

Somerset Waste Board
Friday 30 June 2017
10.00 am Luttrell Room -
County Hall, Taunton



ANNUAL GENERAL MEETING

To: The Members of the Somerset Waste Board

Councillor Clare Aparicio Paul, County Council
Councillor Patrick Berry, Taunton Deane
Councillor Martin Dewdney, West Somerset
Councillor David Hall, County Council
Councillor Brenda Maitland-Walker, West Somerset
Councillor Terry Napper, Mendip
Councillor Steve Ross, Taunton Deane
Councillor Jo Roundell Greene, South Somerset
Councillor Gill Slocombe, Sedgemoor

Issued By Julian Gale, Strategic Manager - Governance and Risk - 22 June 2017

For further information about the meeting, please contact Julia Jones or Scott Wooldridge or 01823 359027 or jjones@somerset.gov.uk / 01823 359043 or swouldridge@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda.

This meeting will be open to the public and press, subject to the passing of any resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers



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AGENDA

Item Somerset Waste Board - 10.00 am Friday 30 June 2017

**** Public Guidance notes contained in agenda annexe ****

1 **Annual appointment of Chairman and Vice-Chairman of Somerset Waste Board 2017/18**

The SWB Governance Manager will invite nominations from Board Members and preside over the election as part of this agenda item.

2 **Apologies for Absence**

3 **Declarations of Interest**

4 **Minutes from the meeting held on 24 February 2017 (Pages 7 - 16)**

The Board is asked to confirm that the draft minutes of the previous meeting are accurate or to agree any amendments that are necessary.

5 **Public Question Time**

The Chairman will allow members of the public to present a petition on any matter within the Board's remit. Questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered (see guidance notes).

6 **Waste Board Membership and Meeting Dates for 2017/18 (Pages 17 - 18)**

To note this report.

7 **Appointment of Managing Director for Somerset Waste Partnership (Pages 19 - 24)**

To consider the report

8 **Financial Outturn and Use of Balances 2016/17 (Pages 25 - 40)**

To consider the report

9 **Performance Outturn 2016/17 (Pages 41 - 58)**

To consider the report

10 **Risk Update (Pages 59 - 66)**

To consider the report

11 **Health and Safety Update (Pages 67 - 78)**

To consider the report

Item Somerset Waste Board - 10.00 am Friday 30 June 2017

12 **SWP Client Team Accommodation** (Pages 79 - 82)

To consider the report

13 **Review of HWRC Residents Permit Scheme** (Pages 83 - 110)

To consider the report

14 **Contractual Negotiation for Recycle More** (Pages 111 - 130)

To consider the report

Possible exclusion of the press and public

PLEASE NOTE: Although the main report for this item not confidential, supporting appendices available to Board Members contain exempt information and are therefore marked confidential – not for publication. At any point if Board Members wish to discuss information within this appendix then the Board will be asked to agree the following resolution to exclude the press and public:

Exclusion of the Press and Public

To consider passing a resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to exclude the press and public from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

15 **Somerset Waste Board Forward Plan** (Pages 131 - 136)

To review the latest version and items of business for future meetings.

16 **Information Sheets Issued Since the Last Meeting**

This is an opportunity for Members to raise matters contained in the following information sheets issued since the last meeting. A compendium of information sheets will be available for members to inspect at the meeting.

17 **Any other urgent items of business**

The Chairman may raise any items of urgent business.

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1 Inspection of Papers

Any person wishing to inspect Minutes, reports, or the background papers for any item on the agenda should contact Julia Jones on tel. (01823) 359027 or 357628, fax. (01823) 355529 or email jjones@somerset.gov.uk

2 Notes of the Meeting

Details of the issues discussed and decisions taken at the meeting will be set out in the Minutes, which the Board will be asked to approve as a correct record at its next meeting. In the meantime, details of the decisions taken can be obtained from Julia Jones or Scott Wooldridge in the Community Governance Team on tel. (01823) 359027 or 357628, fax. (01823) 355529 or email jjones@somerset.gov.uk

3 Public Question Time

At the Chairman's invitation you may ask questions and/or make statements or comments about **any matter on the Board's agenda**. You may also present a petition on any matter within the Board's remit. **The length of public question time will be no more than 30 minutes in total.**

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been signed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered.

If you wish to speak or submit a petition, **then you will need to submit your statement or question in writing to Julia Jones by 12noon on the Tuesday prior to the meeting.** You can send a fax to (01823) 355529, send an email to jjones@somerset.gov.uk or send post for attention of Julia Jones, Community Governance, County Hall, Taunton, TA1 4DY.

You must direct your questions and comments through the Chairman. You may not take direct part in the debate.

The Chairman will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chairman may adjourn the meeting to allow views to be expressed more freely.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting.

Remember that the amount of time you speak will be restricted normally to three minutes only.

4 Hearing Aid Loop System

To assist hearing aid users, the Luttrell, Hobhouse and Wyndham Rooms have infra-red audio transmission systems. These work in conjunction with a hearing aid in the T position, but we also need to provide you with a small personal receiver. Please request one from the Committee Administrator and return at the end of the meeting.

5 Emergency Evacuation Procedure

In the event of the fire alarm sounding, members of the public are requested to leave the building via the signposted emergency exit, and proceed to the collection area outside Shire Hall. Officers and Members will be on hand to assist.

6 Somerset Waste Board Forward Plan

The latest published version of the Forward Plan is available for public inspection at County Hall or on the County Council web site at:

<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>

Alternatively, copies can be obtained by telephoning (01823) 359027 or 357628.

7 Excluding the Press and Public for part of the meeting

There may occasionally be items on the agenda that cannot be debated in public for legal reasons (such as those involving confidential and exempt information) and these will be highlighted in the Forward Plan. In those circumstances, the public and press will be asked to leave the room while the Cabinet goes into Private Session.

8 Recording of meetings

The Council supports the principles of openness and transparency, it allows filming, recording and taking photographs at its meetings that are open to the public providing it is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone who wishing to film part or all of the proceedings. No filming or recording will take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Committee Administrator so that the relevant Chairman can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

The Council will be undertaking audio recording of some of its meetings as part of its investigation into a business case for the recording and potential webcasting of meetings in the future.

A copy of the Council's Recording of Meetings Protocol should be on display at the meeting for inspection, alternatively contact the Committee Administrator for the meeting in advance.

SOMERSET WASTE BOARD

Minutes of a Meeting of the Somerset Waste Board held in the Luttrell Room - County Hall, Taunton, on Friday 24 February 2017 at 10.00 am

Present: Cllr J Aparicio Paul, Cllr P Berry, Cllr M Dewdney, Cllr D Hall, Cllr D Hill, Cllr R Pallister (sub) Cllr S Ross, Cllr G Slocombe, Cllr N Taylor, Cllr R Woods (sub) Cllr N Woollcombe-Adams (Vice-Chairman) and Cllr D Yeomans (Chairman)

Other Members present: Cllr J Dyke and Cllr H Hobhouse

Apologies for absence: Cllr B Maitland-Walker (Cllr R Woods substitute) and Cllr J Roundell Greene (Cllr R Pallister substitute)

478 **Declarations of Interest**

Members of the Waste Board declared the following personal interests:

Cllr D Hill	Member of Cheddar Parish Council
	Member of Somerset County Council
Cllr S Ross	Member of Wiveliscombe Parish Council
Cllr N Woolcombe-Adams	Member of Somerset County Council
Cllr D Yeomans	Member of South Somerset District Council
	Member of Curry Rivel Parish Council

479 **Minutes from the meeting held on 16 December 2016** - Agenda Item 3

The Minutes of the meeting of the Board held on 16th December 2016 were taken as read and following endorsement by the Board they were signed as correct by the Chairman.

480 **Public Question Time** - Agenda Item 4

Mr Chris Edwards - Chair, Ansford Parish Council

Mr Edwards wanted to focus the Board's attention on the road access issues near to the proposed Waste Transfer Centre at Dimmer. Mr Edwards added that the main reason why this was still being brought up was due to the fact that this matter had not been properly handled by the Somerset Waste Partnership namely with repeated requests for consultation with local residents in the area. Mr Edwards said that he believed that access to Dimmer cannot just be qualified by simply looking at a map – the only way to look into the access to the route is through a site visit – in order to see the significant limitations of the B3153 this road runs through the hamlet of Clanville where there has been an issue with HGV traffic due to the nature of the very narrow and twisty route. There are various signs in Clanville warning traffic of the potential narrow roads but these are very close to some blind bends – causing potentially hazardous traffic situations. HGVs have to often drive onto tarmac causing damage to some boundary fences. Mr Edwards added that another cause for concern was that there are no footpaths along the whole road causing hazards to pedestrians wanting to use the roadway.

Mr Martin Roberts - Vice Chair, Cary Moor Parish Council

Mr Roberts began by saying that consideration of the proposals by South Somerset's Scrutiny Committee had been affected by the lack of information given to the committee. The only information given to the committee was a two paragraph document which Mr Roberts didn't believe was adequate. He advised that he had submitted a complaint with South Somerset's monitoring officer about this. Mr Roberts added that he felt that decisions on Dimmer should be considered only when the Scrutiny process has been properly conducted.

He highlighted that the report indicated that Dimmer could be used by Viridor irrespectively if this contract is used or not because of the planning consent. Mr Roberts added that he believed that the best way forward would be to sign the contracts for Avonmouth and Walpole but with an option for Dimmer, which would allow Dimmer to be properly evaluated by South Somerset District Council (SSDC), Somerset Waste Board and the public before the final decision is made.

Pek Peppin - Chair, Planning Committee, Castle Cary Town Council

Ms Peppin began by saying that the Town Council believed that the decision relating to the Waste Transfer Unit at Dimmer was being taken without there being due consideration of other options. There is a concern about both financial implications and environmental impacts. Ms Peppin added that this had been taken to SSDC and they advised that it was a county matter and she disagreed with that as the Waste Board's Constitution states that it is in the remit of a partner authority to scrutinise the decision of the SWB where it directly affects the partner authority.

She highlighted that at the SSDC Scrutiny committee the vice chair suggested putting in footpaths on the B3153. She advised that Viridor have agreed extraordinary terms with regards to volume of waste which will be distributed at Dimmer. Ms Peppin closed by challenging the Board over the proposed decision when she considered that there had been inadequate consultation with the local communities.

Vicki Nobles – Care for Cary

Ms Nobles highlighted that the Care for Cary group did not seek to challenge or delay the proposed contract variation. Nor do it seek to challenge the proposed Waste Transfer Station at Walpole, as it will be well located. The group did though challenge the wisdom of using Dimmer, due to its long controversial history principally due to its inadequate access.

She drew attention to the report stating that the per tonne fee is more than 40% higher in Walpole than Dimmer. In the same section it states that residents might be concerned that a lower gate fee at Dimmer might encourage waste to go through Dimmer compared to Walpole, however the additional haulage costs from Dimmer to Avonmouth almost balance this out. Ms Nobles highlighted that she considered there had been a lack of scrutiny and

consultation and requested that the Board agree the contract for disposing waste at Avonmouth with Walpole as a transfer station and with the option of Dimmer. This would allow time for further consultation and for Dimmer to be properly evaluated.

Mr Read stated that as the Chairman had already indicated that a written response had been compiled to answer the questions. Mr Read continued by saying that most of the questions seem to be addressed to the Board as a whole to question if the Board was satisfied that there has been sufficient consultation. The issues regarding the access and planning issues to the Dimmer site were considered by the County's Regulation Committee when it took account of highway concerns from local communities and there had been no objection from the Highways Authority. He highlighted that it was not for the Board to consider the highways matters as this had been done for the planning application when the County Council had considered it. He reminded the Board that the proposals today related to a contract variation. Mr Read clarified that the Partnership cannot economically operate with just one transfer station. Mr Read continued that he has tried previously to answer the points from SSDC and the local communities. Mr Read added that his recommendation is that the contract is continued as proposed.

Cllr C Aparicio Paul advised that she had spoken to various councillors at SSDC and she had visited the site. Cllr Aparicio Paul added that she understood local residents' concerns, but that she was assured that the necessary engagement with SSDC had been done.

Cllr Woolcombe–Adams reinforced that the Board is not the Planning Authority and is unable to make decisions on planning matters. He reminded the Board that they are there to make decisions for Somerset regarding waste management.

Cllr Pallister endorsed what Cllr Aparicio Paul had said. He highlighted two main points: in 2015 SSDC made an objection to the planning application and this was considered by the Regulation Committee. He pointed out that the proposed contract had significant financial implications over its term and he felt the Board should look at the mitigation measures for the proposed transfer station at Dimmer. He also advised that SSDC supported the proposed Viridor contract variation.

Cllr Hall thanked the speakers from this meeting and previous meetings. Cllr Hall clarified that he was confident he had all the necessary evidence in order to to make the proposed decision at the Board.

481 **New Waste Treatment Facility Contract** - Agenda Item 5

The Chairman invited Steve Read to introduce the report. Mr Read highlighted the confidential documentation circulated to Board Members to assist them with the proposed decisions and that if any of there were any questions on this then it was recommended that the Board go into private session.

The report recommended that Somerset County Council, on behalf of the Somerset Waste Partnership, enters into a long term New Waste Treatment Facility Contract with Viridor to generate energy from Somerset's residual waste from April 2020. The report was to be read with previous reports, particularly the Report to SWB dated 21st October 2016 as this provided background on the route to this decision and the major risks and benefits.

Mr Read made a powerpoint presentation to the Board and key points made included:

- The overall contract is predicated on Viridor providing a Waste Treatment Facility at Avonmouth and Transfer Stations at Dimmer & Walpole
- Construction is aiming to commence on the Avonmouth energy from waste facility in July 2017, Dimmer Waste Transfer Station in September 2018 and Walpole Waste Transfer Station in October 2018 (subject to planning) in order for the service to commence from 1 April 2020.
- The levels of savings to be delivered
- A gate fee refund for every tonne above an agreed threshold for each Waste Transfer Station – where Viridor attracts 3rd party waste through the transfer stations the councils will benefit from a small rebate.
- A 50% share of income from electricity generated at the energy from waste facility where the sales prices per unit exceeds a threshold
- Minimum tonnage fee has been agreed in exchange for a fee deduction within a range. This has been set with reference to future waste growth.
- Recycle More is unaffected by the Viridor contract changes

Mr Mansell then took the board through the key assumptions and work undertaken on behalf of the partnership:

- Housing Growth – potential new housing and garden towns, Hinkley C construction and overall county growth all adding to the volume of waste.
- Reference made to the Municipal Waste Strategy and the Waste Minimisation Strategy.
- The aspiration is that recycling increases to 69%.

Mr Read added that the agreement with Viridor is that there will be 3 formal contractual review dates and in 2028 Dimmer will be reviewed. In 2032 and 2037 there will be full contract reviews.

The Board welcomed the report and the proposals. The Chairman moved the recommendations.

The Board RESOLVED to:

1. Agree the case for applying the exempt information provision as set out in the Local Government Act 1972, Schedule 12A and therefore to treat the contract document made available to Board Members in confidence, as it contains commercially sensitive information, and as the case for the public interest in maintaining the exemption outweighs the public interest in disclosing that information.
2. Agree that Somerset County Council enters into a New Waste Treatment Facility Contract (known as "NWTF2") in accordance with the provisions of the Strategic Partnering Agreement with Viridor dated 13th May 2006 as provided to members at the meeting in substantially complete form.
3. Confirm that authority is delegated to the Managing Director of the SWP and the Director of Commissioning and Lead Commissioner for Economic and Community Infrastructure, Somerset County Council, in consultation with the New Project Task and Finish Group, to finalise and sign the contract.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report and as debated at the meeting.

482 **Somerset Waste Partnership Business Plan 2017-22** - Agenda Item 6

The Chairman invited Mark Blaker from the Somerset Waste Partnership to introduce the paper. The Draft Business Plan was put to the December 16th 2016 meeting of the Somerset Waste Board (SWB). Following approval of the plan for consultation with the partners the plan had been taken to the Partner Authorities for comment and ratification. The plan includes reference to Recycle More and the Refuse Treatment projects. Both are subject to a separate decision making processes, with Recycle More approved in December 2016.

Mr Blaker began by saying that this is a constitutional requirement that the Board agrees annually its five year business plan. He added that the Recycle More and the Refuse Treatment projects are subject to a separate decision. He highlighted that Section 3.2 of the covering report showed a summary of the feedback and the changes to the business plan were on page 38 of the report.

During discussion the following points were raised:

- Cllr Hall wanted to ensure that within the business plan that time had been allocated to evaluate the HWRC permit scheme – which at the time

was deemed to be a 6 month review. Mr Blaker responded by saying that the review was going to be brought to the June meeting.

- Cllr Pallister added that he believed that the key to recycling success is education and the Board supported this but recognised the constraints with its available resources.
- Cllr Ross added that the quality of communication by the SWP was extremely good and credit goes to Mr Read and this team for this.

The Chairman moved the recommendations.

The Board RESOLVED to:

1. Note and consider the feedback from the partner consultation process as set out in paragraph 3.2 of the report.
2. Approve the Business Plan, subject to any amendments arising from the feedback.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report and as debated at the meeting.

483 **Financial update 2016/17 and Annual Budget 2017/18 - Agenda Item 7**

The Chairman invited Martin Gerrish, Finance Officer to introduce the report.

The report set out the financial performance against the approved Annual Budget for the first 9 months of the current financial year from April to the end of December, and how this had impacted on the forward budget for 2017/2018. (A verbal update was provided at the meeting itself for any significant changes in January).

The Board was asked to approve the Annual Budget for 2017/2018 in accordance with its Constitution and Inter Authority Agreement. In approving the final Annual Budget, members were asked to approve the non-public facing savings set out within the report.

Mr Gerrish highlighted that there was a summary table of the latest position for 2016/17 – which was to be found in page 65 of the report.

Mr Gerrish said that the collection figure was overall worse than it was reported in December and some of this can be attributed to the final garden waste figures. Mr Gerrish said that curbside recycling credits have been down in the last couple of months. Mendip and South Somerset have reported an increase in container stocks due to factors like food caddys being older. Mr Gerrish went on to say that we have not spent the budget allocated for the Chard reuse shop. There has also been a slight deduction in waste tonnage in some areas.

Mr Gerrish also highlighted on the top of page 68 of the report the increases in food waste recycling. Mr Gerrish confirmed that he had spoken to the SCC Equalities Manager and he is confident that there are no equalities implications.

The following points were raised during discussion:

- Cllr Ross asked about the container deliveries and the possibility of posting the caddies rather than delivering them. Mr Gerrish said that this had not been considered before but would look into the costs.
- Cllr Pallister added that a clearer message to communities on what can be recycled would be beneficial. He also asked for an update on the proposed reuse centre in Chard. Mr Gerrish responded by saying that further work was required as the proposed prices were not satisfactory.
- Mr Oaten commented that there had been issues getting a reuse centre to be built at Chard, this was due to the fact that there was a lack of contractors due to the Hinkley Project. Talks had taken place with Viridor to potentially build the site and then operate the site on SWP behalf.
- Cllr Berry added that the waste containers were an issue due to the fact that the delivery drivers need to be educated in the way that the containers are handled so that they last longer.
- Mr Read addressed Cllr Pallister's comment about stickers and said that there will be a major communication exercise when Recycle More is rolled out.

The Chairman moved the recommendations.

The Board RESOLVED to:

1. Note the summary financial performance to date as contained in this report, and how this will impact on the budgetary requirements for 2017/2018.
2. Approve the attached final Annual Budget for 2017/2018 (totalling £43,577,620) – Appendix 1.
3. Formally approve the non-public facing savings in Appendix 2, having considered the equalities duty in so doing.
4. Approve that the Managing Director negotiates any final requirements with the relevant contractors in accordance with this Annual Budget Report.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report and as debated at the meeting.

484 **Consultation on TDBC and West Somerset's Proposal to form a New Council - Agenda Item 8**

The Chairman invited Steve Read, Managing Director of SWP to introduce the report. The report proposed a response to a consultation exercise on the proposal to replace the two existing councils in the Taunton Deane and West Somerset areas of Somerset. He drew attention to the proposed response and highlighted that there are no significant operational or contractual issues arising for SWP. The creation of a new council to replace two current partners would trigger a review of the Inter Authority Agreement and dissolution and immediate replacement of the current partnership to coincide with the creation of the new Council.

Mr Read further highlighted:

- There should not be any foreseeable operational issues.
- There will need to be a refresh of the inter authority agreement and the Constitution to reflect the proposed changes if they are approved.
- Potentially only two members would need to sit on the board and this would mean that the overall numbers would go down from 12 members to 10.

