAFFORDSHIRE WASTE PARTNERSHIP 2016/2017			
		£	£
	Income		
	Agreed Contributions:		
R6110	Cannock Chase Council	-3,500.00	
R6110	East Staffordshire Borough Council	-3,500.00	
R6110	Lichfield District Council	-3,500.00	
R6110	Tamworth Borough Council	-3,500.00	
R6110	Newcastle-under-Lyme Borough Council	-3,500.00	
R6110	South Staffordshire Council	-3,500.00	
R6110	Stafford Borough Council	-3,500.00	
R6110	Staffordshire County Council	-6,000.00	
R6110	Staffordshire Moorlands District Council	-3,500.00	
R6110	Stoke-on-Trent City Council	-6,000.00	-40,000.00
	Additional Income		
R6110	Stafford Borough Council - Additional Work	-2,700.00	-2,700.00
	Total Income		-42,700.00
	Expenditure		
	Employee Costs		
R0000	Salary	33,105.96	
R0001	NI	3,507.91	
R0002	Superannuation	4,872.80	
R0052	Insurances	570.80	
R3330	Car Allowances	1,853.92	43,911.39
	Other Costs		
R0013	Training Expenses - LARAC Conference	90.00	
R0060	Blueplex Asset Management Maintenance Charge	340.00	
R4070	Promotional Materials - Nappy Flyer	33.52	
R6981	Contribution from Provisions	-8.60	454.92
	Total Expenditure		44,366.31
	Contribution from Reserve		1,666.31
	2016-17 Reserve Position (31/03/17)		14,449.92

