

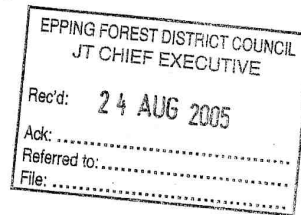


West Essex Waste Management Joint Committee

Date: Wednesday 31 August 2005
Time: 2.30pm
Venue: Committee Room 1, County Hall, Chelmsford

Clerk to the Joint Committee: Graham Tombs

Secretary to the Joint Committee: Rebecca Baker
Telephone: 01245 430481
E Mail: rebecca.baker@essexcc.gov.uk



Agenda

This meeting is open to the public and the press. This agenda is also available on the Essex County Council website, www.essexcc.gov.uk, under Online Services click on "Council Decisions and Meetings". These documents can be provided on request in the following formats, large print, Braille, or on disk. For further information contact the Secretary to the Joint Committee.

Part I

(Business to be taken in public)

1. Apologies and Substitutions

The Secretary to the Joint Committee to report the receipt (if any)

2. Minutes

To approve as a correct record the minutes of the meeting held on 27 July 2005 (attached – grey paper).

3. Declarations of Interest

To note any declarations of interest to be made by Members.

4. Project Progress Report

Members will receive a verbal report on project progress.

5. Outline Business Case

Members will receive the attached presentation on the structure of the Outline Business Case submission.

6. Public Consultation on the Draft Joint Municipal Waste Management Strategy for Essex

Members will receive a verbal report on the progress of the consultation exercise.

7. Urgent Part I Business

To consider any matter which, in the opinion of the Chairman, should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

8. Exclusion of the Public

To consider whether the public (including the press) should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act. (Exclusion is recommended for the items set out in Part II below.)

PART II

(Business to be taken in private)

(At the time of going to print there is no substantial item for consideration in this part of the Agenda)

9. Urgent Part II Business

To consider any matter which, in the opinion of the Chairman, should be considered in private by reason of special circumstances (to be specified) as a matter of urgency.

**MINUTES OF A MEETING OF THE WEST ESSEX WASTE
MANAGEMENT JOINT COMMITTEE HELD AT COUNTY
HALL, CHELMSFORD ON 27 JULY 2005**

Membership

- * Councillor Tony Sleep, Brentwood Borough Council
Councillor Chris Millington, Harlow District Council
- * Councillor Mrs Wendy Scattergood, Braintree District Council (vice
Councillor Michael Gage)
- * Councillor Alan Thawley, Uttlesford District Council
- * Councillor Derek Jacobs, Epping Forest District Council
- * Councillor Roger Walters, Essex County Council

* present

10. Apologies for Absence and Notices of Substitution

Apologies for absence were received from Cllr Michael Gage, Braintree District Council, with Councillor Wendy Scattergood as his substitute.

11. Minutes

The Minutes of the meeting held on 29 June 2005 were approved as a correct record and signed by the Chairman.

12. Matters arising from the Minutes

With regard to minute 7. (Schedule of Meetings), as Councillor Chris Millington advised his Substitute would be able to attend the meeting scheduled for 31 August, the Committee agreed that the meeting would go ahead on that date, as planned.

13. Declarations of Interest

There were no Declarations of Interest.

14. Programme of Business

Peter Kelsbie, Project Co-ordinator, Essex County Council, gave a presentation which highlighted the key decisions to be made and the documentation that would need to be agreed over the next few months. He indicated that any delay in the Department for Environment, Food and Rural Affairs and the Treasury's response and the results of the modelling could adversely impact upon the timetable, although the project is currently on track. He advised that a copy of the presentation would be issued with the Minutes.

Officers advised that the Waste Management Advisory Board agreed that further PFI training for Members will be provided in September and that all Districts need to ensure that their Members and Officers in other areas are fully informed of the Waste project.

15. Procurement Strategy

Nicola Beach, Head of Waste and Recycling, Essex County Council, advised that following the Soft Market Testing Event in May 2005, feedback from industry and the Department for Environment, Food and Rural Affairs had indicated that the tendering approach proposed was very complicated, leading to a question as to whether to withdraw bids 1-3. It was agreed at the Thames Gateway Area Officer meeting that County Officers would consult with industry to establish whether, if bids 1-4 were mandatory, they would bid. The outcome of this consultation would be shared with this Committee.

Chairman
31 August 2005

Essex Waste Partnership

OBC Sign Off Training

Melanie Clark
OBC Production Co-Ordinator

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Session Content

- Sign off strategy;
- Timescales;
- What each chapter should cover;
- Quality control;
- Questions and answers.