The Board RESOLVED to:

1. Agree that a consultation response drawn from sections 2, 3 and 4.1 is submitted by the Managing Director.
2. Note that there may be some issues of detail around future cost sharing that will require clarification in the review of the IAA.
3. Advise TDBC and WSC that they are asked to note that the other partners will expect to ensure, unless agreed otherwise by all parties, that they will not bear any additional costs through revision to the formulas in the cost sharing mechanism - and that the revised IAA, which must be agreed by all partners in advance of the new council being formed, will be drafted accordingly.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report and as debated at the meeting.

485 **SWP Risk Update - Agenda Item 9**

The Chairman invited Mark Blaker from the Somerset Waste Partnership to introduce the paper. The report highlighted any new or changing risks which

may affect the operation, strategy or reputation of Somerset Waste Partnership or partner authorities.

Mr Blaker pointed out that at 1.4 the risk was no longer relevant because all parties have approved the plans.

The Board noted the latest position with the Risk Register and the mitigations being managed.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report and as debated at the meeting.

486 Performance update Q3 2016/17 - Agenda Item 10

David Mansell, Development and Monitoring Manager introduced the paper. This report summarised key performance indicators for Quarters 1 to 3 from April to December 2016 and compared these to the same period in 2015.

Mr Mansell highlighted that 3.3 is where most of the findings are shown. Mr Mansell added that overall there had been an increase compared to 1.5% in the previous period. Mr Mansell added that from figures shown in the report increases do not seem to be even, but it was highlighted that Kier collects some commercial waste and in the past it was co collected with household waste. Estimated levels are therefore being revisited and there is a cost impact and a performance impact.

Mr Mansell added that following the charging for asbestos this has led to a reduction of asbestos of 65%. Food waste has continued to increase at just over 4%. Paper has continued its downward trend – 8% down. Upward path for cardboard which is up 3%. 11% increase in plastic. Fly tipping was overall lower with the majority of the reduction in Mendip's area. The numbers of missed collections have reduced and is heading in the right direction.

The following points were raised during discussion:

- Cllr Pallister asked what had happened to all of the asbestos? Is there an issue with irresponsible people still dumping this sort of waste, especially since the charges have started to be enforced. D Oaten clarified that the level asbestos waste was not transferred into fly tipping and that it is likely that householders are instead choosing to leave it in situ.
- Cllr Slocombe added that there is still an issue with missed collections and homes being missed in Sedgemoor and she asked for this to be raised again with Kier.

The Board:

1. Noted the tonnage and performance results within appendices A to D.
2. Noted the change, outlined in section 2, to the future reporting of District performance which will apply from 2017-18.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report and as debated at the meeting.

487 Somerset Waste Board Forward Plan - Agenda Item 11

The Board were updated by the Governance Manager on the latest position of the forward plan and the planned business for the next meeting on 24 March 2017.

The Board noted the latest version of the Forward Plan.

488 Information Sheets Issued Since the Last Meeting - Agenda Item 12

There were none.

489 Any other urgent items of business - Agenda Item 13

Cllr Berry asked for the Board to receive a report on fly tipping. Mr Read responded by saying that fly tipping would be reported as part of the performance outturn report which is due to go to the Annual General Meeting in June.

(The meeting ended at 11.45 am)

CHAIRMAN

Somerset Waste Board
30 June 2017
Report for information

Board membership and meeting dates 2017/18

Lead Officer: Scott Wooldridge – Governance Manager

Author: Scott Wooldridge – Governance Manager

Contact Details: 01823 359043

Forward Plan Reference:	SWB/17/13/03
Summary:	The report sets out the Board's meeting dates for 2017/18 together with the County Council, District and Borough Council membership of the Somerset Waste Board from May 2017 to the next Annual General Meeting in June 2018.
Recommendations:	<p>That the Somerset Waste Board:</p> <ol style="list-style-type: none"> 1. Notes the Board's membership for 2017/18 set out in Section 1. 2. Agrees the Board meeting dates for 2017 and 2018 set out in Section 2.

1. Somerset Waste Board Membership 2017-18

1.1. The Board membership for 2017/18 is as follows:

1.2. Mendip District Council

Nigel Taylor
Nigel Woolcombe-Adams

1.3. Sedgemoor District Council

Dawn Hill
Gill Slocombe

1.4. Somerset County Council

David Hall
Clare Aparicio Paul

1.5. South Somerset District Council

Jo Roundell-Greene
Derek Yeomans

1.6. Taunton Deane Borough Council

Patrick Berry
Steve Ross

1.7. West Somerset District Council

Martin Dewdney
Brenda Maitland-Walker

2. Board meeting dates for 2017 and 2018

2.1. The Board is requested to approve the following Board meeting dates for 2017 and 2018:

2.2. 2017	2018
29 September	23 February
15 December	23 March
	29 June (AGM)
	28 September
	14 December

2.3. All meetings to be held at 10am (unless stated otherwise above) at County Hall, Taunton. Agendas and papers will be published at least five clear working days before the meeting. Details of any proposed key decisions for consideration by the Board are published in advance via the Waste Board's Forward Plan which can be viewed on the County Council's website.

3. Background papers

3.1 Waste Board Constitution

Somerset Waste Board meeting
30 June 2017
Report for decision

Appointment of Managing Director for Somerset Waste Partnership
Lead Officer: Paula Hewitt, Director of Commissioning for Economic and Community Infrastructure
Author: Paula Hewitt
Contact Details: prhewitt@somerset.gov.uk / 01823 359011

Forward Plan Reference:	SWB/17/04/02
Summary:	Following the resignation of the Somerset Waste Partnership Managing Director, interim arrangements have been put in place and a recruitment process has commenced. It is recommended that the Board agree the salary, terms and conditions of the Managing Director, the membership of the appointment panel and delegate authority to appoint the Managing Director to the appointments panel.
Recommendations:	<ol style="list-style-type: none"> 1. To note the interim arrangements for the Managing Director now in place 2. To agree the recruitment of a new Managing Director on the salary, terms and conditions appended to this report and to the recruitment process outlined in the report. 3. To agree the formation of an appointments panel comprising 3 members and to delegate the authority to appoint the Managing Director to this appointments panel. 4. To nominate 3 members of the Board to the appointments panel
Reasons for recommendations:	To ensure Members are aware of the interim arrangements and the recruitment process and to agree the membership and delegated functions of the appointments panel.
Links to Priorities and Impact on Annual Business Plan:	No links to Annual Business Plan.
Financial, Legal and HR Implications:	All associated recruitment costs will be covered from salary savings made during the period up to commencement of the new Managing Director in 2017/18. The Somerset Waste Board (SWB) Constitution states that the

	<p>administering authority (Somerset County Council) shall be responsible for the employment of the Managing Director on such terms and conditions as agreed by the Board and the Administering Authority shall be responsible for the payment of the salary, wages, income tax, national insurance contributions, and all other payments and emoluments of the Managing Director.</p> <p>The Constitution also states that the Board shall appoint the Managing Director through an appointment panel made up of SWB members as agreed by the Board.</p> <p>The Board has delegated authority to the administering authority to appoint such person as the Board approves to the role of the Managing Director on such terms and conditions agreed by the Board and to pay all proper and reasonable employment costs of the Managing Director.</p>
Equalities Implications:	None
Risk Assessment:	It is important to have stability in the leadership of the Somerset Waste Partnership and the recruitment of a Managing Director will help to achieve this. There is a risk that that the process may not lead to an appointment and as a result the interim arrangements would need to be extended.

1. Background

- 1.1. Following the resignation of the Somerset Waste Partnership Managing Director (MD) which was reported to the Somerset Waste Board at its informal meeting on 24th March, the Senior Management Group (SMG) were asked to consider interim and longer term arrangements.
- 1.2. Options for interim management were discussed by SMG and it was agreed that the Head of Operations, as the nominated deputy, should be asked to consider the role on an interim basis until the appointment of the Managing Director. Bruce Carpenter, Head of Operations, has agreed to act up in the interim. Bruce will receive support from the SMG which comprises senior officers from all the partner organisations.
- 1.3. As discussed at the informal SWB meeting on 24 March the intention is that we will recruit a full time Managing Director. The process will be administered by Somerset County Council (SCC) as the employing authority for the Somerset Waste Partnership staff.
- 1.4. The informal SWB on 24 March requested that the process should include a nationwide recruitment search using an external recruitment consultancy company. This proposal was endorsed by the SMG and instructions issued to Somerset County Council as the administering authority.

- 1.5. Following a procurement process, Smartsearch (a national search and recruitment consultancy) have been appointed to support the process. Smartsearch will shortlist candidates following technical interviews.
- 1.6. It is envisaged that interviews will be held in early July at Dillington House, to enable the process to be completed prior to the summer holiday season. The proposed interview date is 13 July and members are requested to hold this date so they can be part of the recruitment process.
- 1.7. Psychometric testing and possibly an exercise to test the applicants skills and approach will be included as part of the process.
- 1.8. All Board Members will be invited to meet the candidates on the day of interview.
- 1.9. A staff session will also be included for the day.
- 1.10. It is proposed that the final selection of the new MD will be by the proposed appointments panel and the recommendation is that this comprises 3 SWB members. It is suggested that this includes the chairman of the SWB and should have at least one District Council and one County Council appointed member. The appointments panel will be supported Paula Hewitt from SCC, by a district SMG representative and a Human Resources advisor.
- 1.11. Following the final selection by the appointments panel, Somerset County Council would issue an offer of employment in line with the Panel's decision. It is hoped to have the new MD in post during the Autumn but this will be dependent on the notice period of the successful candidate.
- 1.12. Bruce Carpenter will continue as interim Managing Director until the new Managing Director is in post.

2. Consultations undertaken

- 2.1. Consultation with SMG at the meeting on 21 March 2017.

3. Implications

- 3.1. It is important to have stability in the leadership of the Somerset Waste Partnership and the recruitment of a Managing Director will help to achieve this. There is a risk that that the process may not lead to an appointment and as a result the interim arrangements would need to be extended

4. Background papers

- 4.1. Appendix 1: Salary, terms and Conditions

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Appendix 1

Managing Director, Somerset Waste Partnership - Key Terms and Conditions of Employment

Pay

The salary payable is a spot salary of £88,443 with cost of living increases applied in line with Local Government pay awards.

The post is subject to annual performance appraisal.

Relocation Assistance

Where appropriate, relocation expenses will be available in accordance with the agreed scheme, subject to a maximum payment of £8,000 inclusive of VAT.

Place of Residence

You will be required to live a reasonable travelling distance of Taunton.

Conditions of Service

The Conditions of Service are as agreed by Somerset Waste Board.

Standards of Conduct and Whole Time Service

The Council has a Code of Conduct and Guidance for staff, which sets out standards expected of our employees. The post holder is required to devote their whole time service to the work of Somerset Waste Board and shall not engage in any other business or take up any other additional employment or appointment without the expressed consent of the Council.

Pension

The post is pensionable and subject to the provisions of the Local Government Pension Scheme (LGPS) or the successful candidate may purchase a personal pension from an insurance company or other financial institution.

Details of the LGPS will be provided during your first few weeks of employment with the County council. In the meantime further details can be found on the LGPS website <http://www.lgps.org.uk>

Hours of Work

The post holder will be required to work such hours as are reasonably necessary to meet the requirements of the Waste Partnership and will include some evening and weekend working.

Annual Leave

32 days per annum including 2 extra statutory days.

Car Allowances

You must be able to travel within and outside the county.

If you have a driving licence you must have a suitable car, which must be available for official duties. A mileage allowance will be payable for business purposes in accordance with the Inland Revenue Fixed Profit Scheme as adopted by the County Council.

Assisted Car Purchase Scheme

The County Council operates an Assisted Car Purchase Scheme details of which can be made available to the successful candidate.

Notice Period

Both the post holder and the County Council must give 3 months' notice to terminate the employment contract.

Data Protection

All information provided by applicants will be processed in accordance with the Data Protection Act 1998.

No Smoking policy

The Council has a No Smoking Policy on all Council premises.

Political Restrictions

The post is "politically restricted" under the terms of the Local Democracy Act 2009.

Criminal convictions

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Candidates are therefore not entitled to withhold information about criminal convictions, including those that for other purposes are considered spent, under the provisions of the Act.

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Somerset Waste Board meeting
 30 June 2017
 Report for decision

Financial Outturn and the Use of Balances

Lead Officer: Bruce Carpenter, Interim Managing Director and Martin Gerrish, Finance Officer

Author: Martin Gerrish, Finance Officer

Contact Details: mgerrish@somerset.gov.uk or (01823) 355303

Forward Plan Reference:	SWB/17/03/01
Summary:	<p>A change in legislation means that a Joint Committee such as the Somerset Waste Board is no longer required to produce full statutory accounts in accordance with the CIPFA Code of Practice and to undergo a full external audit.</p> <p>However, in the interests of updating members as to our outturn performance, it was agreed that we would still bring a report and summary financial statements to the Board's AGM in June. At the same time members are asked to approve the proposed use of balances as at 31st March 2017. (Members have received financial updates during the course of 2016-2017.)</p> <p>As part of the proposals on the use of balances, the Board is asked to re-confirm the position on retaining vehicle income within the Partnership towards the implementation costs of Recycle More.</p>
Recommendations:	<p>That the Somerset Waste Board:-</p> <ol style="list-style-type: none"> 1. Notes financial outturn position of the Partnership overall and the individual partners' balances at year end, and the summary accounts for 2016/2017 as presented in Appendix A; 2. Confirms the recommendations of the partner authorities, (as summarised in Appendix B), as to the use of the individual surpluses and deficits as at 31st March 2017.
Reasons for recommendations:	<p>The Board, as those charged with governance, need to be aware of the final financial performance of the Somerset Waste Partnership for 2016/2017, and some of the key reasons behind the performance.</p>

	It is for the Board to confirm recommendations of the partners as to the usage of any useable balances at the end of the financial year.
Links to Priorities and Impact on Annual Business Plan:	<p>The request to retain the one-off income obtained from the rental and sale of vehicles ties into the Business Plan objective for implementation of Recycle More.</p> <p>The request to retain £10,000 for cashless sites at the Recycling Centres is similarly to deliver a project under the Business Plan.</p>
Financial, Legal and HR Implications:	<p>If the recommendations in this report are approved, particularly with regard to balances, the impact on each partner is set out in Appendix B.</p> <p>There are no specific legal or HR implications of this report.</p>
Equalities Implications:	There are no specific equality impacts of this report.
Risk Assessment:	The risks associated with these recommendations are primarily concerned if partners withdraw the vehicle income previously set aside. Previous papers brought to the Somerset Waste Board have indicated the need for one-off funds to be available for the implementation of Recycle More.

1. Background

- 1.1. The Board set its Annual Budget for 2016-2017 (originally totalling £42,926,800) at its meeting of 26th February 2016. Individual partner contributions, and the income and expenditure that are subsequently charged to each partner, are prescribed within our Cost Sharing Agreement.

Our Annual Budget is predominantly spent on making payments to our main contractors – Viridor and Kier. These payments account for approximately 97% of our expenditure.

- 1.2. A number of assumptions are made in the setting of each Annual Budget, such as the tonnage arising, amounts going through each disposal option, final disposal, inflation, the amount of kerbside recycling achieved for recycling credits and the number of green waste customers. Some of these cost drivers are quite volatile and this will account for the variations from budget reported below.

2. Financial performance and options for balances

2.1. Summary outturn figures

The table below shows the variations from budget on all our major expenditure areas. **For the avoidance of doubt in the table below, negative figures**

shown in brackets are underspent budgets. Figures not in brackets are overspent budgets. (A zero figure indicates that the line is on budget or that it is not a budgetary responsibility of that partner.) Figures are rounded to the nearest £000.

Summary of budget variances

	SCC £'000	MDC £'000	SDC £'000	SDDC £'000	TDBC £'000	WSC £'000	Total £'000
Head Office	(14)	(2)	(2)	(2)	(2)	(1)	(22)
Disposal Costs	(590)	0	0	0	0	0	(590)
Collection - Recycling	0	(5)	(7)	(8)	(6)	(3)	(29)
Collection - Refuse	0	(1)	(1)	(1)	(1)	(0)	(5)
Collection - Garden	0	12	6	(6)	33	7	53
Collection Costs	0	(1)	(1)	(13)	(3)	0	(17)
Recycling Credits	(20)	(5)	12	(0)	5	7	0
Container Purchase & Delivery	0	2	(2)	6	(12)	2	(4)
Other	(5)	7	7	11	7	2	29
	(629)	8	14	(12)	22	13	(584)

Vehicle Income (In Year)	(112)
Vehicle Income (Prior Year)	(309)
Totals	(1,005)

Overall, if we exclude the in-year vehicle sales, the total Partnership **underspend was £584,000** (1.36% of the original budget). If the vehicle sales were to be included, this would be £696,000 underspend (1.62% of the original budget).

2.2. Collection variations

The overall position for District partners has not changed significantly since the last Financial Update to the Somerset Waste Board in December 2016. At that point (Quarter 3), we were forecasting a total overspend of £23,000, (0.14% of the agreed collection budget) compared to a final outturn overspend of £45,000 (0.28% of the agreed collection budget).

There were minor changes in Quarter 4 on budget lines that members are familiar with, such as recycling credits and new containers (much reduced in Quarter 4 overall). There were also the Districts' proportion of the costs of the Voluntary Redundancy agreed for the Development and Monitoring Manager. Members are reminded that the overspend on garden waste costs experienced by most partners are compensated by the income that the relevant District partner receives directly.

One key variable that we need to monitor closely for District partners is in relation to recycling credits paid on dry recyclables at kerbside. Whilst these were volatile at times throughout the year, the respective outturn positions were broadly in line with budget. (A negative figure in the Variance to Budget column denotes additional income received by the District.)

Recycling Credits

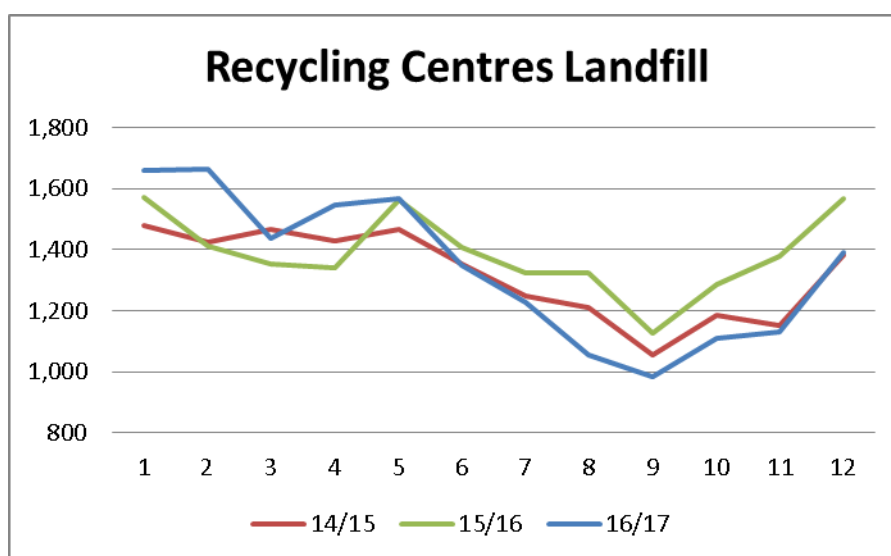
	Budgeted Credits £'000	Credits Forecast for the year £'000	Variance to Budget £'000	Percentage of Budget Variance £'000
Partner				
SCC				
MDC	(494)	(499)	(5)	1.0%
SDC	(481)	(469)	12	-2.5%
SSDC	(733)	(733)	(0)	0.0%
TDBC	(481)	(475)	5	-1.1%
WSDC	(181)	(174)	7	-3.8%
Total	(2,370)	(2,351)	20	

This is very similar to the position reported at Quarter 3 in February (previously £18,000 adverse variance). Overall, we achieved 99.2% of the budgeted recycling credits.

2.3. Disposal variations

The disposal position improved again in Quarter 4. The waste tonnages arising continued to fall, much as they had in Quarter 3. The overall underspend at year end represents 2.3% of the total disposal budget.

Again, this reduction in waste tonnages arising has been most noticeable through the Recycling Centres, where this trend has been noticeable from September onwards. It is thought most probable that this is a direct result of the commencement of the permit scheme on our sites (which is the subject to a separate report on this Board agenda). The Recycling Centre volumes were down by 11% on the equivalent six month period in the previous financial year, and as a result down 15% if measured against the trend from April 2016 to the permit introduction in October 2016.



