

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the East Devon Recycling and Refuse Partnership Board, held at Knowle, Sidmouth, on 22 January 2014

Present:	Councillors: Ian Chubb – Portfolio Holder, Environment (Chairman) Tom Wright – Deputy Portfolio Holder, Environment (Vice Chairman) Geoff Pook
SITA:	Rick Aldridge – Senior Contract Manager Darren Lockett – Regional Manager
Officers	Louise Bennett – Waste Management Officer Paul Deakin – Waste and Recycling Manager Andrew Hancock - StreetScene Manager Alethea Thompson – Democratic Services Officer
Also present	Future Waste and Recycling Manager
Apologies:	Councillor David Cox – Portfolio Holder, Finance Councillor Steve Gazzard Cherise Foster – Customer Service Manager

The meeting started at 10.00 am and finished at 12.05 pm.

***26 Minutes**

The minutes of the Recycling and Refuse Partnership Board meeting held on 23 October 2013 were agreed and signed as a true record.

27 Matters arising

Citizen app

The Waste and Recycling Manager reported that so far 500 Apple users had downloaded the app, and it had been downloaded onto 150 android devices, with an additional 50 users signing up each week. Almost all of the users had signed up to receive bin collection reminders (about 700 notifications per week) and the app had been rated as a 4 or 5 out of 5 by all respondents. More publicity with the Communications Team was planned for February and it would appear on the front page of the Council's website.

Waste electrical and electronic equipment (WEE)

The Waste and Recycling Manager reported that the Council's document management centre was currently working on the publicity leaflets for the project.

Christmas collections bin hanger

It was reported that these had been very well received, with a lot of positive feedback. It was suggested that the same approach be used for Christmas 2014.

***27 Matters arising (cont'd)**

RSM Tenon – Value for money report

The Waste and Recycling Manager asked the Board to consider whether it wanted Baker Tilly to undertake a forensic accounting audit during 2014. It was noted that SITA would pay for half of the cost of the audit and the Board agreed the fee to review the contract represented good value for money compared with the total value of the contract.

Waste and Recycling Manager

The new Waste and Recycling Contract Manager was formally welcomed to the meeting. It was noted that he would commence his employment on 1 April 2014.

RECOMMENDED that a forensic accounting audit be commissioned for 2014.

***28 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 SITA key performance indicators.

The number of logged calls to CSC had decreased and the report showed a generally good picture.

The Board noted that there had been a welcome decrease in the number of landfill missed collections, partly due to new staffing and supervision arrangements. The SITA Contract Manager advised that missed collection graphs were produced and displayed at the SITA depot and a small monthly reward offered for the best performing team. This added an element of competition between the teams and had aided the reduction in missed collections.

The Waste and Recycling Manager reported that recycling performance was showing a downward trend in East Devon's recycling rate for the first two quarters of 2013/14. The Waste Management team had a plan to target low performance in certain areas of East Devon.

29 Integrated Devon waste service

The Board received a presentation from the Waste and Recycling Manager on the implications of the integrated Devon waste service. The initial work on the Devon waste partnership project was carried out by officers. Funding was then received from DAWRRC (Devon Authorities Waste Reduction and Recycling Committee) to employ Eunomia research and consulting to develop an outline business case. A full copy of the 'feasibility report for developing a detailed business case for change', carried out by Eunomia was included with the agenda papers.

The presentation outlined where changes could be achieved:

- Collection logistics
- Productivity
- Admin/management costs
- Co-ordinated infrastructure
- Purchasing efficiencies
- Performance improvements
- New revenues

29 Integrated Devon waste service (continued)

It also demonstrated the keenness of each authority to pursue a Devon waste service. The two proposed scenarios using a local authority company were:

- A fully integrated Devon waste service
- A cluster arrangement with 3 areas:
 - East Devon, Exeter and Mid Devon
 - North Devon and Torridge
 - South Hams, Teignbridge and West Devon

In order to facilitate cost savings and bring all the services into line it was suggested that EDDC's contract renewal be delayed by a year, to 2017. It was noted that a clause under EU procurement rules allowed for this, although confirmation of this would be obtained from the legal department.