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Sign Off Strategy - Issues

- Timings of Waste Management Joint Committees and Area Waste Project Steering Groups;
- Complexity of Chapter dependencies;
- Time needed for internal scrutiny and quality review;
- Time needed for meaningful review by partnership members.

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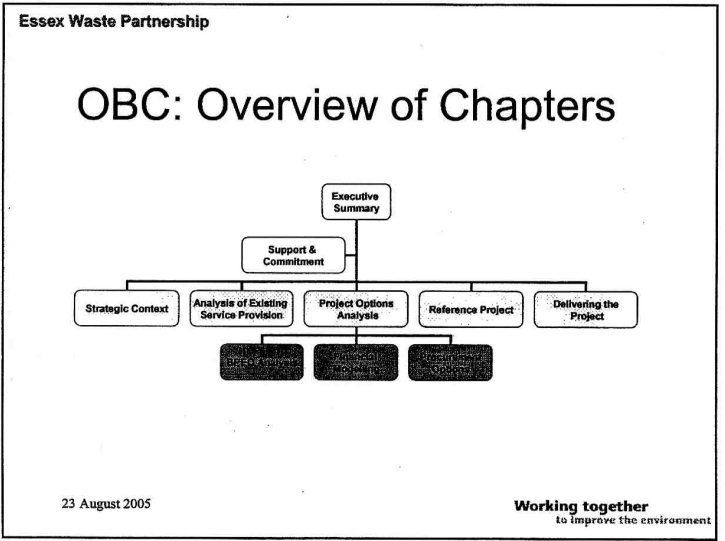
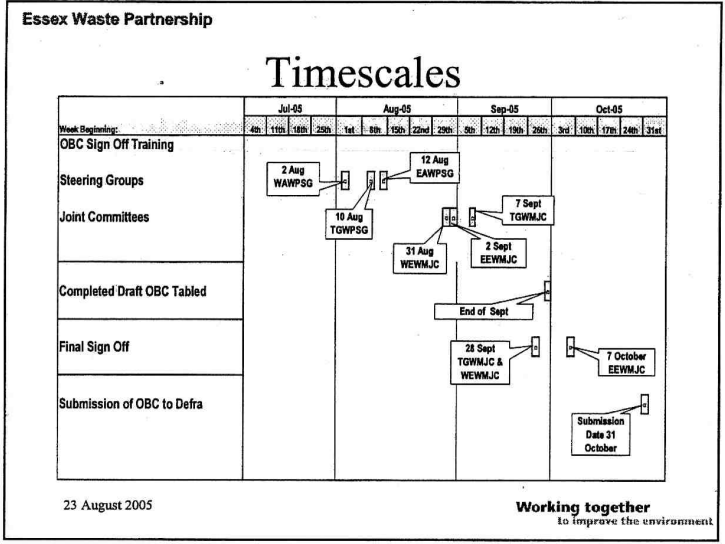
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Sign Off Strategy - Solution

- Training on each chapter to be delivered to Members and Officers through Joint Committees & Steering Groups;
- Final draft of OBC to be tabled in September 2005;
- Final sign off end of Sept/early Oct 2005;
- Submission to DEFRA end of Oct 2005.

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Strategic Context (1)

This section of the OBC should outline the rationale for the project and the contribution this makes to delivering the broader strategies of the Essex Waste Partnership.

- Synergy between vision and the key objectives of the project and the Partnership;
- Achievement of statutory and higher recycling rates & recovery rates;
- Improvement of quality of front-line collection services (kerbside and deposit centres);
- Education and awareness raising activities for recycling and minimisation;
- public support through consultation etc;
- key legal powers.

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Strategic Context (2)

The main headings for this chapter are likely to be:

- Geographical & demographical profile;
 - Housing & waste growth for region.
- Background to the Partnership;
- Need for the Project;
 - Key drivers, strategic fit (reference to key strategic documents/policies).
- How the project will improve performance;
 - Recycling, recovery, front end collection, LATS.
- Joint Working;
- Legal Context.

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Key documents underpinning this chapter:

- The Draft Essex Joint Municipal Waste Strategy;
- The Municipal Waste Management Strategy for the Borough of Southend on Sea;
- LATS & Recycling Management Study;
- Final Expression of Interest;
- BPEO modelling;
- BPVI tables & statistics.

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Existing Service Provision (1)

This section of the OBC should provide an analysis of the existing service delivery arrangements including costs/budgets, infrastructure, assets, contractual arrangements and scope of services and performance.

- Inventory of existing collection, treatment and disposal infrastructure and the operational/contractual arrangements;
- Trends in recent service costs;
- Performance against best value indicators and any local performance indicators;
- Trends in waste growth related to other relevant changes i.e. socio-demographic profile and housing stock;
- Co-ordination of partnership activities and stakeholder consultation arrangements.