2.4. Use of balances

In setting the Annual Budget for 2016-2017, it was already envisaged that funds would be required to pump-prime changes to the collection service. Recycle More will require a number of one-off pump-priming costs (in addition to any new vehicles that will be capital financed). The District section 151 officers preferred that the on-going contract inflation be built into the Annual Budget 2016-2017, and it would be the one-off vehicle rental and sale income that could be made available for Recycle More.

Officers have previously reported the need for one-off funding for the Recycle More project, and reports on this project have set out where these costs could fall. Members are asked again to carry forward the rental and sale income from vehicles into the next financial year. The request for the use of District balances in Appendix B is made on this basis. The combined total of this income for the last 2 financial years has now risen to £421,284.

On the disposal side, there is a need to complete the roll-out of the cashless payment systems on site, which is a Business Plan Action. This is a one-off requirement of £10,000.

Again, it is the officers' intention to bring forward other elements of the Business Plan that may require funding to the Board and when such needs arise.

2.5. Preparation of financial statements

Following the change in legislation for our financial years commencing 1st April 2015 and afterwards, and agreements at previous Board meetings, we no longer produce a full set of accounts under the CIPFA Code of Practice, and do not have a full external audit. External audit will naturally look at the waste position as part of their audit of the County Council, our Administering Authority. This saves several weeks of Finance time as a result and any external audit fee, which has been used to provide further time to support the alternatives to landfill and Recycle More projects.

However, officers proposed and members agreed to have a summary set of accounts for consideration at the Annual General Meeting. The 4 principle financial statements required in a Statement of Accounts under the CIPFA Code of Practice are included as Appendix A to this paper, together with some short notes. Officers have also included some of the standard supplementary tables, where these are thought of particular relevance and interest.

We have included much more information in the Income and Expenditure Statement than would previously have been required under the CIPFA Code to provide a greater breakdown of costs.

The Somerset Waste Partnership's accounts are prepared on the underlying assumption that we are a "going concern" – the assumption that the functions of the Partnership will continue in operational existence for the foreseeable future. Despite the increasing costs of both waste collection and disposal, set against the increasingly limited funding available to all partner authorities, it is clear that the Partnership represents the most economical method of delivering these services to Somerset residents.

Although we are no longer bound by the CIPA Code of Practice requirements, we

have continued to employ the same accounting principles and practices that we have previously made when producing statutory Statement of Accounts. This includes, for example, how we treat and value our inventories (stock) and how we review any risks around transactions and make any necessary provisions and adjustments.

Our Constitution and Inter Authority Agreement set out the earmarked reserves that we maintain for each of the Partners. These reserves and balances are set out in the bottom half of the Balance Sheet. In summary, the amounts held by the Partnership are the £1.005m figure referred to above, £0.181m of lease payments (simply a timing difference) and a small balance of £0.025m of West Somerset funding from 2014/2015 that it is not allowed to withdraw from the Partnership under the Sort It Plus funding agreement.

3. Consultations undertake

- 3.1. The outturn position and use of balances have been discussed with the Senior Management Group.

4. Implications

- 4.1. Should the use of balances be approved, District partners will be paid or be required to pay back the sums as set out in Appendix B.

5. Background papers

- 5.1. **Somerset Waste Board Constitution and Inter Authority Agreement.**
“Annual Budget 2016/2017” from the Somerset Waste Board meeting 26th February 2016.
“Financial Performance Update 2016/2017” from the Somerset Waste Board meeting 24th February 2017.
- 5.2. For any background papers, please contact the report author.

Appendix A

SOMERSET WASTE PARTNERSHIP

Income and Expenditure Statement
(Period 1 April 2016 - 31 March 2017)

2015/16 £		WDA £	WCA £	Total £	2016/17 £	Notes
	INCOME					
27,671,000	Somerset County Council Contribution	27,007,900		27,007,900		1
3,242,875	Mendip District Council		3,250,758	3,250,758		
3,343,912	Sedgemoor District Council		3,369,250	3,369,250		
4,859,462	South Somerset District Council		4,878,974	4,878,974		
3,276,222	Taunton Deane Borough Council		3,311,972	3,311,972		
1,154,853	West Somerset District Council		1,154,248	1,154,248		
2,318,248	Recycling Credit Payments to Districts		2,350,520	2,350,520		
908,757	Other Income	415,410	444,040	859,450		2
309,070	Vehicle Sales and Rental		148,344	148,344		
173,247	Treasury Management	70,130	43,607	113,737		
47,257,646		27,493,440	18,951,713		46,445,153	
	EXPENDITURE					
848,233	Staff	464,002	478,599	942,601		3
76,690	Admitted Body Pension Costs		57,586	57,586		
383,913	Admin & Support Costs (Client Group)	178,572	218,625	397,197		4
71,352	Projects	32,909	(109)	32,800		
8,624,002	Waste Collection - Recycled		8,636,565	8,636,565		
5,768,306	Waste Collection - Refuse		5,749,384	5,749,384		
2,297,358	Waste Collection - Garden		2,355,539	2,355,539		
593,012	Waste Collection - Other		592,110	592,110		
9,265,171	HWRC's	8,949,697		8,949,697		5
1,578,815	Composting	1,526,891		1,526,891		
1,329,628	Food Waste	1,338,864		1,338,864		
11,899,452	Landfill	11,705,602		11,705,602		
281,918	Hazardous Waste	296,156		296,156		
2,338,423	Recycling Credits	2,371,894		2,371,894		6
236,095	Depot Costs		227,709	227,709		
395,935	Container Purchases - Districts		397,074	397,074		7
177,564	Container Delivery - Districts		171,573	171,573		7
46,165,867		26,864,587	18,884,655		45,749,242	
1,091,779	OPERATING SURPLUS FOR THE YEAR	628,853	67,058		695,911	
	Income held from Prior year vehicle sales and rental of old fleet		309,070		309,070	
	Total Surplus for the year				1,004,981	

Notes to the Income and Expenditure Statement

1. Partner contributions are set as part of the Annual Budget approved by the Board prior to the commencement of the financial year in question.
2. Other Income includes depots charges from Kier, transfers between partners, commercial income for landfill disposal, income received at Recycling Centres and staff time recharged to other Local Authorities. There was no external grant income received in 2016/17.
3. The Waste Partnership has made a commitment to show Managing Director's remuneration as senior officers' pay is shown as part of the individual accounts of the partner authorities. This is set out in the table below.
4. Under the Inter Authority Agreement, the Waste Partnership buys in a number of support services from the Administering Authority and the South West Audit Partnership where it would not be practical for it to provide the expertise within its staff. This is set out in the table below. Other costs on this line include rent, running costs at Monmouth House and officer's travel.
5. The expenditure shown on the Recycling Centres line includes the costs of providing the sites to the residents of Somerset, and also the disposal of the waste passing through these sites, be it to landfill or to recycling.
6. Recycling credits paid out by the County Council include some to third parties, such as furniture reuse groups. Therefore, this amount will always be slightly higher than the figure paid to District partners, because of these payments.
7. Container costs split by District are shown below.

Grant Income

Grant Income	2015/16 £	2016/17 £
Waste and Resources Action Programme (WRAP) Department for Communities and Local Government (DCLG)	6,325	-
WEEE Fund Grant	19,200	-
	18,020	-
Total	43,545	-

Managing Directors' Remuneration

Post Holder Information	Salary £	Loss of office £	Benefits in kind £	Total not including pension 2015/16 £	Employer's pension contributions £	Total wages and benefits 2015/16 £
Managing Director	87,154.98	-	-	87,154.98	11,761.80	98,916.78

Post Holder Information	Salary £	Loss of office £	Benefits in kind £	Total including pension contributions 2016/17 £	Employer's pension contributions £	Total wages and benefits 2016/17 £
Managing Director	86,559.35	-	-	86,559.35	11,685.43	98,244.78

Support Services Costs

2015/16 £	Support Costs Breakdown	2016/17 £
19,071	Legal	20,674
5,993	Insurance	6,686
81,490	Finance	81,490
10,650	Internal Audit	10,650
0	Property Services	0
17,601	Other Services (including ICT),	20,483
215	Archiving of Records	235
135,020	Total	140,218

Container Supply and Delivery

2015/16 Container Supply £	2015/16 Container Delivery £	Partner Authority	2016/17 Container Supply £	2016/17 Container Delivery £
86,749	36,827	Mendip District Council	79,219	38,621
79,068	33,932	Sedgemoor District Council	76,041	30,797
124,007	56,359	South Somerset District Council	118,237	54,903
89,283	42,136	Taunton Deane Borough Council	80,254	39,067
16,828	8,310	West Somerset District Council	15,740	8,184
395,935	177,564	Contributions from Partner Authorities	369,491	171,572

SOMERSET WASTE PARTNERSHIP

Balance Sheet as at 31 MARCH 2017
(Period 1 April 2016 - 31 March 2017)

2015/16 £		£	2016/17 £	Notes
	CURRENT ASSETS			
70,065	Inventories		38,069	1
134,057	Short Term Debtors & Payments in Advance		1,524,689	2
2,206,219	Cash and Cash Equivalents		187,814	
2,410,341			1,750,572	
	CURRENT LIABILITIES			
-	Cash and Cash Equivalents	-		
1,112,127	Short Term Creditors & Receipts in Advance	539,156		2
-	Provisions	-		3
1,112,127		539,156		
1,298,214	NET CURRENT ASSETS		1,211,416	
-	LONG TERM ASSETS		-	
-	LONG TERM LIABILITIES		-	
1,298,214	NET ASSETS		1,211,416	
	Usable Reserves			4
917,656	Somerset County Council Reserve	628,855		
95,884	Mendip District Council Reserve	123,131		
46,312	Sedgemoor District Council Reserve	107,697		
117,150	South Somerset District Council Reserve	208,259		
75,706	Taunton Deane Borough Council Reserve	98,102		
45,506	West Somerset District Council Reserve	45,372		
1,298,214			1,211,416	
-	Unusable Reserves		-	5
1,298,214	TOTAL RESERVES		1,211,416	

Notes to the Balance Sheet

1. The only inventory carried by the Waste Partnership is a stock of various bins for the collection service. The balance sheet figure represents the amount of stock not yet distributed to District partners. Partners are not charged for bins until they are ordered and delivered to a household within their area. Stock purchases and issues are set out in the table below.
2. A breakdown of creditors and debtors is shown in the tables below. The only exceptional item to note is that we pay Kier in advance in return for a contract discount, and that April's payment was therefore made in March, increasing the debtors and receipts in advance figure.
3. At the end of the financial year, finance staff consider whether there is any financial risk to the Waste Partnership's figures, and whether a provision is necessary to acknowledge a risk. (A typical provision would be a bad debt provision, if payment of monies owing was considered doubtful.) Finance officers are content that no provisions are necessary. The Partnership has only ever experienced a single bad debt in its history, for less than £100.
4. All reserves held by the Waste Partnership are "usable", which means that they are cash reserves and can be applied as the Board and partners see fit. The Use of Balances Appendix B makes a request of the Board members to utilise these balances.
5. "Unusable" reserves would be for accounting adjustments, (such as asset revaluation), and it is unlikely that the Waste Partnership would ever require such reserves.

Stock Account

	Bins & Containers	
	2015/16	2016/17
	£	£
Balance outstanding at start of year	136,996	70,065
Purchases	329,004	337,495
Recognised as an expense in the year	(395,935)	(369,491)
Balance outstanding at year-end	70,065	38,069

Creditors and Debtors Analysis

Creditor	Creditor Accruals 2015/16 £	Creditor Accruals 2016/17
Central government bodies	-	
Other local authorities	-	
Mendip District Council	67,998	-
Sedgemoor District Council	73,676	19,000
South Somerset District Council	116,321	18,000
Taunton Deane Borough Council	70,435	-
West Somerset District Council	51,076	26,136
Other	-	-
NHS bodies		
Public corporations and trading funds		
Audit Commission		
Other entities and individuals		
Viridor	235,491	146,798
Kier	423,330	154,130
Wessex Water	61,000	58,000
Other	12,800	117,093
TOTAL	1,112,127	539,157

Debtor	Debtor Accruals 2015/16 £	Debtor Accruals 2016/17
Central government bodies	-	
Other local authorities		
Mendip District Council	-	-
Sedgemoor District Council	16,875	19,375
South Somerset District Council	-	-
Taunton Deane Borough Council	-	-
West Somerset District Council	7,650	7,650
OLA	-	-
NHS bodies	-	-
Public corporations and trading funds	-	-
Other entities and individuals		
Kier	97,894	1,392,021
Viridor	-	94,005
Other	11,638	11,638
TOTAL	134,057	1,524,689

SOMERSET WASTE PARTNERSHIP

Movement in Reserves Statement (MIRS)
(Period 1 April 2015 - 31 March 2017)

	Balance at 31 March 2015 £	Prior year balances repaid £	Current year balances £	Balance at 31 March 2016 £	Prior year balances repaid £	Current year balances £	Balance at 31 March 2017 £
Somerset County Council Reserves	100,189	(100,189)	917,656	917,656	(917,656)	628,855	628,855
Mendip District Council Reserves	29,129	15,220	51,535	95,884	12,083	15,164	123,131
Sedgemoor District Council Reserves	23,688	11,082	11,542	46,312	52,032	9,353	107,697
South Somerset District Council Reserves	99,037	(33,045)	51,158	117,150	44,513	46,596	208,259
Taunton Deane Borough Council Reserves	36,401	(212)	39,517	75,706	21,914	482	98,102
West Somerset Council Reserves	25,135		20,371	45,506	4,405	(4,539)	45,372
Total Earmarked Reserves	313,579	(107,144)	1,091,779	1,298,214	(782,709)	695,911	1,211,416

Notes to Movement in Reserves Statement

1. This statement ties up the balances at the end of each financial year on the Balance Sheet, the surplus and deficits in each year from the Income and Expenditure Statement, and the decisions made by the Board to apply such balances. (A positive figure denotes where cash is held or when funds have come into the Partnership, such as an in year surplus. A negative number denotes where a balance is in deficit or where money leaves the Partnership, such as an in year deficit.)
2. Columns headed "Current year balances" show the surplus or deficit for a given financial year attributable to each partner.
3. Columns headed "Prior year balances repaid" show where the Board has agreed a recommendation either to repay a partner, or to request it makes good a shortfall, or when it has released funds back to the Partnership to spend on specific projects.
4. West Somerset is not allowed to take positive cash balances out of the Partnership under the Board's previous agreement for other partners to support its roll out of Sort It Plus.

Cash Flow Statement

2015/16 £			2016/17 £	Notes
1,091,779	Net surplus or (deficit) on the provision of services		695,911	
-	Adjustments to net surplus or deficit on the provision of services for non-cash movements		-	
269,405	Add increase / less (-) decrease in creditors / RIA / Provisions	(572,971)		
622,147	Less (-) increase / add decrease in debtors / PIA	(1,390,632)		
66,931	Less (-) increase / add decrease in stocks and Work-in-progress	31,996		
(107,144)	Less (-) transfers from / add transfer to Earmarked Reserves	(782,709)		
			(2,714,316)	
1,943,118	Net increase or decrease in cash and cash equivalents		(2,018,405)	
263,101	Cash and cash equivalents at the beginning of the reporting period		2,206,219	
2,206,219	Cash and cash equivalents at the end of the reporting period		187,814	1,2

Notes to Cash Flow Statement

1. For the purposes of the Statement of Accounts, the contribution from Somerset County Council is shown as a cash inflow into the Somerset Waste Partnership. However, in its' capacity as the Administering Authority, Somerset County does not operate a separate bank account for the Somerset Waste Partnership, and income and expenditure for the Partnership goes through the main Somerset County bank account. Therefore, the Somerset County Council contribution is actually a budgetary allocation, which we treat as a notional cashflow in the accounts.
2. The cash at the end of the reporting period is significant reduced because of the payment in advance made to Kier in March, in return for a contractual discount. Because the Somerset Waste Partnership's activity is contained within the Somerset County Council overall finances, this is not of concern.

Appendix B

Partners' recommendations for use of individual surpluses and deficits

All District partners	To retain within the Somerset Waste Partnership the £421,284 of unbudgeted income from the sale or rental of our aged refuse fleet for Recycle More.
Mendip DC	To repay the remaining balance of £8,044 to the Partnership.
Sedgemoor DC	To repay the remaining balance of £13,729 to the Partnership.
South Somerset DC	To return the remaining balance of £12,202 to South Somerset DC.
Taunton Deane BC	To repay the remaining balance of £22,207 to the Partnership.
West Somerset DC	To repay the remaining balance of £13,380 to the Partnership.
Somerset County Council	<p>To request of the County Council that the following balance is retained within the Partnership:-</p> <ul style="list-style-type: none"> • £10,000 for the implementation of a cashless system across all recycling sites. <p>To return the balance of £618,855 to the County Council.</p>

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Somerset Waste Board meeting
30 June 2017
Report for information

Performance Report - April 2016 to March 2017

Lead Officer: David Oaten, Contracts Manager – Treatment & Infrastructure

Author: John Helps, Performance Monitoring Officer

Contact Details: 01823 625705

Forward Plan Reference:	SWB/17/03/04
Summary:	This report summarises key outturn performance indicators for the period from April 2016 to March 2017 and compares these to the same period in 2015-16.
Recommendations:	That the Somerset Waste Board notes the tonnage and performance results within appendices A to D.
Reasons for recommendations:	Report for information only.
Links to Priorities and Impact on Annual Business Plan:	Transparency – Publishing Key Performance Indicators.
Financial, Legal and HR Implications:	Report for information purposes only - no financial, legal or HR implications.
Equalities Implications:	Report for information purposes only - no equalities implications.
Risk Assessment:	Report for information purposes only - no risk assessment undertaken.

1. Background

- 1.1. Reports with a full range of key performance indicators for services managed by Somerset Waste Partnership are presented to the Board in December (Quarter 2 performance) and June (Outturn performance).

2. Performance Findings

- 2.1. Headline figures to note for April 2016 – March 2017 compared to the previous full year are shown in the table below:

National Indicators	Result	+ / -	Appendix	Lines
Residual waste per household (NI 191) - kg/hh	488.61	0.99%	A1 & A2	(42)
Recycling & reuse rate (NI 192) - %	52.71%	-0.15%		(43)
Waste landfilled (NI 193) - %	45.88%	0.02%		(44)
Waste Streams	Tonnes	% Change		
Total Reused, Recycled & Composted	137,578.11	-0.10%		(28)
Residual Disposal	118,019.13	1.00%		(29 - 31)
Recovery	4,792.20	0.35%		(32 - 34)
Total Household Arisings	259,155.46	0.67%		(36)
Total Commercial Arisings	5,394.85	-24.08%		(27 & 38)

Flytips	No.	+ / -	B1	
Total No.	4,888	-373		

Missed Collections	No.	% Change	B2	
Recycling & Food	8,811	-1.40%		
Garden Waste	3,798	-1.78%		
Refuse	4,044	-12.68%		

Recycling Centres	No.	+ / -	D3 & D4	
No. of Visits	1,640,468	80,680		

2.2. The outturn indicators for 2016-17, compared to the same period last year, within this report are:

Appendix A1 – shows tonnage by material type as well as the former key national performance indicators, these are shown at county level and are not broken down district by district.

Appendix A2 - shows individual authority performance using kilograms per household as the comparator.

Appendix A3 – shows the National Indicators for all the South West’s local authorities, as well as the South West and England averages for the first three quarters of 2016-17.

Appendix B1 – shows the level of reported flytips, broken down by waste type and District across Somerset.

Appendix B2 – shows the level of missed collections compared to all periods in 2015-16, as well as the level of repeated missed collections.

Appendices C1 & C2 – are two graphs showing the level of recycling and total waste arising, expressed in kilograms per household.

Appendices D1 – D4 – indicate the level and weight variation from 2015-16 of waste and recycling through the recycling centres, as well as the site recycling rates. In addition, the total number of recycling centre visitors for the whole year, as well as by weekday, is also shown.

2.3. The headline tonnage figures, shown in Appendix A1, reflect a period where tonnages have generally been on the increase. Key points are:

- 0.67% (1,734 tonnes) increase in total household waste arisings (line 36),
- 1.13% (1,312 tonnes) increase in household waste landfilled (line 37), and
- a decrease of -0.15% in recycling performance (line 43).

