

## EAST DEVON DISTRICT COUNCIL

### Minutes of a meeting of the East Devon Recycling and Refuse Partnership Board, held at Knowle, Sidmouth on 28 March 2012

Present:	Councillors: Iain Chubb – Portfolio Holder, Environment (Chairman) David Cox – Portfolio Holder, Finance Honorary Alderman Ron Mudge
Also present:	Councillors: Roger Giles – Recycling Member Champion
SITA:	Rick Aldridge – Senior Contract Manager Steve Bell
Officers	Paul Deakin – Waste and Recycling Manager Andrew Hancock – Streets Scene Manager Naomi Firth – Waste Management Officer Alethea Thompson – Democratic Service Officer
Apologies:	Councillor Geoff Pook Councillor Chris Wale Denise Lyon – Deputy Chief Executive Simon Smale – Head of Environment

The meeting started 10.00 am and finished at 10.45 am.

It was noted that Dave Swire had been seconded to another SITA project, and that Steve Bell would now be attending the Partnership Board meetings until Dave Swire's secondment was completed.

#### \*57 Minutes

The minutes of the Recycling and Refuse Partnership Board meeting held on 15 February 2012 were agreed and signed as a true record.

#### \*58 Cardboard and mixed plastics collections update

At the last Board meeting SITA's Senior Contract Manager advised the Board that a facility was being provided at Greendale Business Park which would enable materials to be combined on collection and then separated through 'combing'. At present no decision had been taken as to whether this would be a transfer station or a material recycling facility. Discussions had taken place about the actual collection of the material and it was noted that the collection vehicles may need to be modified.

The SITA contract would begin in May 2012 and SITA were looking for clear guidance from authorities about what they required and what SITA could do for them. Members wanted to know what SITA's aspirations were for the Greendale plant. It was noted that a large facility was being built at Avonmouth for mixed material recycling. This was due to open in November 2012.

## \*58 Cardboard and mixed plastics collections update (cont'd)

Information gained from the Beer trial had been used to establish what additional capacity may be required (costings for the whole of the District and the types of materials that could be combined in order to establish the viability of introducing cardboard and mixed plastic collections to kerbside collections). However, if the trial was to go forward much more detailed work would be required as Beer was not fully representative of other parts of the district (such as large urban areas like Exmouth). It was noted that SITA had plenty of information (including financial information) on other areas where cardboard was being collected which could be used, rather than conducting another trial in East Devon. SITA had a development team, with the capacity to work on this immediately.

Detailed discussion took place about the options available. This included baling options, co-mingling materials and viewing a prototype of the vehicle required. It was acknowledged a lot more work needed to be done. There too many unknowns at present to make a decision.

SITA's development team would be asked to look further into;

- The mixing of materials,
- Separating material,
- Additional capacity on the vehicles.

A member of the team would be invited to attend the next Partnership Board meeting to present the findings.

The Waste and Recycling Manager updated the Board on the option of providing cardboard banks. It was noted that the providers of the recycling banks now wanted to charge the Council per exchange. Members discussed the pros and cons of using cardboard recycling banks in public areas, in particular, the issue of clearance of waste around the banks at Exmouth Tesco. It was suggested that the Council write to other supermarkets in the district and point out the benefits of providing cardboard recycling banks.

The Board agreed that a lot more work needed to be done, before producing a co-ordinated plan for extending the range of materials collected at the kerbside. The report at this point gave the Board an idea about the additional resources that were likely to be required. SITA also required more indication from East Devon about what it wanted to do.

- RESOLVED:**
- 1 that a decision on cardboard banks be delayed until a more detailed appraisal on the option of kerbside collection of cardboard was available.
  - 2 that the SITA development team be requested to produce a report for the next Board meeting on the viability, including costings, types of materials that could be combined, vehicle design/capacity and indicative timetable for introducing mixed plastics and cardboard to kerbside collections across the district.

\*59 Side waste update

At the last Board meeting the Waste and Recycling Manager reported that as of 6 February side waste was no longer being collected from properties - residents had been informed through press releases, adverts in newspapers and on the radio. SITA were sending daily reports through to the Waste Management Team with details of properties where side waste had been left and as a result bins had been stickered. In 6 days 375 letters had been sent out to residents advising why their side waste had not been collected, along with a useful leaflet, 'Can you make a difference?', containing information on recycling and making the most of the landfill container. The Board noted that landfill waste contained within a non EDDC landfill bin was also classed as side waste – this could be due to a previous resident taking their EDDC bins when they moved, in which case new bins would be supplied, or residents using their own bin because it was larger.

