

**WASTE MANAGEMENT PARTNERSHIP BOARD
MINUTES**

Date of Meeting: 04 August 2010
Location: Cabinet Office
Time: 2.00 pm
Attending: Cllr Mrs M Sartin – Env. Portfolio Holder & Board Chairman (MS)
 Cllr Mrs D Collins – Leader of Council (DC)
 John Gilbert - Director, Environment & Street Scene (JG)
 Paul Madden – Sita UK (PM)
 Vlad Velikoselskis - Sita UK (V V)
 Sebastian Rawski – Sita UK (SR)

Also present: Josie Falco - Service & Development Officer, EFDC (JF)
 Stella Forster (Minutes)

		Action
1.	Apologies for Absence - Steve Holgate, David Marsh, Qasim Durrani	
2.	Declarations of Interest - None	
3.	Draft minutes of meeting held on 18 May 2010 - Agreed	
4.	<p>Matters arising</p> <p>Item 5. In response to a question from DC, PM confirmed that Rochford was the highest performer in 2009/10.</p> <p>Item 6. Capacity issues may be affected by indications from the Government that residual bins should be collected weekly. V V confirmed that 83 additional food and garden bins had been approved. 174 assessments remain outstanding but JF believed this was a misleading figure as many residents do not respond. They will all be contacted in due course.</p> <p>DC asked if a customer satisfaction survey was proposed and V V and JF confirmed they are working together to produce one, using an old survey for reference.</p>	
5.	<p>Review of current contract performance (operational & financial)</p> <p>SR began his summary of the latest monitoring report by informing the Board that the recycling rate in June reached 63%, the increase mainly driven by green and food collections which peaked between February and June. He had recently received KPI figures for July which were slightly lower at 60% and volumes are expected to continue to fall once garden waste diminishes. Dry recyclables peaked after the Christmas period as would be expected, but otherwise were surprisingly static whilst total waste flows, anticipated to decrease, have risen. The recession and the world cup are believed to have contributed to this. MS asked if pressure on businesses to reduce packaging could have had an effect on the volume of dry recyclables collected, but JF felt that this is too difficult to determine.</p> <p>To help drive dry recyclable numbers up JF reported that a small campaign is about to be launched to publicise the collection of foil and aerosol cans. The new calendars, due to be sent out in Aug/Sept, as well as the updated website and new vehicle livery will reinforce the message. It was suggested that a spread in the Forester would also be of benefit. JF also stated that a large stock of new bins had been delivered to the store at NWA which could now be made available to flats, which was an ongoing project. All schools are now involved in recycling.</p>	

	<p>SR turned to profit margins for 2010 and reported that operating profits reached 9% in the last 12 months, 3% after overheads, which is an excellent result. The first two years of a new contract are usually the most costly ones. Profit after overheads was -6% in June with the operating profit margin breaking even when a contribution was made towards fixed costs. Profit after overheads for Q1 v Q2 2010 showed similar results with 3% and 4% respectively, and Sita believe they are now in a position to begin making a contribution towards overheads.</p> <p>Sita/EFDC cost summary/cost split - of the £5,642k spent in the last 12 months, 71% consisted of wages, fuel and vehicle costs, with fuel taking up 10% of all costs. Disposal costs were £140k more in Q1 v Q2. The slight increase in wages was due to agency costs associated with the extra workload. There were no significant changes to vehicle damage costs.</p> <p>Turning to P7, the graph shows the number of missed bins over the course of the year. January was the most difficult time due to the adverse weather conditions but figures for the 3 months (50 in April, 68 in May and 57 in June), when considering these are per 100,000 and cover all categories of collection, are not too bad. . JF said that many bins are missed due to access problems. This is now to be monitored to show the true picture of why bins are missed.</p> <p>The number of overtime hours reflected the missed bin figures, and catching up after bank holidays in April and May. Agency payments were high during staff holidays in July and August 2009. V V reported that Sita are trying to keep agency hours to a minimum.</p> <p>The last page gives an overview of the share of each type of cost over the last 12 months. PM asked if the Board would like to see any changes made to the format of the report in future. It was generally agreed that it will only need changing if new information becomes available. PM will review and bring some ideas to the next meeting.</p> <p>JG provided the Board with ECC agreed audited figures, which show recycling for 2009/10 totalling 51.06%, a good outcome. Rochford showed a high 63.5%, but EFDC are gaining on Uttlesford which achieved 54.3%. There is no authority within Essex that Epping can be compared to; MS felt that the demographics are most similar to East Herts.</p> <p>JG: There is always some disagreement with ECC figures as it is not clear how the data is collected, and there is no definitive figure for food waste. It is evidently having an effect as landfill waste is decreasing, and this may become clearer when garden waste reduces in the winter months. PM will see if there is a way of collecting this data, possibly at the processing plant. The annual target for 2010/11 is 58%, which should be achievable.</p> <p>MS asked why the highest volume of waste continues to be collected on Mondays and there was some discussion as to possible reasons. Although there are more flats on Monday rounds, and lorries are completely empty on Monday mornings, there is still no clear reason why this is occurring. It will be monitored and discussed at future meetings.</p>	<p>PM</p> <p>PM</p> <p>JF</p>
<p>6.</p>	<p>Contract negotiations, changes, future development etc. JG: A meeting is due to take place with Sita when SH returns at which it is hoped that the current contractual position will be clarified. Once this has been agreed, the extension to the contract to 2014 can be discussed, and whether there will be an opportunity to amend the service and possibly derive more value from it. An extension does have obvious benefits but subjects such as charging for garden</p>	