Other changes worthy of note include:

- There has been a reduction in the amount of street sweepings recycled of -5.51% (-447 tonnes - line 25), this may be representative of a reduced street sweeping regime exercised by the District Council's streetscene service or simply a cyclical trend that has yet to be proven.
- The introduction of charging for asbestos and plasterboard has had an effect on the quantity of material disposed of, with a reduction of -64.46% (-214 tonnes - line 31) for asbestos and -75.13% (-698 tonnes – line 35) for plasterboard.
- The amount of garden waste treated during this period at both the Recycling Centres and at kerbside increased by 2.94% (1,262 tonnes - line 22).
- A further increase in the amount of food waste being recycled of 3.03% (543 tonnes - line 24).
- Despite a temporary plateau during 2015-16 paper has further decreased significantly by -9.13% (-1,147 tonnes - line 2).
- Cardboard continues to show a slight increase of 1.53% (231 tonnes - line 3).
- As did plastics of 12.31% (378 tonnes - line 6).
- Non packaging glass (windows) has reduced to zero in 2016-17 (line 16) with the lack of local sustainable recycling options, this material is now placed in the non recyclable bin at the Recycling Centres.
- The water based paint recycling trial has started well, with 47 tonnes (line 21) having already been put to good use, having avoided landfill.

2.4. Appendix A2 shows that Somerset households continue to generally produce more residual waste, when compared to last year, although the actual differences vary significantly across the Districts from a 0.10 kg/hh reduction for South Somerset to 19.33 kg/hh increase for Taunton Deane.

2.5. Appendix A3 shows that all of the Somerset Districts, except for Mendip have a higher recycling rate than the average for England. While Somerset Waste Partnership is showing better than average results against the South West average, except for NI 193 (residual waste to landfill), which is understandable given Somerset's current method of disposing of the majority of its non-recyclable household waste to landfill. This result will improve significantly once

the New Waste Treatment Facility is operational in 2020.

- 2.6.** Appendix B1 shows that the numbers of reported flytipping across Somerset have dropped significantly compared to 2015-16. For the full year, the total number of flytipping incidents has reduced by 373 (7.09%), the majority of which were in Mendip, where a road, which had a problem with flytipping, has been temporarily closed, leading to an improvement.
- 2.7.** By material type, the major contributors to this reduction were bagged household waste, down 253 incidents (31.12%) and garden waste, down 160 incidents (36.36%).
- 2.8.** Points to note in Appendix B2 on missed collections are:
- Missed collection data shows quarterly information for refuse, dry recycling/food and garden waste. Performance is measured by reported 'misses per 1,000 collections' and indicated on the charts.
 - Despite a general improvement across most services compared to last year, performance continues to be below expected levels, particularly over the first half of the year.
 - The number of total repeat missed collections continues to show an improvement compared to the first 3 quarters of the year and it is also encouraging to note this applies across all service areas.
- 2.9.** Appendices C1 & C2 show fairly similar levels to 2015-16, with some small improvements for some districts.
- 2.10.** Appendix D1 shows a total reduction of material through the recycling sites of -1,935 tonnes. There was a loss of -1,170 tonnes of dry recycling, although this was offset by an increase of 408 tonnes of garden waste and helpfully a reduction in both residual and hardcore & soil of -1,181 tonnes. The overall reduction of tonnage through the recycling centres is very likely to be linked to the introduction of the van & trailer permits in October 2016. To the point where the permit scheme began to be publicised in August 2016, tonnages were above those in the same period of 2015-16 but have since significantly reduced to below the previous years total.
- 2.11.** Appendix D2 shows that the average recycling rate across the network is in excess of 76% with all sites exceeding a rate of 68%. The lowest performing site at 68.27% continues to be Frome, where remedial works are planned for this year to improve the 'user experience' and the continued highest performing, despite a slight reduction on the 2015-16 result, at 83.43% being Williton.
- 2.12.** Appendices D3 & D4 show continued increases (5.2%) in the number of visitors using the recycling centres, with over 1.64 million visits in the period April to March. This increase is also likely to be linked to the introduction of the permit scheme, preventing the larger loads entering site and thereby creating a more frequent but briefer site visit culture, thereby easing the overall congestion issues caused by large vehicles spending long periods of time on site. The sites showing the biggest increase in visitor numbers are Street at 19.88%, Chard at 9.39% and Highbridge at 8.73%. It's also encouraging to see the visitor number and tonnage reduction at Frome, as this is a site where we believed we experienced significant cross border waste importation.

3. Consultations Undertaken

- 3.1. Consultation on findings in this report have been undertaken with SWP's Senior Management Group (officer representatives from partner authorities) and with SWP's Senior Management Team.

4. Implications

- 4.1. Report for information purposes only – no implications recorded.

5. Background papers

- 5.1. Report for information purposes only – no background papers.

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Tonnage Comparisons for April - 2016-17 compared to the same periods in 2012-13 to 2015-16

Material & Source	Tonnage Comparisons					Weight Variance	Percentage Change
	April - 2012-13	2013-14	2014-15	2015-16	2016-17		
1 Glass	15,131	14,909	14,986	15,138	15,184	46	0.30%
2 Paper	15,452	13,785	12,561	12,563	11,416	-1,147	-9.13%
3 Cardboard	11,931	12,851	13,962	15,055	15,286	231	1.53%
4 Mixed Paper and Cardboard	1,962	1,446	984	288	200	-88	-30.56%
5 Cans	2,496	2,417	2,119	2,162	2,117	-45	-2.08%
6 Plastics	3,034	3,086	3,054	3,070	3,448	378	12.31%
7 Clothes and Shoes	1,658	1,756	1,670	1,922	1,894	-28	-1.46%
8 Car Batteries	111	122	173	160	159	-1	-0.62%
9 Mineral Oil	38	32	42	64	36	-28	-43.75%
10 Cooking Oil	10	11	12	14	9	-5	-35.71%
11 Other Packaging (Cartons)	43	39	32	28	23	-5	-17.86%
12 Aluminium Foil	24	21	6	1	0	-1	-100.00%
13 Non Packaging Scrap Metal	4,654	5,386	4,538	5,163	5,241	78	1.51%
14 Books	2	1	3	2	1	-1	-50.00%
15 Furniture	383	371	280	262	272	10	3.82%
16 Non-Packaging Glass	208	245	316	103	0	-103	-100.00%
17 Wood	2,268	3,011	5,758	6,148	6,143	-5	-0.08%
18 Fridges and Freezers	718	770	837	886	983	97	10.95%
19 Other Electrical Goods	3,077	2,853	3,305	3,554	3,404	-150	-4.22%
20 Bric-a-brac (Reuse)	334	345	526	529	433	-96	-18.15%
21 Paint	0	0	0	0	47	47	100.00%
22 Garden Waste	39,384	39,277	43,975	42,912	44,174	1,262	2.94%
23 Wood to Compost	2,013	1,251	0	0	0	0	0.00%
24 Food Waste	16,657	15,908	15,643	17,913	18,456	543	3.03%
25 Street Sweepings	0	3,084	7,524	8,117	7,670	-447	-5.51%
26 Household Reused, Recycled & Composted	121,586	122,977	132,307	136,055	136,596	541	0.40%
27 Non-Household Reused, Recycled & Composted	755	1,379	1,406	1,664	986	-679	-40.79%
28 Total Reused, Recycled & Composted	122,341	124,356	133,713	137,720	137,582	-138	-0.10%
29 Residual to Landfill (Collected)	102,312	102,164	100,414	99,742	101,870	2,128	2.13%
30 Residual to Landfill (RC & CRS)	13,752	14,542	15,853	16,772	16,031	-741	-4.42%
31 Asbestos	205	235	321	332	118	-214	-64.46%
32 Sweepings Converted to RDF	0	95	237	251	237	-14	-5.58%
33 Incineration (With Energy Recovery)	3,839	5,312	4,407	4,520	4,544	24	0.53%
34 Incineration (Without Energy Recovery)	5	5	6	5	11	6	120.00%
35 Plasterboard	0	714	792	929	231	-698	-75.13%
36 Total Household Arisings	241,700	245,330	253,302	257,421	259,159	1,738	0.68%
37 Total Household Landfilled	116,270	116,941	115,963	116,483	117,795	1,312	1.13%
38 Non-Household Landfilled	3,222	4,952	5,417	5,441	4,409	-1,032	-18.97%
39 Bottom Ash (From Incineration) Landfilled	0	0	59	60	61	1	1.67%
40 Total LACW Landfilled	119,491	118,809	120,612	121,332	121,383	51	0.04%
41 Total LACW	245,677	248,577	260,124	264,526	264,554	28	0.01%
42 NI 191: Residual Household Waste per Household (kg)	485.86	492.99	487.94	483.84	488.61	4.77	0.99%
43 NI 192: Household Waste Reused, Recycled & Composted	50.30%	50.13%	52.23%	52.85%	52.71%		-0.15%
44 NI 193: LACW Landfilled	48.64%	47.80%	46.37%	45.87%	45.88%		0.01%
Performance Increase >							
< Performance Decrease							

Headline Variances kg/hh - April - 2016-17 compared to the same period in 2015-16

Material and Source	Headline - kg/hh Variances													
	Mendip District Council		Sedgemoor District Council		South Somerset District Council		Taunton Deane Borough Council		West Somerset District Council		Somerset County Council		Somerset Waste Partnership	
	2016-17 kg/hh	Variance kg/hh	2016-17 kg/hh	Variance kg/hh	2016-17 kg/hh	Variance kg/hh	2016-17 kg/hh	Variance kg/hh	2016-17 kg/hh	Variance kg/hh	2016-17 kg/hh	Variance kg/hh	2016-17 kg/hh	Variance kg/hh
Recycling	178.32	1.83	158.76	-7.34	178.43	-0.51	165.23	-1.30	177.33	-3.59	87.63	-1.10	258.99	-2.99
Green Garden	72.51	2.32	79.53	1.78	70.54	5.47	82.52	3.06	52.93	3.60	101.98	1.63	176.10	5.03
Food	69.94	10.10	80.22	-0.75	70.54	6.49	77.53	-10.32	65.10	6.58			73.58	2.16
Reuse	2.96	-0.31	3.33	-0.37	4.42	0.44	3.46	0.47	3.43	0.43	1.68	-0.39	5.31	-0.27
Sweepings - Recycled	31.30	0.55	31.29	-1.36	22.16	-3.63	24.39	-5.58	72.13	13.89			30.58	3.88
Total Reused, Recycled & Composted	355.04	14.49	353.13	-8.03	346.10	8.26	353.14	-13.67	370.94	20.92	191.30	0.14	544.56	7.81
Household Disposed	464.07	7.34	402.39	8.56	403.62	-0.10	378.33	19.33	366.16	11.06	64.29	-3.85	470.07	4.38
Sweepings (Converted to RDF)	0.98	0.02	0.98	-0.05	0.69	-0.11	0.76	-0.18	2.37	0.33			0.95	-0.05
Energy Recovery											18.11	0.10		
Incineration (Without Energy Recovery)	0.03	0.01	0.05	0.03	0.02	0.00	0.07	0.05	0.09	0.07			0.04	0.02
Total Household Arisings	819.15	21.84	755.56	0.55	749.74	8.17	731.53	5.71	737.18	32.04	273.70	-3.62	1,032.79	12.31
NI 191: Residual Household Waste per Household (kg/hh)	463.13	7.33	401.46	8.63	402.95	0.02	377.63	19.56	363.88	10.80			488.61	4.77
NI 192: Percentage of Household Waste Sent for Reuse, Recycling & Composting (%)	43.39%	0.63%	46.80%	-1.10%	46.21%	0.60%	48.32%	-2.28%	50.48%	0.70%			52.71%	-0.15%
NI 193: Percentage of LACW Landfilled (%)													45.88%	0.01%
Performance Increase >	District performance for food waste is reliant on consistent operational practices by the contractor. As a result, the District weights may not be apportioned correctly and only the SWP total can be relied upon for reporting purposes.													
< Performance Decrease														
Performance Headline														
Number of Households	Mendip District Council	Sedgemoor District Council	South Somerset District Council	Taunton Deane Borough Council	West Somerset District Council	Somerset County Council								
2011-12	49,030	51,600	73,610	49,650	17,530	241,420								
2012-13	49,390	52,290	74,180	50,170	17,600	243,640								
2013-14	49,750	52,750	74,710	50,870	17,700	245,780								
2014-15	50,230	53,240	75,260	51,410	17,830	247,970								
2015-16	50,820	53,880	75,860	52,380	17,920	250,840								
It should also be noted that we are currently using household numbers 2015-16 as the household data from the Valuation Office Agency for 2016-17 is not yet available. When the correct data is applied to the 2016-17 tonnages, this will improve the results for all kg/hh calculations.														

National Indicators 191, 192 & 193 and Averages for the period April - December 2016-17 (Qtrs 1 - 3)

WCA's & Averages	April - December 2016-17		
	Authority Type	NI 191	NI 192
Mendip District Council	Collection	346.49	43.47%
Sedgemoor District Council		301.23	47.09%
South Somerset District Council		303.79	46.47%
Taunton Deane Borough Council		279.56	48.99%
West Somerset District Council		278.03	49.63%
South West Average	Collection	307.32	48.33%
England Average		362.82	44.05%

WDA's & Averages	April - December 2016-17			
	Authority Type	NI 191	NI 192	NI 193
Somerset Waste Partnership	Disposal	368.50	53.49%	45.19%
South West Average	Disposal / Unitary	386.73	49.33%	28.08%
England Average		418.80	44.66%	16.14%

South West National Indicators 191, 192 & 193 and Averages for the period April - December 2016-17 (Qtrs 1 - 3) - Including Rankings

Authority	Authority Type	NI 191 Total Residual Household Waste per Household (kg/household)	Ranking out of 19	NI 192 Percentage of Household Waste sent for Reuse, Recycling or Composting	Ranking out of 19	Includes Free Green Garden Waste Collections	Additional Information
Cheltenham Borough Council	Collection	353.41	16	48.33%	10		
Cotswold District Council		284.78	8	61.30%	1	✓	Collected with food
East Devon District Council		241.88	1	44.32%	14		
Exeter City Council		337.23	14	32.35%	19		
Forest of Dean District Council		305.11	12	54.28%	6	✓	Charged from April 2012
Gloucester City Council		367.69	17	40.06%	18		
Mendip District Council		346.49	15	43.47%	16		
Mid Devon District Council		272.67	5	54.74%	5		
North Devon District Council		367.79	18	46.90%	12	✓	Collected with food
Sedgemoor District Council		301.23	9	47.09%	11		
South Hams District Council		269.89	4	55.75%	3	✓	Collected with food
South Somerset District Council		303.79	10	46.47%	13		
Stroud District Council		313.52	13	41.14%	17		
Taunton Deane Borough Council		279.56	7	48.99%	9		
Teignbridge District Council		269.35	3	55.89%	2		
Tewkesbury Borough Council		303.98	11	54.22%	7		
Torridge District Council		371.35	19	44.18%	15	✓	Collected with food
West Devon Borough Council		255.08	2	55.05%	4	✓	Collected with card
West Somerset District Council		278.03	6	49.63%	8		
Authority	Authority Type	NI 191 Total Residual Household Waste per Household (kg/household)	Ranking out of 16	NI 192 Percentage of Household Waste sent for Reuse, Recycling or Composting	Ranking out of 16	NI 193 Percentage of LACW Sent To Landfill	Ranking out of 15
Devon County Council	Disposal	328.24	2	56.71%	3	17.60%	8
Gloucestershire County Council		379.13	8	52.50%	6	49.63%	14
Somerset Waste Partnership		368.50	6	53.49%	5	45.19%	13
Bath and North East Somerset Council	Unitary	329.80	3	55.67%	4	12.99%	6
Bournemouth Borough Council		360.35	4	49.95%	8	6.94%	3
Bristol City Council		377.16	7	43.41%	11	30.62%	12
Corwall		490.60	15	35.65%	14	63.68%	15
Council of the Isles of Scilly		908.17	16	20.28%	16		
Dorset Waste Partnership		318.43	1	59.99%	1	20.75%	10
North Somerset Council		365.07	5	57.64%	2	29.33%	11
Plymouth City Council		456.44	13	33.17%	15	0.08%	2
Poole Borough Council		389.67	9	50.15%	7	14.21%	7
South Gloucestershire Council		411.45	11	49.14%	9	12.75%	5
Swindon Borough Council		457.55	14	39.60%	13	7.17%	4
Torbay Council		395.30	10	42.10%	12	0.04%	1
Wiltshire		413.67	12	46.43%	10	20.70%	9
South West Average	Collection	307.32		48.33%			
South West Average	Disposal / Unitary	386.73		49.33%		28.08%	

Reported Fly-Tips - Quarter 1 - Quarter 4 2016-17 compared to the same period in previous years

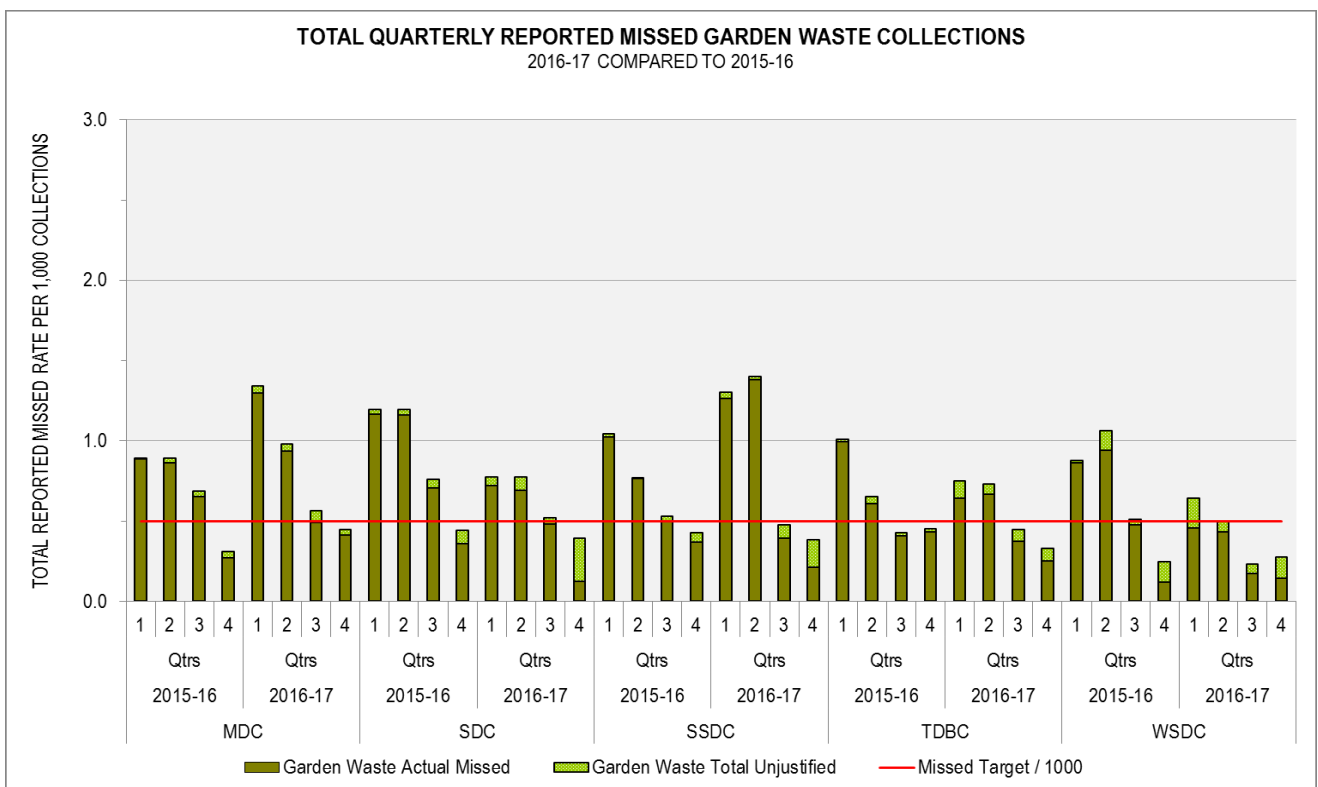
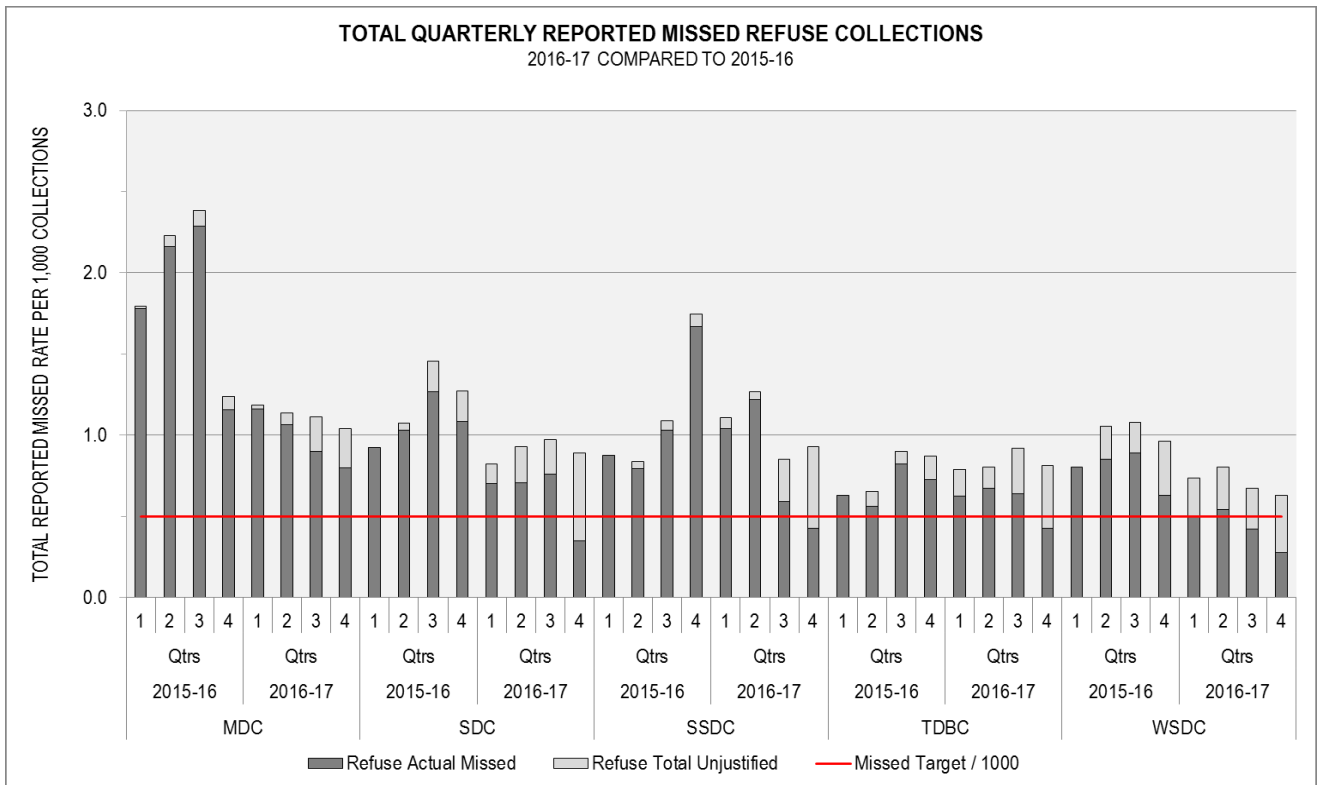
	District	Fly-Tips (Full Year Data)					
		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Number of Reported Fly-Tips	Mendip District Council	1,704	1,631	1,834	2,042	2,078	1,757
	Sedgemoor District Council	1,467	1,161	1,234	1,088	1,117	1,177
	South Somerset District Council	1,664	1,659	1,253	1,160	1,083	1,150
	Taunton Deane Borough Council	688	646	561	864	785	664
	West Somerset District Council	164	93	77	87	198	140
	Totals	5,687	5,190	4,959	5,241	5,261	4,888

