

EFDC GREEN CORPORATE WORKING PARTY MINUTES

DATE: 29th March 2011
TIME: 2.30pm
VENUE: Committee Room 2, Civic Offices

Chair: Ian White (IW)

Attending: Mike Warr (MW), Mike Tipping (MT), Ian Almond (IA), Councillor Penny Smith (PS), Jim Nolan (JN), Robin Martin (RM), Gary Woodhall (GW), Sue Linsley (SL)

Apologies: Tom Carne (TC), Brian Bassington (BB), Janet Twinn (JT)

Minutes: Sarah Creitzman (SC)

Apologies

Matters arising from last meeting

All covered in the agenda

Action

Agenda

Green Champions Update

Some Green Champions have been working well, but there have been some issues highlighted by Sharon Lekha as MFDs were being switched off. Sharon complains that a) people don't know how to switch them back on, so are calling Sharon at her desk and causing her problems b) There is a specific procedure to go through to turn off the MFDs, that is not easy, c) the company that supplied the machines (Canon) has told Sharon never to switch them off. Also, Sharon has stated that Canon don't switch off their own equipment and they are green champions, so EFDC should follow suit.

SC has suggested putting signs on all MFDs explaining the procedure, so that staff are educated on the shut-down/start-up procedures.

MT said that we need to understand why these machines can't be switched off, before we take any action. MT to request a report from Sharon Lekha for the next meeting, listing the reasons why the equipment must not be switched off.

MT

Staff Visit to Porters

Ian Almond attended the meeting to give an expert opinion on the findings of staff that visited Porters – the company that manages EFDC's commercial waste.

IA - Originally, when the Council went with Porters it was clear that the owners at the time had invested in sorting machinery that was appropriate to the needs of the Council. On visiting the site, it has now become apparent that this sorting machinery has not been used for several years; perhaps since the company changed hands soon after the Council began using them. The figure of an 80% recycling rate that we have been quoted by Porters is unrealistic, considering what we saw at the site.

SC - Staff visiting the waste transfer station witnessed the manual recycling of large intact materials such as scrap metals and wood, but there was no evidence that

smaller items such as paper and cardboard, which are the main constituents of EFDC's waste, are being recycled.

RM – (attending on behalf of TC) said that following the visit, TC is not prepared to put news of office recycling or Porters in District Lines because from what he has seen, our paper and cardboard are not being recycled.

MT - confirmed that despite promises, he had received no further information from Porters on the end users of materials. He suggested that the only option we really have is to look for another recycling company. MT stated that he did not want to separate out materials on the premises of EFDC as he says there is not the space in the car park and in the past an insurance company has warned the Council that keeping recycling bins next to the Council buildings is a fire hazard. MT also highlighted the fact that it was only 6 years ago that £15,000 was invested in the compactor, so it must continue to be used as our method of waste storage. We can therefore only approach companies that are willing and able to process waste in the exact same way that Porters was meant to, but has failed to.

MT - also emphasised that any change in our waste management arrangements will result in an extra cost to the Council and pointed out that someone needs to be looking into ways to reduce the rubbish generated by the Offices.

SC – Was in agreement with the latter point, but reminded the group that each member is themselves a Green Champion and that the role encompasses ensuring that staff in one's own section are printing double sided, or 2 pages per side, and switching off all equipment when not in use.

JN –The majority of his waste comes from unwanted companies sending him magazines and advertisements. JN asked if there could be a letter template made for the purpose of requesting to be taken off such mailing lists. SC to write this and circulate.

SC

IW - suggested an agenda item for the next meeting, to discuss ideas for reducing paper waste.

PS – notified all that if the group considers the recycling of paper and card to be a significant problem for the Council, then it will require a very detailed report to be written to Cabinet.

IW - raised the question of what other local authorities are doing with their commercial waste.

IA said that he can contact his counterparts in other local authorities to find out how they manage their internal waste.

MT and IA to approach SITA as a first step to resolving this issue. Failing that, IA to research other local options. MT and IA offered to write a report to Cabinet, for members to make a decision.

MT
IA

Environmental Training for Staff and Councillors

SC asked GCWP members to give feedback on Cardinus online training software.

SC

PS – Wanted to know if there was any obligation to buy the software once the trial period is over.

SC – said no, the plan is to collect feedback, so that iTrain can hopefully be used to create our own version for free.

MW – Training took just over 40 mins and was good

IW – Training took longer than 40 mins and didn't feel that it was specific enough

RM – The cardinus training was better than any iTrain training he has undertaken. It may have been a bit boring, but has a clear corporate benefit. Facts and figures etc need to be EFDC specific.

Others had still to complete the training

AOB

IA – gave the group a DVD, showing how waste is sorted and recycled. SC has the DVD if any other group members wish to watch it.

Date of next meeting

Next meeting scheduled for Tuesday 26th April 2011 at 2.30pm in Committee Room 2.