	<p>waste, or what it might cost to introduce a weekly recycling service if instructed by the Government, will have to be considered.</p> <p>The provision of vehicles is also an important factor. DM was still awaiting vehicle specifications from Sita and until they are received EFDC is not able to assess what the financial implications of providing the vehicles might be when compared to paying Sita for them. V V said he would provide the specifications for DM and pointed out that there are currently vehicles due to be renewed, and the purchase of new universal vehicles should be considered. JG reminded everyone that time is short. The current contract ends in October 2012, and if an extension is not granted there would have to be an 18 month exercise to procure.</p>	VV
<p>7.</p>	<p>Street Cleansing</p> <p>JG stated that although NIs are showing improvements in some areas, the perception is that parts of the district are still untidy and he would like to see a consistent figure of under 10% being achieved, which should be possible with the additional resources currently being applied. The rurals are a particular problem, as well as white litter in the arteries, although JF reported that an additional crew has been assigned to deal with this. She also stated that ECC have been cutting verges, which always reveals litter that had been concealed. It would be possible for collection vehicles to follow the cutters if ECC were to advise of their schedules. PM agreed that this problem must be tackled, and suggested visiting the hot spots and monitoring them to see if a solution can be found, possibly by centering resources in the worst areas.</p>	PM
<p>8.</p>	<p>JG would like to find a way of EFDC engaging with other organisations who own land within the district, e.g. Corporation of London, LUL, etc, to make sure their own sections are cleaned. The public could not be expected to distinguish between the various owners of these areas. DC also pointed out that the two motorways cutting through the district produce large amounts of litter.</p> <p>Health and safety</p> <p>V V: Two quite similar accidents had been reported, both occurring in the hot weather and resulting in back injuries; the operatives were both trained in handling procedures and are now back at work. An external trainer on manual handling has been retained. Figures show that 80% of accidents happen in the first 2 months of the year, and the majority of accident reporting takes place on Mondays. Reportable accidents have risen this year, but lost man days have gone down dramatically across the region and across Sita.</p> <p>PM reported that the Health & Safety Executive has not yet closed the case of the accident in Rochford and the report has not been published, but it has been finalised and Sita have not been asked to change their procedures. Other contractors have allegedly experienced similar incidents with the apparatus involved.</p>	
<p>9.</p>	<p>2010/11 Quarter 1 Performance - covered above.</p>	
<p>10.</p>	<p>Man in a van service</p> <p>JG: ECC's suggestion to take over their Highways Rangers service for a fee had been accepted by EFDC, under certain conditions, as it was felt it would enhance the rapid response service. Sita were then approached and V V has prepared a price structure. Unfortunately the rapid response officer has since been on sick leave and the service has been suspended pending advice from HR. It may be possible to transfer an enforcement officer into the Rangers service once funding is obtained from County.</p>	