Material Type	Quarter 1 - Quarter 4 2015-16					
	Number of Incidents					
	MDC	SDC	SSDC	TDBC	WSDC	Totals
Animal carcass	2	1	5	54	2	64
Green	299	54	42	37	8	440
Vehicle parts	52	19	30	48	3	152
White goods	98	67	70	26	11	272
Other electrical	49	46	48	6	2	151
Tyres	140	74	60	14	18	306
Asbestos	0	0	8	4	2	14
Clinical	1	0	1	40	2	44
Construction / demolition / excavation	198	64	143	16	56	477
Black bags - commercial	12	0	39	45	8	104
Black bags - household	363	110	154	156	30	813
Chemical-drums-oil-or-fuel	16	13	15	3	0	47
Other household waste	786	669	424	242	56	2,177
Other commercial waste	62	0	19	65	0	146
Other (unidentified)	0	0	25	29	0	54
Totals	2,078	1,117	1,083	785	198	5,261

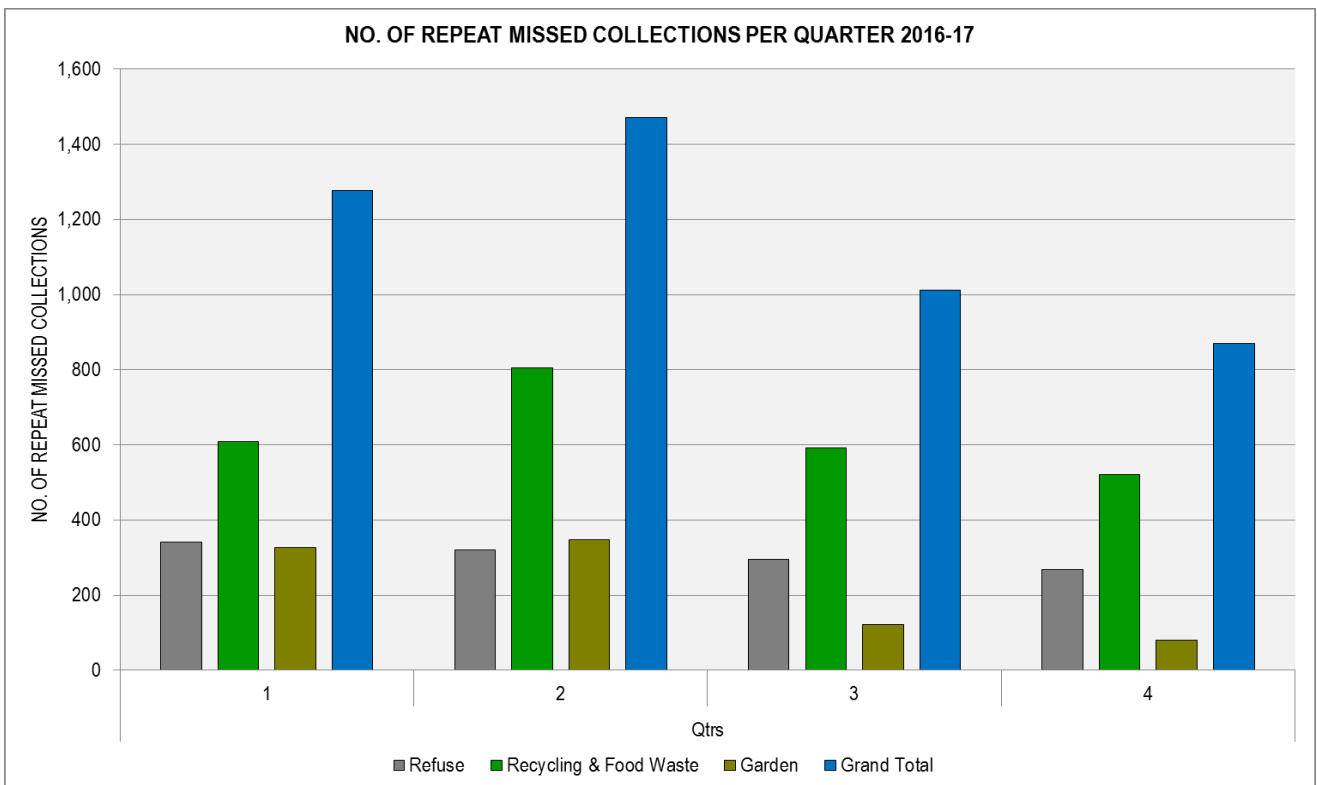
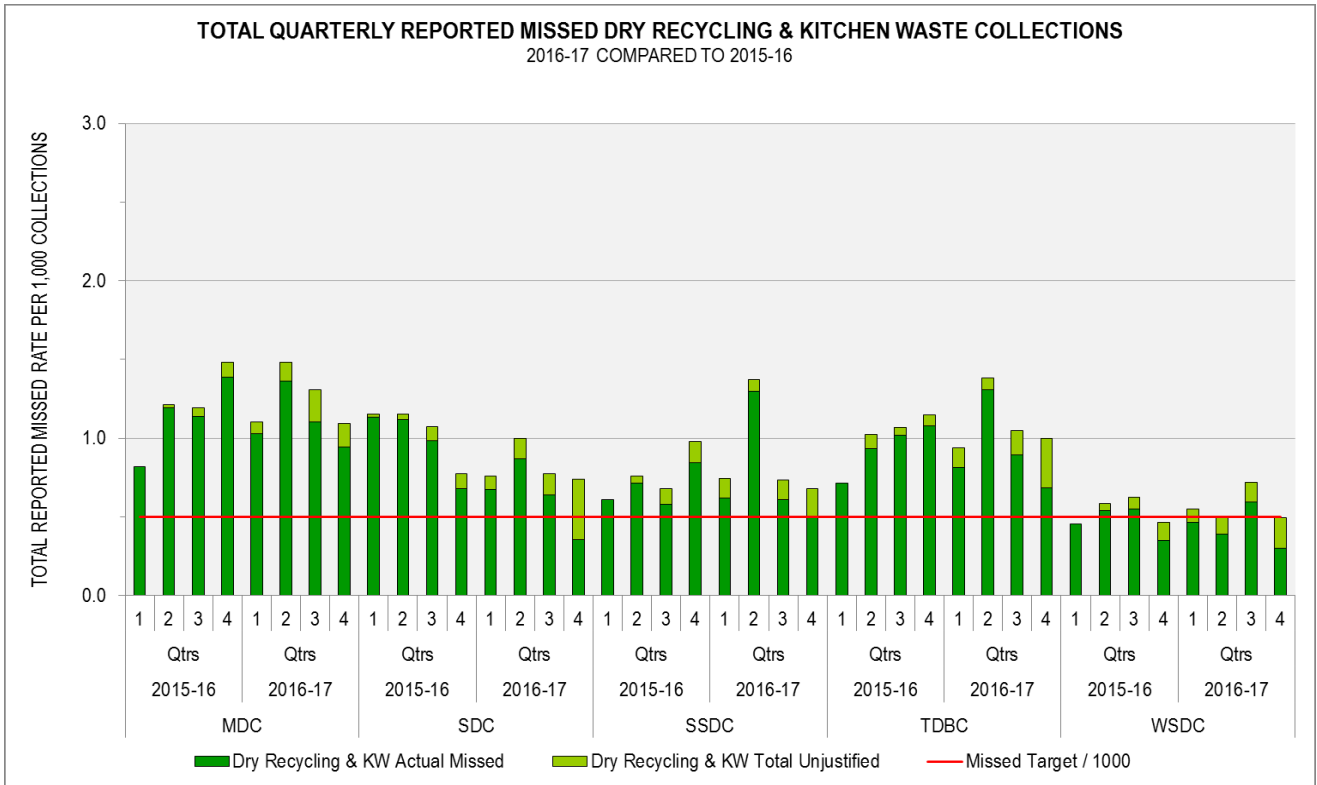
Material Type	Quarter 1 - Quarter 4 2016-17					
	Number of Incidents					
	MDC	SDC	SSDC	TDBC	WSDC	Totals
Animal carcass	2	4	7	2	1	16
Green	129	48	66	31	6	280
Vehicle parts	51	20	38	20	3	132
White goods	92	69	62	41	15	279
Other electrical	44	37	40	11	2	134
Tyres	130	69	87	18	14	318
Asbestos	0	0	5	1	0	6
Clinical	0	0	2	3	0	5
Construction / demolition / excavation	143	75	129	71	19	437
Black bags - commercial	56	0	37	12	4	109
Black bags - household	181	103	136	113	27	560
Chemical-drums-oil-or-fuel	21	24	20	5	4	74
Other household waste	831	728	420	281	44	2,304
Other commercial waste	77	0	52	29	1	159
Other (unidentified)	0	0	49	26	0	75
Totals	1,757	1,177	1,150	664	140	4,888

All data is now obtained from District Council WasteDataFlow entries.
Due to reporting changes, data is now only available for quarterly periods.

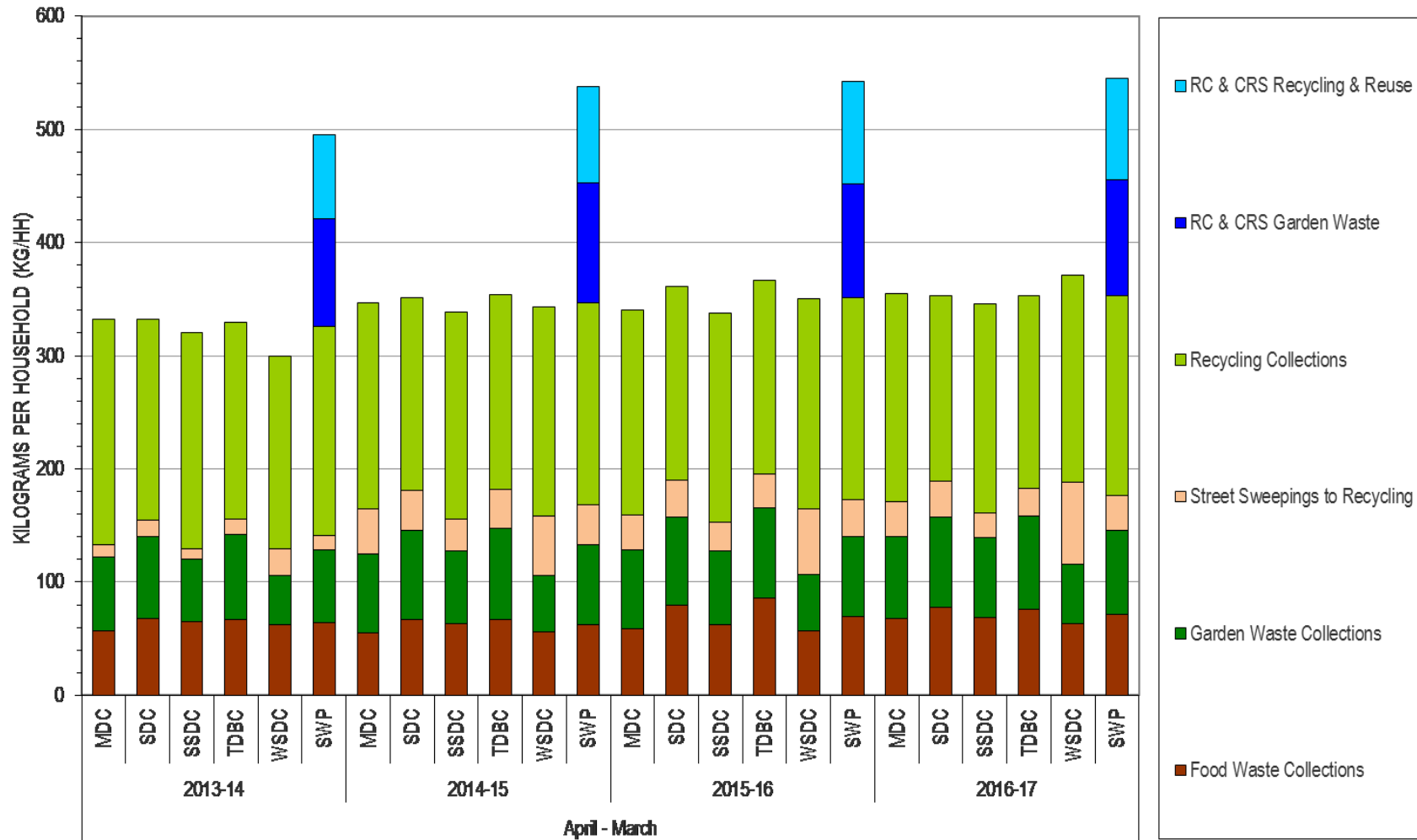
Missed Refuse, Garden Waste and Dry Recycling & Food Waste Collection Graphs - Qtrs 1 - 4 2016-17 compared to 2015-16 & Repeat Missed Collections for Qtrs 1 - 4 2016-17



Missed Refuse, Garden Waste and Dry Recycling & Food Waste Collection Graphs - Qtrs 1 - 4 2016-17 compared to 2015-16 & Repeat Missed Collections for Qtrs 1 - 4 2016-17

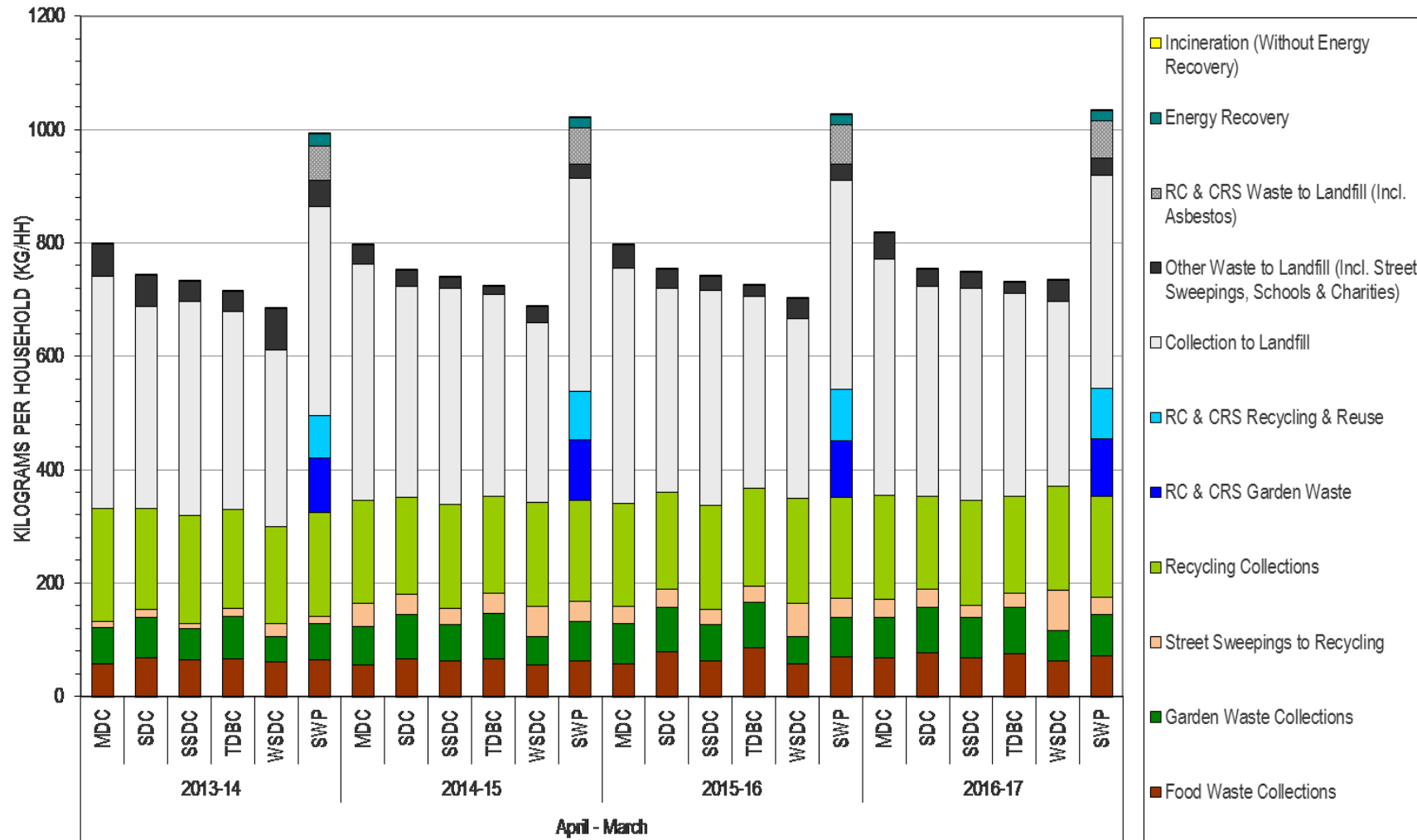


**TOTAL HOUSEHOLD RECYCLING IN SOMERSET
KG/HH COMPARISON 2013-14 - 2016-17**



All data is comparative for the 12 month period April - March.