The presentation showed the cost savings. The potential costs before inception were:

- One off costs
- Support services

Governance arrangements of clusters, versus Devon wide were considered. The presentation concluded that there were potential savings of 10-14% on the current budget, around half of which could be achieved without formal partnership. The sharing of avoided disposal savings was a key issues and more detail overall was needed on which to base firm decisions. Potentially EDDC could save £709,000 but this would depend on DCC's sharing of disposal services.

The Waste and Recycling Manager reported that the officers group had met the previous week and that there would be a board member meeting on 11 March 2014. At some point some commitment/intention from the authorities involved was needed.

The Board felt that Cabinet should be made aware of the Devon Waste Service Board Member meeting on 11 March 2014 and thought that it would be helpful for the Waste and Recycling Manager to present to Cabinet. The Board also stressed the need to market test commercial costings.

RECOMMENDED that the Waste and Recycling Manager present the implications of the integrated Devon waste service to the next Cabinet meeting and a report detailing the costs involved be brought to a future Cabinet meeting.

Cabinet be asked to note the work that has taken place on Integrated Devon and give delegated authority to the Recycling & Waste Contract Manager to move forward with this work, committing East Devon in principle to take a lead in progressing the work to try and deliver either a Devon wide integrated arrangement or a cluster arrangement.

30 Schedule 2 waste

The Waste and Recycling Manager's report explained that the Controlled Waste (England and Wales) Regulations 2012 came into force on 6 April 2012, to replace the Controlled Waste Regulations 1992, which specified which premises were required to pay for disposal and/or collection of their waste.

30 Schedule 2 waste (continued)

The new regulations re-classified a number of premises and allowed local authorities to charge for the disposal of waste from a wider range of non-domestic premises.

The Government had taken a number of steps to minimise the impact of the new regulations on small businesses and publicly-funded educational establishments, and as such certain exemptions from disposal costs had been included in an amendment to the regulations. The report outlined the key impacts of the new regulations and Devon County Council's (DCC) policy in each circumstance.

DCC did not initially implement the policy but would now do so from 1 April 2014. This would have an implication on the charges that EDDC made for the Schedule 2 collections it carried out. The disposal charge would apply to all premises that it had existing contracts with and any future customers. These premises would be written to and the changes explained. A copy of the proposed letter was included with the report and noted by the Board. Proposed price increases, including disposal charges were also considered and noted.

RECOMMENDED that the proposed charges for schedule 2 waste collection and disposal, be agreed as set out below;

Bin size	Proposed Charge for 2014/15	Charges in 2013/14
180 litres	£112.50 + 20% VAT = £135.00	£108.33 + 20% = £130.00
Disposal Charge	£38.44 + 20% VAT = £46.13	No charge levied by DCC
240 litres	£162.50 + 20% VAT = £195.00	£158.33 + 20% VAT = £190.00
Disposal Charge	£50.77 + 20% VAT = £60.92	No charge levied by DCC
660 litres	£308.33 + 20% VAT = £370.00	£300.00 + 20% VAT = £360.00
Disposal Charge	£140.69 + 20% VAT = £168.83	No charge levied by DCC
1100 litres	£450.00 + 20% VAT = £540.00	£425.00 + 20% VAT = £525.00
Disposal Charge	£234.43 + 20% VAT = £281.32	No charge levied by DCC

RESOLVED that the Waste and Recycling Manager's report be noted.

***31 New paper and glass contracts**

The Waste and Recycling Manager reported that from 1 January 2014 there had been a change in contracts for paper and glass. The costs and improved income received under the new contracts were noted. There was a significant increase in prices under the new contracts with a much greater income estimated for 2014.

***31 New paper and glass contracts (cont'd)**

On behalf of the Board the Chairman thanked the Waste and Recycling Manager.