The Waste and Recycling Manager circulated figures showing the number of first, second and third side waste letters that had been send out to households over the last six weeks. In addition to this a considerable number of non EDDC containers had been identified and these figures were noted. It was agreed that the side waste campaign had had a profound effect, and had been successful in tackling the issue of side waste. The cost of the exercise was noted. Members agreed that the campaign had been time consuming, but very effective. The Board acknowledged the considerable amount of effort and involvement of the Waste Management Officers, the Customer Services Team and SITA operatives.

It was intended to run the process until 21 May, when all areas would have had eight collections since the campaign began.

\*60 Statistical information

The Board considered a report presented by the Waste and Recycling Manager, setting out statistical and operational data on missed collections, finance and National and SITA key performance indicators.

The decrease in the number of missed properties was noted. A future report would be brought on the detailed work on assisted collections misses. All assisted collections were reviewed every two years.

The Waste Management Officer had discussed with the software company about changing the routing system software, which would make the 'round sheets' much easier for the SITA operatives to use.

\*61 Update on actions in respect of StreetScene – Waste Collection and Recycling Audit

The Board noted the action progress report on recommendations resulting from the Audit Waste Management Service. The Waste and Recycling Manager explained that some of the recommendations had been easily resolved through discussions with SITA and others were still in progress.

A Business Continuity Plan, which addressed key risks in delivering the service, would be brought to the next Board meeting.

\*61 Update on actions in respect of StreetScene – Waste Collection and Recycling Audit (cont'd)

It was noted that the current forensic audit had been carried out by the internal auditors. The value for money audit next year would be done by RSM Tenon. Forensic and value for money audits were carried out in alternate years.

\*62 Update from SITA

SITA staffing levels had become more stable and staffing issues were much better than they had been 12 months ago. Due to the current economic climate SITA was finding it easier to recruit staff, with more applicants to choose from. It was reported that there had been a disciplinary, with a few staff lost due to fuel theft.

SITA had put a number of staff through their HGV licence training.

A fuel contingency plan was discussed, following the recent threat of industrial action by tanker drivers. It was reported that SITA's fuel supplier at Greendale Business Park had guaranteed that at any one time there would be the equivalent to one week's worth of fuel available. It was felt that staff getting to work was a greater problem and that this should be looked at in more detail.

If the waste and recycling collections times/days were changed it was important for the Council and SITA to communicate as quickly as possible to inform the Customer Service Centre and get the message out to householders. All communication methods possible would be used and provisional communication templates were already with the communications team. Collections would still follow a timetable, with the option of Saturday working if necessary.

A quarterly report for the first quarter of 2012 would be presented at the next Board meeting.

\*63 Communications update and call details

It was reported that recently publications had gone out stating how well the Council had been doing. There had been no bad press following the side waste campaign which was encouraging and demonstrated that the Council had been seen to be fair handed. Overall it seemed to be that the public thought that SITA and the Council were doing a good job.

\*64 Any other business

Waste and Recycling Champions

The Waste and Recycling Manager confirmed that the next Recycling Champion meeting would be held at 6.30pm on Wednesday 18 April 2012.

Small WEEE

The Waste and Recycling Manager reported that he had been approached for permission to site some small banks in East Devon for small waste electrical items. This would be a no cost service and would help to take these items out of landfill.

\*64 Any other business (cont'd)

Waste analysis survey results

It was noted the results for East Devon from the Devon wide waste analysis survey would be known within the next couple of weeks.

Nappies

The Waste Management Officer reported that there was £500 Devon wide funding available for EDDC to promote the use of 'real' nappies, by providing a 20% discount on real nappies. Members agreed that maternity hospitals, playgroups, children's centres and other child focused groups should be targeted. There would be a 'real nappy week' in May 2012.

\*65 Next meeting

**RESOLVED**

that the next meeting of the Recycling and Refuse Partnership Board be held on 24 May 2012, at 9.30 am, in the Committee Room.

Chairman .....

Date .....