**TOTAL HOUSEHOLD WASTE ARISING IN SOMERSET
KG/HH COMPARISON 2013-14 - 2016-17**



All data is comparative for the 12 month period April - March.

Recycling Centre Tonnages and Variations - April - 2016-17 compared to the same period in 2015-16

District	Recycling Centre	April - 2016-17					Total Arisings	Variation					Total Arisings
		Dry Recycling & Reuse	Composted	Recovered	Residual	Hardcore & Soil		Dry Recycling & Reuse	Green Composted	Recovered	Residual	Hardcore & Soil	
Mendip	Wells RC	1,337.24	1,467.89	223.25	1,269.24	195.50	4,493.12	-54.87	72.67	27.06	-110.89	17.36	-48.67
	Frome RC	1,705.16	2,042.56	288.41	1,801.51	222.97	6,060.61	-92.16	111.96	-14.13	-53.00	-60.75	-108.08
	Street RC	1,018.08	1,463.78	181.06	856.38	94.14	3,613.44	-69.65	35.83	9.53	-42.81	3.08	-64.01
	Totals	4,060.48	4,974.23	692.73	3,927.12	512.61	14,167.17	-216.68	220.46	22.45	-206.69	-40.31	-220.76
Sedgemoor	Cheddar RC	746.03	873.72	153.47	526.96	78.08	2,378.26	-35.78	73.33	-8.77	-9.74	-21.46	-2.42
	Highbridge RC	1,762.78	2,130.16	467.45	1,231.26	145.94	5,737.60	-113.93	-36.93	-17.40	57.35	-81.32	-192.23
	Bridgwater RC	2,842.01	2,689.89	749.32	1,881.71	332.31	8,495.25	-145.07	37.08	16.11	-46.13	-40.02	-178.03
	Totals	5,350.83	5,693.77	1,370.24	3,639.93	556.33	16,611.10	-294.77	73.48	-10.07	1.49	-142.80	-372.67
South Somerset	Chard RC	1,556.68	2,090.88	314.63	755.83	262.30	4,980.33	-48.02	50.65	23.22	-128.08	-27.92	-130.16
	Crewkerne CRS	613.14	774.56	83.62	490.71	122.39	2,084.43	-88.85	-142.59	-18.11	-68.83	0.23	-318.14
	Castle Cary RC	748.29	918.44	66.22	552.04	80.00	2,364.99	-13.27	25.58	-0.40	-45.54	-16.06	-49.69
	Somerton RC	823.00	1,280.71	127.52	706.36	119.24	3,056.83	72.50	71.90	28.73	7.03	-0.48	179.68
	Yeovil RC	2,339.07	2,615.95	404.45	1,984.73	267.95	7,612.14	-221.83	60.81	-49.54	-99.67	-46.16	-356.39
Totals	6,080.19	7,680.54	996.44	4,489.67	851.88	20,098.71	-299.47	66.35	-16.10	-335.09	-90.39	-674.70	
Taunton Deane	Wellington RC	1,581.77	1,573.09	299.06	875.69	189.14	4,518.75	-126.97	-3.33	-27.50	11.66	-2.60	-148.74
	Taunton RC	3,656.36	3,247.52	792.94	2,286.23	514.28	10,497.34	-139.27	99.00	52.57	-214.69	-22.21	-224.59
	Totals	5,238.13	4,820.61	1,092.01	3,161.92	703.42	15,016.09	-266.24	95.67	25.07	-203.02	-24.81	-373.33
West Somerset	Dulverton CRS	208.80	179.23	36.13	142.10	33.18	599.44	-35.57	-12.25	-3.67	-30.06	-4.88	-86.43
	Minehead RC	1,045.78	1,402.40	220.89	474.53	84.38	3,227.99	33.17	-60.63	5.35	-63.27	-12.14	-97.52
	Williton RC	666.09	830.82	118.98	290.65	82.60	1,989.15	-90.76	24.93	-15.19	-14.47	-14.38	-109.87
	Totals	1,920.68	2,412.45	376.00	907.28	200.16	5,816.57	-93.16	-47.95	-13.51	-107.80	-31.40	-293.82
Totals - All Sites		22,650.30	25,581.60	4,527.41	16,125.93	2,824.40	71,709.64	-1,170.32	408.01	7.84	-851.12	-329.71	-1,935.29

Recycling Centre Recycling & Recovery Rates (%) - April - 2016-17 compared to the same period in 2013-14 to 2015-16

District	Recycling Centre	Recycling & Recovery Rate (%)				Change from 2015-16
		April -				
		2013-14	2014-15	2015-16	2016-17	
Mendip	Wells RC	67.66%	70.93%	68.37%	70.47%	2.10%
	Frome RC	69.68%	68.91%	68.49%	69.14%	0.65%
	Street RC	78.34%	78.53%	74.93%	75.67%	0.74%
Sedgemoor	Cheddar RC	74.07%	75.63%	76.47%	77.09%	0.62%
	Highbridge RC	79.90%	80.33%	79.41%	77.98%	-1.43%
	Bridgwater RC	78.71%	78.61%	76.78%	76.95%	0.17%
South Somerset	Chard RC	80.47%	80.97%	81.66%	83.98%	2.32%
	Crewkerne CRS	75.14%	76.26%	75.46%	74.99%	-0.47%
	Castle Cary RC	74.76%	74.11%	74.23%	75.84%	1.61%
	Somerton RC	75.67%	73.11%	74.64%	75.95%	1.31%
	Yeovil RC	72.26%	69.63%	72.77%	72.98%	0.21%
Taunton Deane	Wellington RC	80.79%	81.71%	80.70%	79.77%	-0.93%
	Taunton RC	78.39%	77.76%	75.45%	77.10%	1.65%
West Somerset	Dulverton CRS	71.75%	72.07%	73.42%	74.91%	1.49%
	Minehead RC	82.96%	83.78%	83.34%	84.90%	1.56%
	Williton RC	87.47%	86.05%	84.76%	84.76%	0.00%
Totals - All Sites		76.83%	76.58%	75.92%	76.59%	0.67%

Recycling Centre Visits - April - 2016-17 compared to the same period in 2013-14 to 2015-16

District	Recycling Centre	Visitor Numbers				% Change
		April -				
		2013-14	2014-15	2015-16	2016-17	
Mendip	Wells RC	79,535	79,132	85,810	88,399	3.02%
	Frome RC	78,706	152,283	116,716	110,263	-5.53%
	Street RC	77,366	78,288	70,622	84,664	19.88%
Sedgemoor	Cheddar RC	51,691	40,476	39,602	41,724	5.36%
	Highbridge RC	112,737	121,053	132,852	144,449	8.73%
	Bridgwater RC	125,022	146,603	173,576	185,915	7.11%
South Somerset	Chard RC	101,963	127,469	133,479	146,014	9.39%
	Crewkerne CRS	33,869	33,930	30,961	29,160	-5.82%
	Castle Cary RC	31,448	34,348	38,027	40,511	6.53%
	Somerton RC	52,087	57,515	57,890	60,537	4.57%
	Yeovil RC	115,251	156,416	170,454	173,409	1.73%
Taunton Deane	Wellington RC	92,945	89,179	91,266	97,433	6.76%
	Taunton RC	173,913	224,357	254,162	261,976	3.07%
West Somerset	Dulverton CRS	8,464	8,839	8,350	8,466	1.39%
	Minehead RC	67,587	86,562	96,914	104,406	7.73%
	Williton RC	51,286	52,018	59,107	63,142	6.83%
Total Across All Sites		1,253,870	1,488,468	1,559,788	1,640,468	5.17%
Total Across All Sites (Excl. CRS's)		1,211,537	1,445,699	1,520,477	1,602,842	5.42%
Total (CRS's Only)		42,333	42,769	39,311	37,626	-4.29%

Number of Visits by Weekday - April - 2016-17

District	Site	Number of Visits by Weekday						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mendip	Wells RC	21,744	Site Closed	Site Closed	19,817	18,187	16,943	11,708
	Frome RC	15,587	15,100	14,953	15,440	16,260	17,379	15,544
	Street RC	20,291	16,127	17,418	Site Closed	Site Closed	19,370	11,459
Sedgemoor	Cheddar RC	9,725	7,688	8,023	Site Closed	Site Closed	10,517	5,771
	Highbridge RC	36,244	Site Closed	Site Closed	32,126	27,907	28,049	20,123
	Bridgwater RC	25,878	25,257	24,476	24,707	25,083	30,272	30,242
South Somerset	Chard RC	38,415	Site Closed	Site Closed	33,266	27,587	26,472	20,274
	Crewkerne CRS	6,797	5,354	5,726	Site Closed	Site Closed	7,118	4,165
	Castle Cary RC	9,470	7,338	7,636	Site Closed	Site Closed	9,889	6,178
	Somerton RC	15,129	Site Closed	Site Closed	13,669	12,415	11,916	7,408
	Yeovil RC	25,307	23,920	23,851	23,519	25,318	26,366	25,128
Taunton Deane	Wellington RC	22,687	17,928	18,250	Site Closed	Site Closed	23,877	14,691
	Taunton RC	37,671	34,871	33,272	35,437	38,460	41,723	40,542
West Somerset	Dulverton CRS	1,892	1,396	1,566	Site Closed	Site Closed	2,328	1,284
	Minehead RC	15,149	14,600	14,677	15,695	16,198	14,968	13,119
	Williton RC	14,571	11,301	12,709	Site Closed	Site Closed	15,717	8,847
All Sites		316,557	180,880	182,557	213,676	207,415	302,904	236,483

Somerset Waste Board meeting
30 June 2017
Report for information

Risk Update

Lead Officer: Bruce Carpenter, Interim Managing Director
Author: Mark Blaker, Business and Governance Manager
Contact Details: 01823 625720

Forward Plan Reference:	SWB/17/03/05
Summary:	Update on changes to SWP risk profile.
Recommendations:	That the Somerset Waste Board notes and comments on changes in the SWP risk profile as described.
Reasons for recommendations:	Good practice in response to SWAP internal Audit recommendations.
Links to Priorities and Impact on Annual Business Plan:	Risk Register is included within the Business Plan.
Financial, Legal and HR Implications:	N/A
Equalities Implications:	N/A
Risk Assessment:	(Inherent to purpose of report)

1. Background

- 1.1. This is a regular update to notify SWB members of changes to or developments within the annual SWP Risk Register, as included with the Annual Business Plan.
- 1.2. The Risk Update will be a standing item on SWB agendas and is intended to provide an opportunity to alert Board members to newly identified or escalating risks that may have a significant impact on service delivery.
- 1.3. Incorporation of this item on SWB Agendas is a recommendation of SWAP internal Audit review.

2. New Risks / Opportunities Identified and Mitigation Measures

- 2.1.** Broadpath Landfill Site Closure – This landfill site, used for disposal of refuse from a limited number of collection rounds in the south west of the county, is scheduled to close in 2018. Risk - May result in some inefficiency of services in that part of Somerset; May result in marginal increase in monthly collection service costs for period prior to introduction of any new service arrangements.
- 2.2.** Traffic controls in Bridgwater – There are a number of new full and part time temporary traffic controls in Bridgwater designed to facilitate movement of large vehicles servicing the Hinkley C build. In some cases these either cause delays for collection vehicles or special arrangements need to be made. Risk – May result in disruption to collection services in the area.
- 2.3.** Risks relating to the Recycle More project are not included in this report as they are covered in separate updates.

3. Consultations undertaken

- 3.1.** N/A

4. Implications

- 4.1.** Implications, benefits and opportunities of risk management are well understood and are embedded in SWP operational and strategic management approach.

5. Background papers

- 5.1.** SWP Annual Risk Register

Somerset Waste Partnership - Risk Register 2017 to 2018 (draft)
Primary Risks

Ref	Area	Risk	Effect	Raw Score			Mitigation planned	Mitigated Score			Future Actions	Target		
				Impact	Prob.	score		Impact	Prob.	score		Impact	Prob.	Aim
R1	Financial	Pressure to reduce budgets places existing services under financial pressure.	Services may have to change or service providers have to save money by adjusting the service offered.	Med	Hi		Work with contractors to either reduce costs or change service offer to be more affordable.	Lo	Hi		Under guidance from the SWB , agree with contractors delivery of savings.	Lo	Hi	
R2	Financial	Waste growth per household leads to increased volumes of waste requiring collection and/or treatment/disposal	Budget pressure created by increasing waste volumes.	Med	Hi		Implement cost effective treatment and disposal methods. Continued public engagement and interventions to encourage diversion.	Lo	Hi		Meet with suppliers to discuss how to deliver efficiencies. Consider potential for waste to increase during implementation of new service model.	Lo	Hi	
R3	Political	DCLG continues challenge innovation in funding Recycling Centres	Potential to reduce services provided or lead to increased costs.	Med	Hi		Continue to base policy on performance, popularity, effectiveness and affordability. Work with members from all tiers of local government to seek flexibility to ensure continuity of services.	Med	Med		Keep members, and particularly Board Members, informed especially following changes to administration or portfolio holders.	Med	Med	
R4	Political	Political priorities can and will change over time.	Political priorities change. SWP directed to change strategic and operational priorities.	Med	Med		Ensure members are aware of the social, environmental and financial impacts of SWPs services. Keep up to date with latest thinking to ensure opportunities to innovate are not	Med	Med		Keep members informed especially following changes to administration or portfolio holders.	Med	Med	
R5	Organisational	Part time Head of Service	Part time Head of Service is not ideal, especially at a time of major service review.	Med	Med		Ensure workload is planned to deliver the highest priorities and staff are empowered to work effectively and efficiently.	Med	Med		Delegate effectively to Senior Management Team.	Lo	Lo	
R6	Operational	Ability of contractors to deliver is reduced or compromised	As pressure is placed on contractors to deliver more with less service may suffer resulting in increased complaints.	Med	Hi		Ensure SWP carries out sufficient monitoring to keep the contractor focused on meeting contractual standards.	Med	Med		Regular meetings with contractors to keep service levels under review and to joint plan developments.	Med	Lo	
R7	Operational	IT Systems - obsolescence and compatability	Inefficiencies due to inadequate IT systems	Lo	Hi		Work with ICT units to improve compatability. Encourage contractors to invest in appropriate infrastructure.	Lo	Med		Keep systems under review.	Lo	Lo	

R8	Operational	Driver shortages	Impact on service delivery if not all rounds deployed. Quality of delivery suffers where inexperienced drivers employed in service delivery.	Hi	Med		Work with contractors to ensure they have policies in place for driver training and retention.	Med	Med		Seek opportunities to improve role of drivers. Work with local colleges to promote driving as a career option.	Med	Med	
R9	Environmental	Weather related	Service disruption caused by weather. Risk of extended localised disruption caused by flooding.	Med	Med		Follow procedures to ensure least disruption to services.	Med	Med		Review and update procedures in light of experience.	Med	Med	
R10	Commercial	Capacity of contractors to develop/improve services/ make new proposals	As service providers broaden their scope resources can be stretched and other areas may be prioritised; performance and commitment to service development may suffer	Med	Med		Work with service suppliers to ensure changes are managed with appropriate resources and services and delivered to expected level.	Med	Lo		Ensure that expectations are made clear and embedded in contractor meetings	Lo	Lo	
R11	Financial	National Spending Review - uncertainty over where potential cuts to DCLG budget will fall	Strategic plans based on a short horizon, resulting in short term decisions where longer term planning would be better.	Med	Med		Plan service maintenance and development with long horizon in mind but consider alternatives. Flag risks as appropriate to MD, SMG or Board	Lo	Lo		Where relevant maintain log of service changes that could be reviewed in future subject to affordability.	Lo	Lo	
R12	Political	New service model review results in differing collection service models across Somerset.	Inability to implement county wide service model, resulting in implementation delays and sub-optimal financial savings	Hi	Med		Ensure decisions are based on sound business case information, highlighting risks as appropriate, by ensuring SMG, SWP and partner authorities are clearly informed of the full facts.	Med	Med		Seek alternative implementation timescales through the planning process to allow further discussion and debate.	Med	Lo	
R13	Operational	SWP resource capacity insufficient to deliver major changes and maintain service levels	Degradation of current service support, resulting increased complaints. Sub standard planning and implementation of any significant changes.	Hi	Med		Ensure Business Case for major changes includes full outline of resource requirements to deliver the changes so budget is available for support..	Lo	Med		Ongoing review of SWP client team structure and priorities.	Lo	Lo	
R14	Operational	Future service model may have unforeseen impacts	Unforeseen issues arise when introducing a new service model to 240,000 households in Somerset resulting in costs or complaints.	Med	Med		Full risk and impact assessments of NSM proposals to ensure key risks are identified and mitigation put in place.	Med	Lo		Constant review of arising risks through roll out of any service changes	Lo	Lo	
R15	Operational	Site infrastructure ages and degrades	Infrastructure at fixed site, particularly recycling sites, degrades to the point where it is hazardous to site staff or members of the public.	Med	Med		Ensure ongoing programme of site inspection, identification of issues and prioritisation of maintenance and repair based on assessed potential impact.	Lo	Med		Review Health and Safety inspection procedures to ensure risks identified and highlighted efficiently	Lo	Lo	

R16	Operational	Collection infrastructure degrades to point of unreliability	Aging collection fleet reaching the end of its expected service life becomes prone to mechanical issues, resulting in failure to collect waste from households and transport it to disposal/bulking points. Aging balers/bulking facilities result in failure to offload materials causing bottleneck at bulking facilities.	Med	High		Ensure ongoing programme of monitoring service issues resulting from mechanical failures. Proceed with vehicle procurement programme, regardless of outcome of New Service Model decisions.	Med	Med		Procure replacement collection fleet. Ensure contractor meeting requirements to provide fit for purpose infrastructure.	Lo	Lo	
R17	Operational	Contractors fail to deliver service to expected service standards	Unspecified issues result in failure to deliver services to contractual standards resulting in increased complaints and increased cost of processing and managing complaints.	Med	Med		Ensure contractors are addressing issues of repeat failure (failure demand) and that supervisory arrangements are as required by the contract.	Lo	Med		Progress with plans to fit trackers to collection vehicles.	Lo	Lo	
R18	Operational	Contractor lacks capacity (skill/experience/resource) to deliver service change effectively	Contractor skill base inadequate to plan and implement complex service change resulting in problems with service in the aftermath of implementation.	Med	High		Ensure contractors are briefed on requirements well in advance. Ensure contractor planning is scrutinised by suitably skilled SWP staff.	Lo	Med		Review contractor's skill base at regular operational meetings and agree actions to ensure it remains adequate in all areas.	Lo	Lo	
R19	Operational	Focus on service development detracts from day to day service delivery focus.	Monitoring and management of contractors reduces to point where service delivery fails resulting in increased complaints.	Med	Med		Ensure full resource allocation plan in place for whole of SWP, optimising staff time in all areas and identifying and mitigating pressure points well in advance. Short term recruitment of adequate staff to cover requirements.	Lo	Lo		Ongoing monitoring of requirements. Ensure staff are skilled to cover certain aspects of other roles as necessary.	Lo	Lo	
R20	Social	Increase in care in the community for people with clinical needs results in significant and sudden increase in demand for household clinical waste collections.	Pressure on current service model; Contractor requests review of contracted price resulting in increased costs.	Low	High		Review structure and role of clinical waste service. Seek cost effective alternatives.	Lo	Med		Build relationships with Health and Social Care teams to predict and plan for future demand.	Lo	Lo	
R21	Hinkley C	Congestion from construction traffic may impact on collections	Alter times of collections or result in missed collections	Hi	Hi		Engagement with contractor and highways to assess risk and plan times and routes to avoid identified problems	Hi	Med	Hi	Continue to engage with appropriate bodies and respond quickly to any new or changed circumstances	Med	Med	

R22	Hinkley C	Increased demand from short term population growth during construction phases	Demand increases cost to SWP for providing the service	Hi	Hi		Engagement with appropriate bodies to identify level of growth and areas impacted	Med	Med	Hi	Engage with contractor to seek confirmation that most of the waste produced by the direct population growth as a result of the construction is dealt with by the contractor	Lo	Med	
R23	Hinkley C	Staff shortages through increased and more attractive employment opportunities through the construction phases to build the power station	Difficulty in attracting or keeping sufficient staff to provide the service	Hi	Hi		Establish pay rates and identify areas of concern	Med	Med	Med	Continue to monitor pay rates and seek to promote and improve conditions and benefits of working in our service	Med	Lo	

Other Identified Risks (Low Impact or Low Likelihood or Already Mitigated or combination thereof)