32 Christmas 2014 and pay negotiations

The SITA Contract Manager asked the Board to consider a request from the workforce, through the union, to have no collections on the first Saturday after Christmas 2014 (27 December). This would enable the crews to have a Christmas break from Thursday (Christmas day) through to Monday 29 December 2014. The first Saturday collection would be on 3 January 2015 and the rounds would be caught up again by the third week in January. The Board expressed some concerns regarding the impact of delayed collections in Exmouth in particular and acknowledged the need to consult with Devon County Council. The Board agreed with the request in principle, but at a future meeting would consider how to operate a delay in collections and mitigating factors required when dealing with this.

The SITA Contract Manager went on to report that wage negotiations for 2014/15 would begin with the union in February and asked the Board to consider an acceptable figure. It was noted that the suggested figure had been included in the budget. It was noted that local authority workers' pay had been frozen for 4 years, with a 1% increase received in the current financial year and a 1% increase proposed for the forthcoming year.

- RECOMMENDED**
- 1 that in principle it be agreed that there would be no SITA collections on the first Saturday after Christmas, but further consideration be given to Christmas 2014 refuse and recycling collection dates to lessen the impact of a 4 day delay in collections, with a report being brought to a future Board meeting.
 - 2 that the wage increase for SITA employees, as included in the budget, be agreed.

***33 SITA Contract Manager's annual report**

SITA's Contract Manager presented his annual report to the Board which included:

- Overall tonnages
- Missed bins
- Recycling
- Refuse
- Staff costs
- Clinical collections
- Road traffic accidents
- Fuel costs

It was noted that there had been an increase in residual waste collections of 825 tonnes, partially due to the 740 additional properties that had been built in East Devon over the year. The Contract Manager reported that crews were having difficulties with access for collections in Cranbrook as little planning consideration had been given to the practicalities of bin collections. The Waste and Recycling Manager would continue to raise this issue with the planning department.

***33 SITA Contract Manager's annual report (cont'd)**

Direct labour costs and sickness levels had decreased. Overall fuel costs had decreased and there was a reduction in the overall cost of the fleet. This was mainly due to a reduction in the cost of maintenance to vehicles, with a vehicle workshop on site.

The total direct cost of the contract for 2013 of both refuse and recycling was noted.

The Contract Manager's report highlighted some challenges for the forthcoming year, including:

- Pay increase negotiations
- In-Cab technology to be introduced to vehicles
- To try to establish a disposal point or transfer facility closer to the depot for clinical waste
- The continued increase in properties being built in East Devon and possible reroute changes that may be necessary
- Change of disposal point from Greendale to Exeter EFW
- Change of point of disposal for the processing of food waste (incurring an increase in fuel costs)

The Chairman thanked the SITA Contract Manager for his report and the Board agreed that his formal congratulations should be sent to the SITA staff and supervisors for their continued efforts.

RESOLVED that the Chairman of the Board send an official letter of thanks to SITA staff and supervisors for their improved efforts and hard work.

***34 Communications update**

This item had already been covered earlier in the meeting. The need to further promote the citizen app was raised and it was noted that the Communications Team was trying to promote it nationally as a good example of a local authority app. The Board discussed whether the app should be integrated with the In-Cab technology and the Waste and Recycling Manager reported that he would try and arrange a demonstration of the In-Cab system at the next Board meeting

***35 Any other business**

Briefing document on DCLG "guidance on weekly rubbish collections"

The future Waste and Recycling Manager had produced a briefing note (circulated prior to the meeting) on Government guidance issued on how councils could and should deliver weekly rubbish collections. The solutions devised by local authorities who had retained weekly refuse collection were defined by the following four themes:

- Optimising resources
- Creating capacity
- Working in partnership
- Seeking innovation

***35 Any other business (cont'd)**

Briefing document on DCLG “guidance on weekly rubbish collections”

The Board considered and noted the guidance, as well as how the initiative schemes worked in reality and were audited.

***36 Next meeting**

RESOLVED that the next meeting of the Recycling and Refuse Partnership Board be held on Wednesday 23 April 2014, at 10am in the room one.

Chairman

Date