<p>11.</p>	<p>Innovation Forum - depot relocation/design</p> <p>There is now some imperative to investigate the possibility of transferring the waste service to a temporary depot at NWA and it is planned to restore the Innovation Forum to deal with the issues involved. Arshad Khan, who has been undertaking the Council's management training programme, has accepted an invitation to lead the project, which will greatly boost his training. He will be supported by QD, DM and JF and it is hoped that V V, who has had valuable experience in managing the change of location to a new depot at Maidstone, will provide all the information that AK needs from Sita.</p> <p>PM reported that Sita have identified a piece of land in the region on which to establish a large scale facility for their commercial waste business. This may have sufficient capacity to house a depot as well. JG said that it would be unlikely that the facility would be available prior to leaving Langston Road, but if the timing was right this could be considered as a temporary move. However, it would present complications when the contract ends in 2014.</p>	
<p>12.</p>	<p>Visit to MRF</p> <p>JG: Following a request from Cllr Breare-Hall, it was agreed that a visit to the recycling facility would be arranged for September. JG to issue an invitation to Members via the August bulletin and give Sita 2 weeks' notice of the date agreed. PM thought that the best day for the visit would be a Tuesday.</p>	<p>JG</p>
<p>13.</p>	<p>Any other business</p> <p>JG passed around a copy of the document produced by WRAP giving details of the 10 standards required to be met by authorities wishing to sign up to the voluntary Waste Collection Commitment. MS felt that No 5 (carrying out collections that do not produce litter) was doubtful, but JF confirmed that following the new schedules street cleansing does follow the collection timetable. After discussion, it was felt that EFDC would be able to meet all the criteria and that joining the scheme would be of benefit to push the recycling message home. JF to take forward.</p> <p><u>Olympics</u></p> <p>JG had attended the City Operations Group meeting to discuss working together with Broxbourne on street cleansing, parking etc., when the white water canoeing centre is opened in Lea Valley Park, which borders W/A. Stringent measures will be put in place leading up to, during and after the Olympics and Paralympics to ensure that all visitors, as well as participants, have a positive and pleasant experience. Broxbourne have produced a useful table giving details of each route leading into the park, which will require street cleansing to be up to Grade A standard. JG will be speaking to QD about setting up a group to manage waste and recycling collections for the duration of the games.</p> <p>There is likely to be a free park & ride facility at NWA, the only destination being the canoeing event. Traffic regulation orders will be rigorously enforced to ensure that no parking takes place anywhere near the venue. The cost implications are potentially high and the Olympic authority will not contribute to them but there are positive aspects, e.g W/A will be smartened up in the expectation that many people will spend time there. It is also known that a number of overseas teams are booked to stay in the district. Once completed, the white water centre will be an open venue for championship events, and will be used for international competitions in the future. A trial Olympics will be held this time next year which leaves little time to make plans and arrangements.</p> <p>PM informed the Board that Sita are bidding for the refuse collection at the Olympics. They have been told that no food or drink will be permitted to be taken into any of the venues but refreshments will be available once on site. 4,000 people per day are expected to attend. Plans to remove waste by the waterways</p>	<p>JF</p> <p>JG</p>

have changed; it is now expected that the river and canals will only be used on the construction side.

Livery

JF reported that the livery previously approved is now being applied to vehicles. She presented some proposed artwork of the next livery, planned for Feb/March time, to support the new foil and aerosol collections. This was discussed by the Board and some suggestions for improvements were offered.

On a similar theme, JG felt that the big TV screens now located within the Civic Offices could carry some positive information about recycling for visitors to see.

Probationers

Following a question by DC, PM told the Board that whilst Sita are more than willing to give advice and training to the people supplied by the probation service, they did not feel it appropriate to take them out with the crews. JG said that there might still be a way of using them, possibly for street cleansing in hot spots, and he would give further consideration to this matter.

Date of next meeting

Wednesday 20 October, 2 pm in the Cabinet Room.

JG