Ref	Cause	Risks	Effect	Ongoing Mitigation	Future Actions
	Financial Pressures on Local Authorities	Savings required impact on existing services	Kneejerk savings lead to increased whole system costs, whether financial, environmental or social; Reduced Performance; Cost Shunting; Service Degradation; Increased Complaints; Increased Health and Safety Risks; Residents lose Interest/Concern.	Ensure partner authority members are engaged in key decision making; Somerset Waste Board to continue to demonstrate forward thinking approach; Seek external funding opportunities; Use staff flexibly - project approach and continued secondments; On going monitoring of performance and infrastructure to ensure no degradation; Improve business planning and prioritisation processes; Somerset Waste Board to continue to provide effective governance based on strategic priorities; Continue to use staff flexibly	Continued clear dialogue between Board members and Cabinet/Executive Colleagues
		Focus becomes entirely on financial outcomes			Conduct full Impact Analysis of all proposals
		Lack of funds for development			Ensure critical issues are forecast and flagged
		SWP Team capacity reduced			Seek low cost options for promoting key messages
		Maintenance budgets reduced			
		Waste minimisation budgets reduced			
	Financial Pressure on Contractors	Contractor change of strategy	Pressure on SWP staff; Pressure on partnership; Deterioration in service; Necessitates contract review or new procurement; Breakdowns increase; Service disruption	Step in rights in contract already in place; Frequent engagement with Kier management; Monitoring of stability of contractor; Monitoring of contract performance	Continue to engage and monitor
		Contractor management structure reduced			Ensure Business Continuity Plans in place
		Reduced front line resources			
		Contractor default			
		Contractor does not refresh equipment at "end of life"			
		Instability on selling of contract			
		Contractors prioritise other parts of their business.			
	Other Socio-economic impacts	Economic upturn	Increase in packaging disposed of; Viability of contractor threatened; Less attention paid to recycling/prevention	SWP to conduct waste minimisation and prevention campaigns; Promote benefits of the service and transparency of outcomes	
		Value of recyclate goes down			
		People disengage from political processes			
		Austerity makes recycling a lower priority			

	Financial Pressures on Householders	Increased material at kerbside	Increase materials in bins and associated landfill costs; Loss of income from charged for services (including GW collections)	Extended Recycling centre opening; Inflation only increases where charges apply	Promotion of sustainable, cost effective alternatives to waste disposal
		Avoidance of charged for services			
	Multi partner organisation in changing political environment	National/District elections result in change of political steer and make up	Difficulty agreeing priorities and strategy; Focus on manging relationships and not delivering business requirements; Potential failure among partners to understand benefits of SWP; Less staff available to deliver customer requirements as time being spent on other things	Involve all partners in developing strategy and priorities; Offer SWP induction for all members	Maintain awareness of pressures on partners
		Misunderstood by external agencies and therefore lose out			Encourage continuity and support scrutiny committees
		Legislative changes			Ensure benefits of efficiencies are shared by all partners
					Use existing structures such as SMG to ensure partners understand and engage with SWP
	Changes in waste services	Changes implemented inefficiently	Reputational damage; Low morale; Loss of effectiveness; Service failures increase; Failure to reach targets	Ensure change approached in a planned manner; Collaborative working that directs resource effectively and shares knowledge; Follow project management structure when implementing change; Understand and mitigate impacts of changes; Ensure collaborative working in place so all options can be assessed and consensus reached	
		SWP fails to act proactively			
		Loss of senior SWP staff			
		Lack of clear decision about future disposal for residual waste			
		External pressures to deliver early results			
	Service disruption beyond our control	Extreme weather (hot, cold, wet)	Loss of service; Backlog of waste for collection/disposal; Increased Complaints	Have Business Continuity plan in place; Effective communication links in place - media, website, social media; Review effectiveness of responses to previous incidents	
		Industrial action			

Somerset Waste Board meeting
30 June 2017
Report for information

Health and Safety Update

Lead Officer: Bruce Carpenter, Interim Managing Director

Author: Terry Richards, Senior Officer

Contact Details: terry.richards@somersetwaste.gov.uk and 01823 625724

Forward Plan Reference:	SWB 17/03/06
Summary:	This report provides Members with an update on the management of Health and Safety by Kier Environmental Services (Kier ES), Viridor (Somerset) Waste Management Ltd and the Somerset Waste Partnership (SWP) client group, during the period October 2016 to March 2017. Information is also provided on other SWP Health and Safety activities
Recommendations:	That the Somerset Waste Board notes the contents of this report.
Reasons for recommendations:	The waste management sector has an injury and fatality rate significantly higher than the all-industry average. Health and Safety management within the scope of the Somerset Waste Partnership has therefore always had a very high profile. A public report for members on a six monthly basis helps maintain awareness.
Links to Priorities and Impact on Annual Business Plan:	Business Plan 2017-22 Section 4 – Key Issues and Challenges.
Financial, Legal and HR Implications:	There are no direct financial, legal or HR implications arising from this report. There are however substantial 'hidden savings' to the Board and the Somerset community arising from low incident rates, resulting in savings from avoided investigations and reduced lost working time.
Equalities Implications:	There are no equalities implications arising from this report.

Risk Assessment:	There is the potential for serious risk to the health, safety and welfare of personnel deployed in providing waste management services, particularly considering the diversity of operations provided through SWP. While the contractors take primary responsibility for the safety and health of their workforce, the SWP has a role in encouraging, monitoring and fostering a culture of safety.
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1. Background

- 1.1. Our principle contractors Kier Environmental Services (Kier ES) and Viridor provide the SWP with detailed reports every 6 months, breaking down accidents and incidents on a depot by depot basis by type. These are edited to compile this summary report.

2. Kier ES

2.1. Statistical Recording:

All Accident Frequency Rate

Kier ES use the All Accident Frequency Rate (AAFR) for reporting H&S statistics; calculated as: Total number of Injury - Accident events in the period on waste & recycling collections, divided by Total number of hours worked in the period x 100,000.

For the combined Qtrs 3&4 of 2016/17; Kier ES report an AAFR of 5.39, a further reduction of 2.23 from the previous AAFR of 7.62 reported in December 2016. This number is based on accident book entries for the period and includes any notified to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accidents reduced to 27 (from the previous 38) over the 500,203 hours recorded.

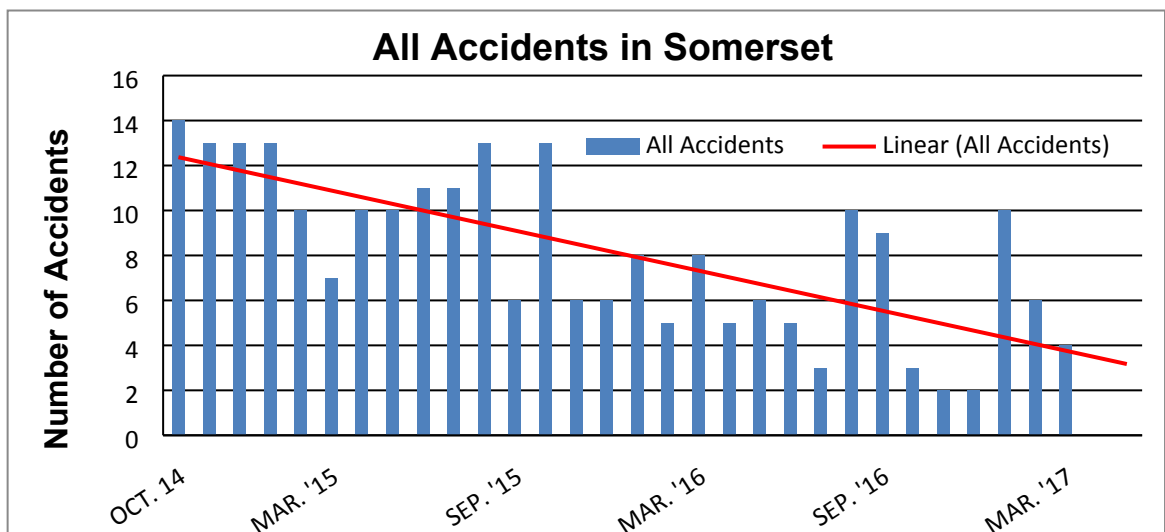
The three most frequent types of accident are shown in the table below, with the figures from the December 2016 report included for reference.

HSE categorised Causation Factor	October 2016 – March 2017	April 2016 – September 2016
Slipped, tripped or fell on the same level	12 (44%)	6 (16%)
Injured whilst handling, lifting or carrying	9 (33%)	13 (34%)
Hit by a moving, flying or falling object	3 (11%)	4 (11%)

The above table shows that the top two causation factors have changed from the last report, with manual handling reducing by 4 whilst slipped, tripped or fell increased by 6.

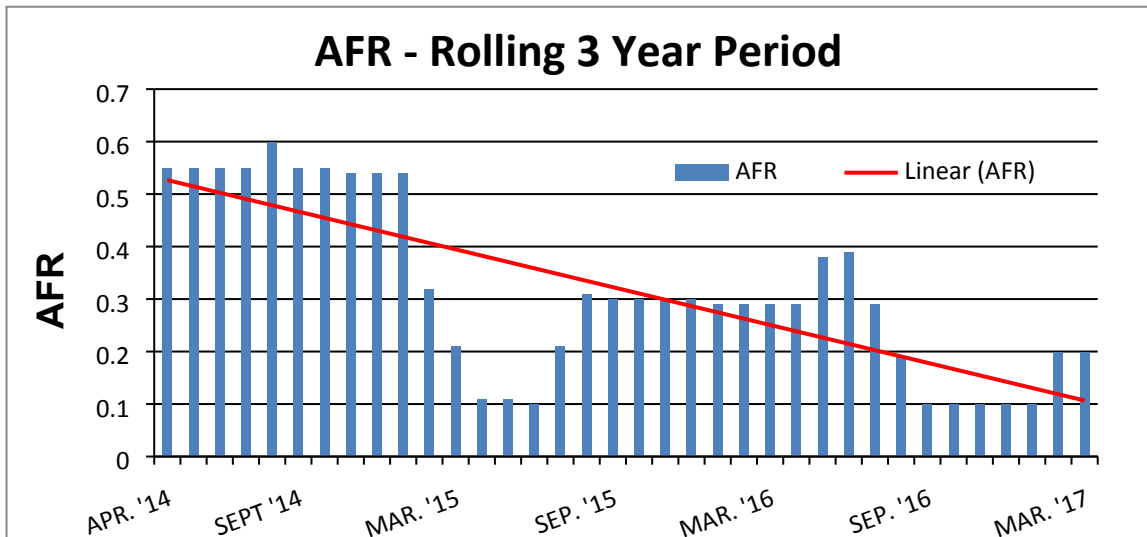
As requested by members at the December 2016 meeting, a review of the demographics linked to the manual handling statistic was completed for the first 3 months of 2017 (January to March). This showed no single identifiable factor was behind the injuries. The requirement for further refresher training on manual handling referred to in the report of December 2016, was based on both the SWP and Kier identifying, through audits, that this training was overdue and needed addressing.

A graph showing the number of accidents over the last 3 years with the linear trend indicated is shown below.



Accident Frequency Rate

The figure for the Accident Frequency Rate (AFR) is calculated in the same way as for the AAFR, but with only injuries notified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) taken into account. There was one RIDDOR reportable incident in the reporting period; the rolling year Accident Frequency Rate (AFR) in Somerset is currently 0.20 (March 2017). The AFR and linear trend over the same 3 year period is shown below.



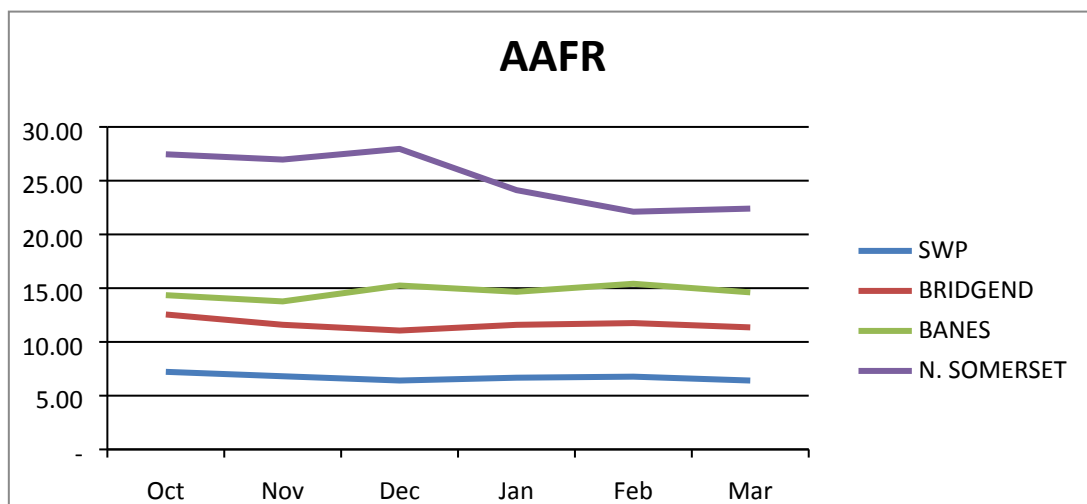
Near Miss Reporting

Kier's "Near Miss" (hazard spot) process for actual or potential H&S or Environmental impact purposes has increased to 243 from the previously reported 201. The 5 largest contributors (proportionally) to this figure, are listed below;

PPE/Welfare	62	26%
Environmental/ Waste/ Ecology	46	19%
Maintenance of Plant/ Equipment/ Vehicles	36	15%
Paperwork/ Training	29	12%
Manual Handling	21	9%

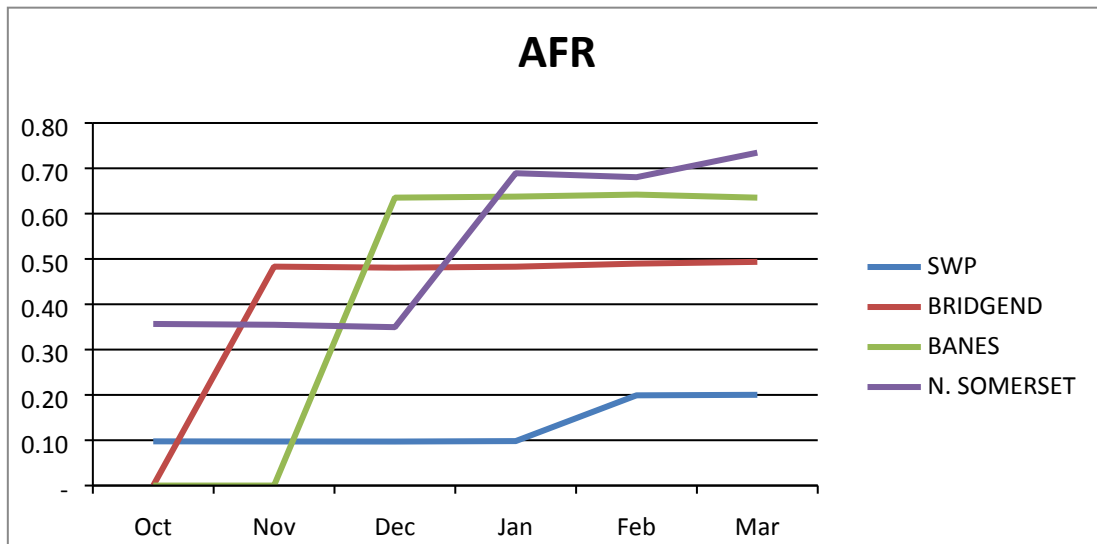
Benchmarking

Comparison of the Kier performance on the Somerset contract measured against similar Kier contracts. The first graph is for the 'All Accident Frequency Rate' over this reporting period of October 2016 to March 2017.



RIDDOR reportable accidents (AFR) graph over this reporting period (below).

It should be noted that these graphs are based on a rolling period, as this is how Kier produce their H&S information. For that reason the graph lines will alter quite sharply if a significant number is discounted or introduced at the start or end of a reporting period.



Reportable Occurrences:

There was one RIDDOR reported in this period due to a knuckle fracture resulting from a trip.

There were no reportable Dangerous Occurrences in this period.

There were no Environmental Incidents in this period.

There were no incidents involving members of the public in this period.

2.2. Statutory Visits:

None in this period.

2.3. Kier ES – H&S Initiatives

As part of our request to the contractors for their data to produce this report, we also give them the opportunity to inform stakeholders of their current and future H&S actions and initiatives. Kier ES have provided the following update.

In August 2016, the MD requested that the Safety, Health & Environment (SHE) Team undertake Safe Start Initiatives. From August 2016 – March 2017, all contracts within the business were subject to a Safe Start Initiative.

SHE team arrive on site at the start of shift (5-6 am) and focus on the 5 key areas.

- Putting Staff to work safely
- Inductions / Training
- Crew Monitoring.
- Route Risk Assessment
- Operational Excellence

Safety Week was rolled out during February 2017: During the week commencing

27 February we focussed on "turning up the dial" in respect of our approach and awareness of Safety on our projects, and in our depots and offices. Poster campaigns were put up on noticeboards during safety week to challenge the safety culture.

The results from the week were displayed on noticeboards across all sites. During the week the number of accidents across Environmental Services reduced from the average.

The business continues its drive to reduce the All Accident Injury Rate AAIR (AAFR equivalent) by 25% year on year.

Formal training (Operational Excellence Health & Safety Programme) for all supervisors within the Kier ES business began on 12th May 2016. This has been rolled into a comprehensive week long course for supervisors and is nearly complete across the business.

Health Awareness posters have been distributed around the business during the period, in line with group information passed forward to the business unit, cancer prevention.

The SHE team have delivered Manual Handling 'Train the Trainer' training, which was rolled out to the operational staff. This has now been completed across the business.

The SHE team have continued with the "boots on the ground" exercise during 2016, with an increase of 50% of their time being spent out and about observing crews / undertaking depot inspections. This has continued to prove to be extremely effective, in being able to identify and rectify issues during their observations.

The business has continued to focus on challenging lost time incidents / potential RIDDORS, ensuring that investigations have been undertaken promptly and efficiently, challenging their validity.

3. Viridor

3.1. Statistical Recording:

Viridor also use the All Accident Frequency Rate (AAFR) for Injury/Accident reporting at Recycling Centres.

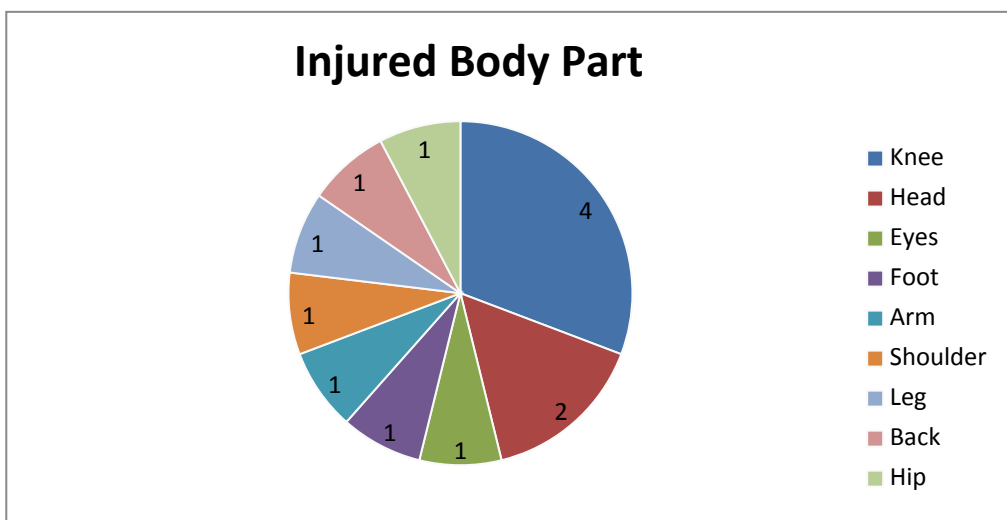
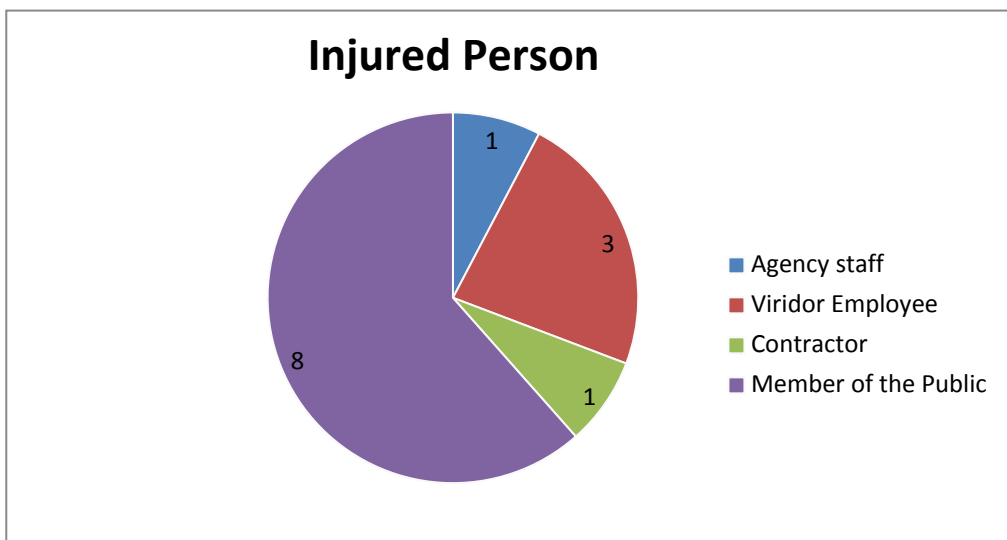
In this period Viridor report an AAFR of 21.54 for Qtr's 3&4 of 2016/17, over the 60,350 hours worked on the Somerset contract. The total number of injuries & accidents in the period was 13, down nine from the previous figure of 22. All 13 accidents were categorised as minor and are broken down into categories by causation. The top 5 are shown below.

