

**WASTE MANAGEMENT PARTNERSHIP BOARD
MINUTES**

Date of Meeting: 15 August 2014
Location: Chief Executive Office, Civic Offices, Epping
Time: 11.00 am
Attending: Cllr W Breare-Hall – Env. Portfolio Holder & Board Chairman (WBH)
 Cllr Mrs S Stavrou (SS)
 Derek MacNab - Director of Neighbourhoods (DMN)
 Qasim Durrani, Assistant Director, Technical (QD)
 David Marsh, Waste & Recycling Manager (DM)
 Dave Swire - SITA UK (DS)
 Nick Browning - SITA UK (NB)
 Melvin Dhorasoo - SITA UK (MD)

		Action
1.	Introductions	
2.	Apologies for Absence – SS Cllr Will Breare-Hall thanked Sita for all the good work over the life of the contract, their commitment to the tender process and wished them well for the future.	
3.	Declarations of Interest - None	
4.	Draft minutes of the meeting held on 16 December 2013- Agreed	
5.	Matters arising - None	
6.	Review of current contract performance (operational and financial) No financial information was available. This was due to some staffing changes at Sita and the new resource responsible for preparing the financial information for this contract had not yet been able to produce the information. It was agreed that the information will be circulated in the near future. KPI information was presented by MD. It was noted that Green Recycling had increased from February to June of this year. This was followed by a dip in performance. This could be attributed to the warm weather and lack of enough rainfall that has hampered vegetation growth. However the overall recycling remains above 60%. KPI for missed bins per 100,000 collections remains low. Although there was a spike in March the overall position is very good. The average over the past year represents 0.05% of the total number of collections. KPI for RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) accidents. There is nothing to report. Sita have carried out a lot of work on Health and Safety improvements. WBH asked about the Sita member of staff who had a serious accident last year. Sita informed that the staff member is back and working in the office on administrative duties. Sita are working with the HSE to facilitate his return to operational duties. KPI for Overtime, Agency hours and Sickness etc. Sita reported that no agency staff were employed in the review period and overtime was used to cover additional workload. It was reported that sickness levels are unusually high and it was getting worst. This could be linked to staff morale as the contract comes to an end. The workforce has got concerns and it is incumbent on Biffa encouraged by EFDC to address these concerns. One key issue for the work force is around	<p style="text-align: center; font-size: 2em; color: orange; opacity: 0.5;">DRAFT</p> <p style="text-align: center; font-size: 4em; color: orange; opacity: 0.5;">T</p> <p style="text-align: center;">MD</p>

7.	<p>travel time from the current depot at Langston Road to the new proposed Biffa depot outside the District. Another area of anxiety for the work force is the likely changes to their salaries due to loss of overtime around bank holiday catch up and an intimation that 2% pay award will not be honoured.</p> <p>DMN stated that the Council will apply pressure on Biffa so that they provide clarity and answer all the questions raised by the work force. It was felt that perhaps Biffa were not fully prepared for the first meeting they had with the workforce on 28 July.</p> <p>Update on contamination DM provided a background to the historical contamination levels, work done by WYG on the current levels and the measures taken so far to control these. These include putting new stickers, detailing materials that can be recycled, on the communal bins in blocks of flats and installing smaller apertures on bins to make it easier for residents to dispose recycling materials for example glass bottles and paper. A new contamination booklet is being prepared which will provide more details to residents.</p> <p>DM reported that current overall contamination levels are around 10%. To a question by WBH about experience from other districts and whether smaller apertures were helpful. DM responded that this was very obvious. Education and ongoing publicity was required to engage residents and keep recycling on the top of the agenda. It is not an option to not recycle in the worst performing areas as this will negatively impact those residents who wish to recycle. There is a need to revisit the contamination issue and identify what actions can be taken.</p> <p>Sita made the observation that the cost is picked up by them as they have to deal with the contamination that remains at the end of MRF process. This is in the form of loss of recycling income as well as having to deal with the cost of disposal of non-recyclable waste.</p>	DMN
8.	<p>Health & Safety These relate to H&S inspections carried out by the Client (EFDC) officers. DM reported that the overall the audit was clear. However two issues were identified one relates to daily checks by Sita Supervisors, these are not happening as per agreed frequency. The second issue was around Depot Facilities and this relates to RCVs being parked near the fuel pump. MD was aware of this and all drivers have been made aware of this. He will check and monitor this situation.</p>	DM MD/DM
9.	<p>Demobilisation and handover arrangements DM has had meetings with Biffa and Sita. Depot handover meeting is to take place on 21 August 2014. All existing vehicles that are subject to handover are scheduled to be inspected in October however Sita suggest that this date is brought forward to allow them to carry out repairs before the end of the contract.</p> <p>Midnight on 3 November 2014 is the last date of the Sita contract which falls on a Monday. It was agreed that in order to allow a smooth transition and handover from Sita to Biffa the last date of the current contract will be 2 November 2014, Sunday evening. This will mean that the last day of refuse and recycling collections by Sita will be Friday 31 October and Saturday 1 November for street cleansing. Biffa can then use Sunday to prepare for commencement of their contracted services from Monday 3 November.</p> <p>DS was concerned about the loss of income (recharges and depreciation costs) that Sita may incur by finishing one day too soon. He will write to DMN and make him aware of the costs with a view to seek payment from the Council.</p>	DM DS

10.	Any other business None	
11.	Date of Next Meeting A date was not agreed but a one off meeting could be arranged if the need arose.	

D R A F T