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Existing Service Provision (2)

The main headings for this chapter are likely to be:

- Existing waste management arrangements;
 - Waste tonnages, refuse collection arrangements, contractual arrangements, CA/composting/landfill sites.
- Trends in Service Costs;
- Performance against indicators;
- Trends in Waste Growth;
- Waste min & awareness work;
- Waste facilities and markets for secondary products.

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Key documents underpinning this chapter:

- Analysis work undertaken by David Tuthill on behalf of the Partnership;
- BPVI tables & statistics for Southend & Essex;
- Monitoring info for Southend & Essex;
- Service plans;
- Financial Information for Service 2004/05.

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Project Options Analysis (1)

This section of the OBC should identify and compare the costs and benefits of a range of project options which could deliver the service requirements of the project.

- Identification of options in terms of technological scope, service delivery structure, procurement structure;
- Evaluation of each of the options against service delivery which:
 - Meet or Exceeds Targets.
- Evaluation of Procurement Options;
 - Traditional procurement route versus PFI/PPP;
 - PFI credits.

Project Options Analysis (2)

The main headings for this chapter are likely to be:

- Technology options analysis;
- Area configuration analysis;
 - 1, 2 or 3 areas.
- Project Infrastructure Requirements for each number of areas;
- Identification of costs;
- Identification of Principle Services to be included;
- Evaluation of Project Options;
 - Which is the optimum area structure and technology choice?
- Preferred Option conclusions :
 - Preferred area configuration, Site plan, technology choice & principle services.
- Procurement Options Evaluation;
 - Which procurement route can offer best value for money to deliver the preferred technology and area structures?

Reference Project

The reference project is an example of a solution which could be proposed by a bidder which meets our requirements in terms of technology choice, area configuration and principle services identified in the previous chapter. This model is developed to estimate a unitary charge to demonstrate if this solution is:

- Bankable for the market;
- Affordable to the partnership.

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Key documents underpinning the Options Appraisal & Reference Case Project chapters:

- BPEO modelling;
- Technical & financial modelling;
- Strategy reports by ERM and Enviro;
- 'Waste not want not' consultation;
- Soft Market Testing feedback.

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Delivering the Project

This chapter will take a more detailed look at the deliverability issues associated with the Model project such as:

- Financial allocation mechanism – WDA-WCAs;
- Payment mechanism – Service Provider;
- Indexation;
- Accounting Treatment;
- Financial, Technical & deliverability Risks e.g. site and planning issues;
- Key contractual terms;
- Joint Working Arrangements & Contract Monitoring.

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Key documents underpinning this chapter:

- The Joint Committee Constitutions and Business Plans;
- Procurement Strategy;
- Work undertaken on the role of DSOs;
- Site acquisition and planning strategy.

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Support & Commitment (1)

This section of the OBC should demonstrate that the project is supported and endorsed at the highest levels for all members of the Essex Waste Partnership.

- Corporate support;
- Cabinet/Committee support;
- Financial resources required to deliver project;
- Personnel resources required to deliver project;
- How the project will contribute to the strategic objectives of the partner authorities, CPA & Best Value;
- Stakeholder support (local business, community groups, public).

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Support & Commitment (2)

Key documents required for this chapter:

- Signed letter from ECC Cabinet Member for Planning, Environment & Culture supporting disposal solution;
- Resolution from other Partner Authorities to explore integrated long term procurement;
- Signed endorsement of the OBC by the Joint Committees

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Executive Summary

This section of the OBC pulls together all of the key conclusions and recommendations of the Partnership in light of the evidence gathered. It will summarise the decisions made in respect of:

- The key messages arising from the OBC process e.g. the need for change, the appropriateness of the recommended option, the implications of the decision to proceed;
- The area configuration;
- The technology choice;
- The site locations;
- The procurement route;
- The key benefits of the project;
- The affordability gap;
- The level of financial support sought;
- The support and commitment of the Partnership for this project

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Quality Control

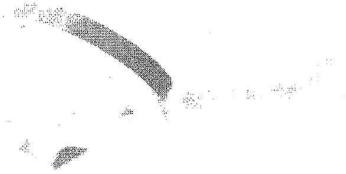
- Adoption of 4ps/Defra guidance;
- Selection of successful OBCs used as a structure benchmark;
- OBC is a compilation of papers, strategies & policies endorsed by the Partnership;
- Working closely with our financial, legal & technical Consultants;
- Internal review & sign off;
- 4Ps Gateway review;
- Joint Committee & Steering group review & sign off.

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Questions & Answers



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