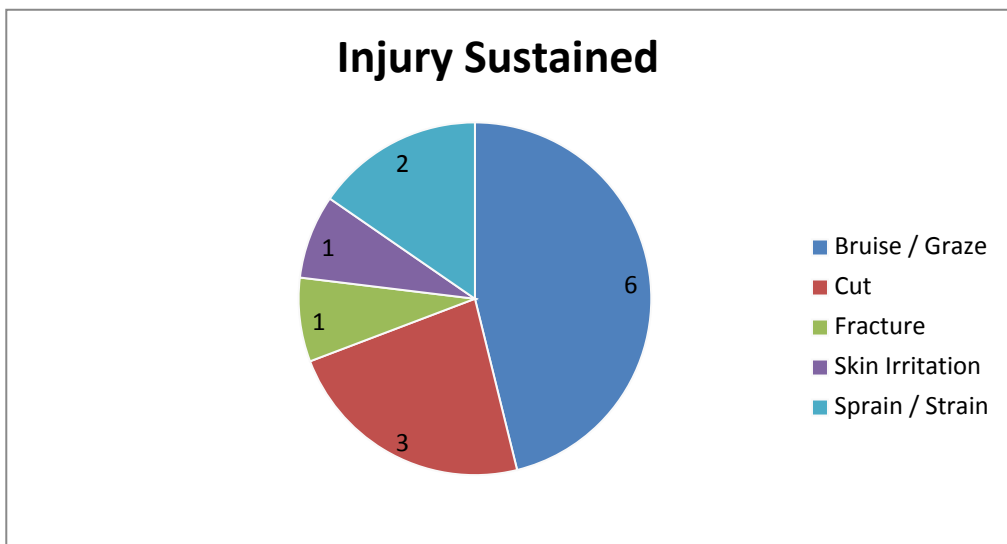
HSE categorised Causation Factor	October 2016 – March 2017	April 2016 – September 2016
Slipped, tripped or fell on the same level	54% (7)	41% (9)

Injured whilst handling, lifting or carrying	15% (2)	9% (2)
Strike against something fixed or stationary	15% (2)	0% (0)
Hit by a moving, lying or falling object	8% (1)	23% (5)
Exposed to/contact with a harmful substance	8% (1)	0% (0)

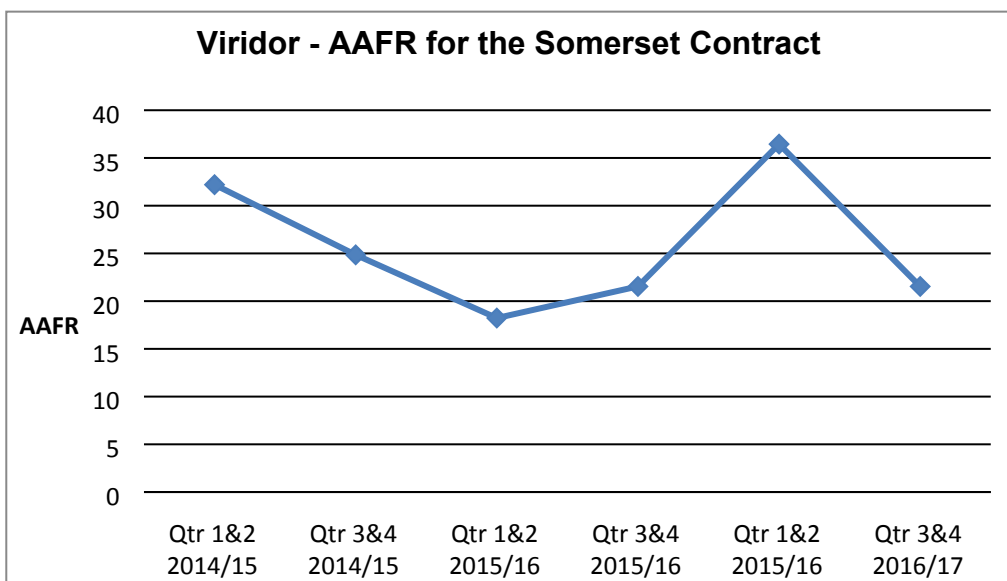
Viridor Managers continue to share the salient points of an incident that has occurred on a particular site with the rest of their business to ensure there is no reoccurrence. They believe this is contributing to good H&S performance.

There follows 3 graphs with a further breakdown of injury detail as supplied by Viridor.





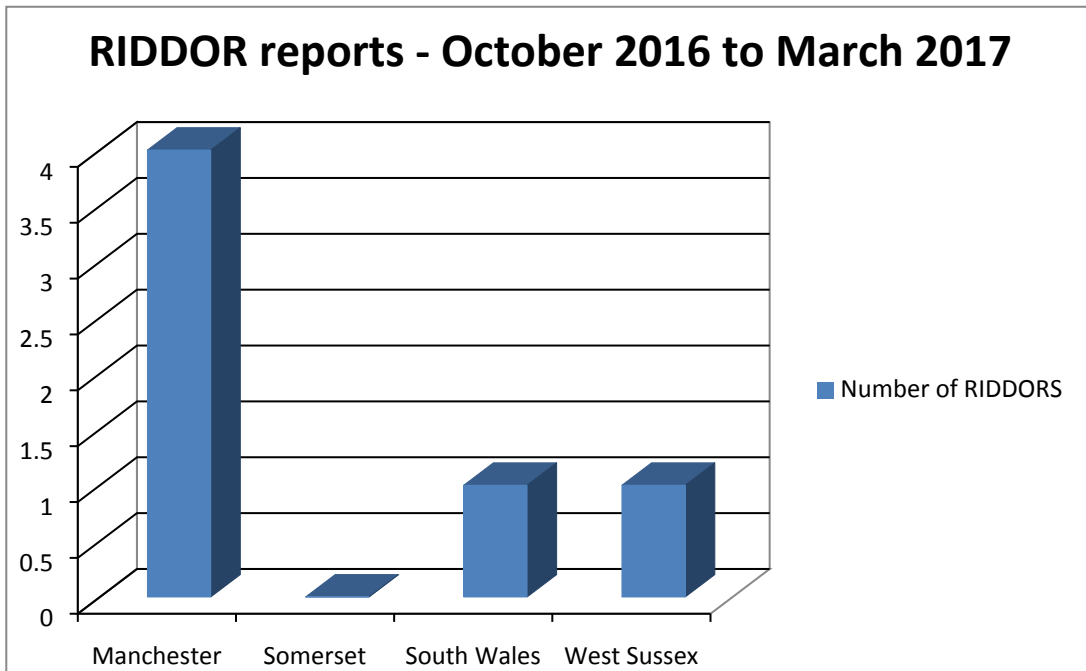
To show the trend of AAFR reporting we have included a graph below giving the figures as reported to the SWB over the last 3 years.



Accident Frequency Rate

Viridor's "Accident Frequency Rate" (AFR) based on RIDDOR reportable accidents for Recycling Centres on the Somerset Contract remained at zero. This extends the period of zero RIDDORS to 7 consecutive reports, spanning more than 3 years.

The Somerset RIDDOR comparison to similar Viridor contracts is shown below.



The Viridor “Near Miss” reporting system remains in place for recording potential hazards and risks. The figure for this period is 116, a large increase of 68 on the previous number.

Of the near misses reported in the period, there are only 9 that are recorded as a near miss/near hit; the vast majorities (107) have been recorded as ‘unsafe acts’ by contractor’s staff observing actions or behavior of members of the public they feel warrants such a report.

A further breakdown of the ‘unsafe acts’ show 29 as being recorded for general operational issues and 78 which can be related to the van & trailer permit scheme (which coincided with the very start of this reporting period). The permit scheme related acts can be categorised in 3 ways, namely: waste being walked onto sites from the highway, abusive behavior towards staff and, unauthorised deposit of waste (where a visitor has ignored the permit scheme and staff requests/instructions and deposited their waste regardless).

We are working closely with Viridor to address these latter issues and reduce them. Further reference to this can be found in paper SWB/17/03/07, the ‘Permit Review’ report.

3.2. Reportable Occurrences:

There were no RIDDOR reported accidents at Recycling Centres in this period.

There were no Dangerous Occurrences reported in this period.

3.3. There were five environmental incidents in the period, compared to 4 in the previous report.

	23/10/16 - Street HWRC relates to a small oil spillage due to an
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Incident 1	incident involving one of the hydraulic pipes on the digger that had a small split.
Incident 2	23/01/17 - Chard HWRC relates to a small oil spillage due to incident involving one of the hydraulic pipes on the A316 digger.
Incident 3	20/02/17 - Street HWRC relates to a small oil spillage due to incident involving one of the hydraulic pipes on the digger split causing a small amount of hydraulic oil to leak onto the floor.
Incident 4	13/03/17 – Street HWRC: It was noticed by the site manager that the JCB used on site had developed a leak on one of the hydraulic pipes. This had resulted in a small spillage of oil on the floor of the site.
Incident 5	14/03/17 - Dulverton HWRC: relates to cardboard waste being stored on the steps due to a transport issue.

The SWP requested further detail on the 3 hydraulic leak incidents recorded at Street HWRC. The resulting investigation showed no failure in the daily vehicle check process, or maintenance issues. All 3 leaks were from different areas of the vehicle and not related.

In addition to the environmental incidents listed; there was a fire at the Taunton (Priorswood) Material Recovery Facility (MRF) operated by Viridor that caused considerable damage to its infrastructure. Although this facility is not directly related to the SWP contract, it does process recyclable materials from our sites.

3.4. Viridor; Safety, Health and Environment (SHE) Initiatives During the Period:

The following H&S initiatives apply to all Viridor sites.

- Competency 'Training'
- Continual tool box talks 'all staff'
- Communication of Lessons Learnt / Safety alerts
- PPE 'Care of & maintenance'
- Safety glasses 'including prescription lenses'
- Interactive Representatives of Employee Safety (RES).
- Slips, trips and fall 'Housekeeping'
- Direct link to Occupational Health provider web site and app.
- Report all Near misses, including un-safe acts.

The Safety, Health, Environment, Quality, Sustainability (SHEQS) Safety team's aim is to protect people with effective safety systems. Our vision: "no harm to people or environment". To achieve our goals we will lead, inspire and engage all our employees and stakeholders on our journey; creating a future that is sustainable, safe and secure.

Safety is non-negotiable and our goal is to strive towards ZERO RIDDORS across the business. Accelerating and amplifying the "Stop & Think" campaign by the introduction of the six 'Golden Rules'.

- **GOLDEN RULE 1** - It is your duty to take care of your own and others safety.

- **GOLDEN RULE 2** - You must follow the SHEQS behaviours, these are non-negotiable.
- **GOLDEN RULE 3** - You are expected to report, challenge and intervene to address any unsafe act, condition or hazard.
- **GOLDEN RULE 4** - You have to assess the risk: if it looks unsafe or you're unsure, stop immediately and report it.
- **GOLDEN RULE 5** - You have a duty to keep your work area safe, clean, and tidy.
- **GOLDEN RULE 6** - You must take care of the environment by not wasting finite resources Report and challenge any environmental waste or hazards.

SHEQS events during: October 2016 - April 2017

October 2016 - SAFETY – Fire Safety

November 2016 - SAFETY – Ice and Snow, take it slow

December 2016 - SAFETY – Safety is for life, not just for Christmas

January 2017 - SAFETY – PPE

February 2017 - SAFETY – NEW Lock Off, Tag Off, Try Out Procedures for machinery and plant.

March 2017 - SAFETY – Dynamic Risk Assessments

4. SWP

4.1. SWP Client Team Incidents/Accidents

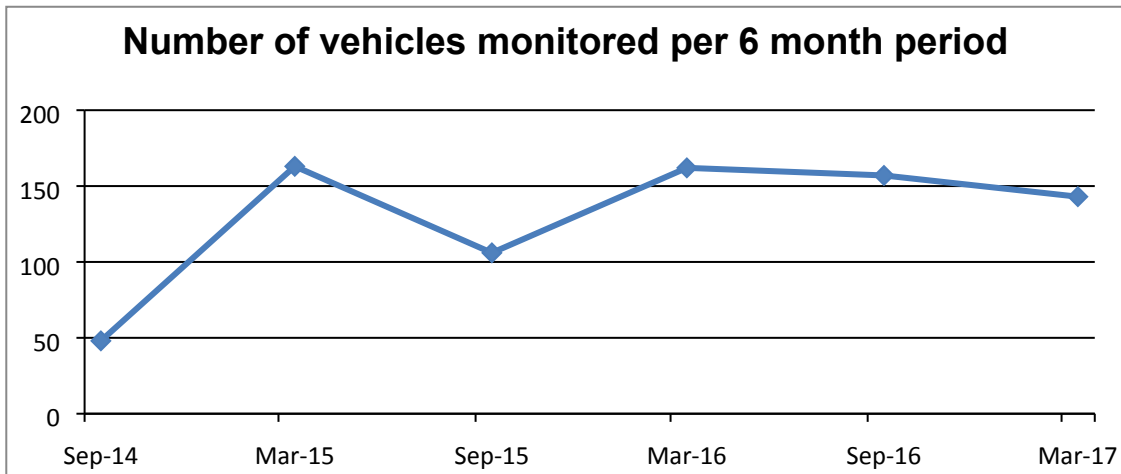
There were no reported incidents.

There were 2 accidents reported in this period. Both were minor injuries classed as 'slip, trip or fall on the same level'.

One was a trip on the stairway to Monmouth House resulting in bruising to the legs and the second was a slip off a pavement. No working time was lost or medical treatment recorded.

4.2. SWP Client Team Monitoring

The SWP monitoring of waste and recycling collection crews, procedures and practices continues across the Somerset Collection Contract. In the year April 2016 to March 2017 the figures show a total of 300 for the rolling year, down slightly from the 319 presented in the previous report (December 2016). The information gathered from all crew & vehicle monitoring is made available for both the SWP and Kier managers to view at any time, thus enabling any concerns to be addressed at regular operational and H&S meetings. For reference; a summary of the numbers monitored over the last 3 years are shown below. The graph dates are shown against the end of the reporting period, as opposed to the date they were reported on.



4.3. SWP Health & Safety initiatives

The joint inspections of Recycling Centres and Composting Facilities with Viridor Managers and workforce H&S representatives have now settled into a scheduled annual inspection. Although there will still be joint visits on occasions when needed, or if prompted by an incident, accident, or “near miss” that needs further investigation by both parties. Monitoring of closed landfills continues on a monthly basis.

Annual Health & Safety audits of Kier operational depots that were started in 2016 and referred to in the December 2016 report were temporarily suspended. This was done in agreement with Kier whilst they aligned their administration processes for H&S into a uniform format across all the Somerset depots. Audits are planned to commence again in June 2017.

The SWP H&S Officer continues to attend quarterly Viridor Manager & Workforce Representative Health and Safety forum meetings and has scheduled bi-monthly meetings with the Kier ES H&S Officer for the Somerset contract. There is also regular communication with both contractor’s H&S teams and management.

It has been agreed with Kier that the SWP attends their individual depot H&S meetings on a quarterly basis going forward.

5. Consultations undertaken

5.1. No consultations undertaken during the period October 2016 – March 2017.

6. Background papers

6.1. H&S Report to the Somerset Waste Board 16th December 2016 - SWB/16/09/06

Somerset Waste Board meeting
30 June 2017
Report for information

SWP Client Team Accommodation

Lead Officer: Bruce Carpenter, Interim Managing Director

Author: Bruce Carpenter, Interim Managing Director

Contact Details: bruce.carpenter@somersetwaste.gov.uk / 01823 625707

Forward Plan Reference:	SWB/17/05/01
Summary:	<p>The lease currently held by Somerset County Council (SCC) for the Somerset Waste Partnership (SWP) Client Team's accommodation, Monmouth House, Taunton expires on 28 February 2018.</p> <p>Following consultation with SCC's Property and Estates Team, Broughton House, Taunton has been identified as the preferred option.</p>
Recommendations:	That the Somerset Waste Board notes the content of this report.
Reasons for recommendations:	To inform Members of the likely relocation of the SWP Client Team in the Autumn of 2017.
Links to Priorities and Impact on Annual Business Plan:	SWP Business Plan 2017-2022 5.3 Other Projects, Task and Activities
Financial, Legal and HR Implications:	Moving costs and additional costs identified in Section 1.5 would be accommodated within the SWP Client Group budget.
Equalities Implications:	Report for information purposes only – no equalities implications.
Risk Assessment:	Should the move to Broughton House not proceed, alternative accommodation would need to be found at relatively short notice. This would be disruptive and may have additional financial implications for SWP.

1. Background

- 1.1. Somerset Waste Partnership (SWP) has occupied Monmouth House, Blackbrook Park Avenue, Taunton since early 2008.
- 1.2. The lease on Monmouth House expires on 28 February 2018. Somerset County Council (SCC) hold the lease and do not wish to renew it. Therefore suitable alternative accommodation needs to be found.
- 1.3. SCC's Property and Estates Team have undertaken an appraisal of suitable premises and have identified Broughton House, Blackbrook Park Avenue, Taunton as the best option available. SCC owns the freehold of Broughton House and the first floor is currently available and unoccupied.
- 1.4. The occupation would be for an initial term of five years with a three year break clause.
- 1.5. The rent for Broughton House is comparable with Monmouth House despite it being slightly larger. Business rates are also comparable. Service charges and the apportionment of utility costs are the subject of negotiations but the overall net position is expected to be similar to Monmouth House.
- 1.6. Broughton House would bring additional benefits in terms of storage space, additional meeting rooms and has disabled access (currently unavailable at Monmouth House).
- 1.7. SCC would like the move to take place during October 2017.

2. Options Considered and reasons for rejecting them

- 2.1. SCC's Property and Estates Team have undertaken an appraisal of their property portfolio and having considered all the options available, Broughton House is the preferred option.
- 2.2. SWP Client Team is made up of staff transferred (TUPE) from both the County Council and the 5 District Councils and so staff travel to work from all over Somerset. The nature of the services provided by SWP also requires staff to be able to travel extensively around the county. It is therefore important that the new office accommodation is centrally located with good road access and available parking. The Blackbrook Business Park is therefore an ideal location.

3. Consultations undertaken

- 3.1. The Senior Management Group (SMG) have been made aware of the situation and are in favour of the move to Broughton House.
- 3.2. The SWP Senior Management Team have inspected Broughton House and consider it to be a viable option.

4. Implications

- 4.1. Financial implications for SCC should the move not take place on the preferred

dates.

- 4.2. As a result of the move to Broughton House it is not expected for there to be any detrimental impacts on the SWP Client Team.

5. Background papers

- 5.1. None.

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Somerset Waste Board meeting
 30 June 2017
 Report for decision

Recycling Centres – Restricted Access Permits Scheme Review
 Lead Officer: David Oaten, Contracts Manager – Treatment & Infrastructure
 Author: Terry Richards, Senior Officer
 Contact Details: terry.richards@somersetwaste.gov.uk (01823) 625724

Forward Plan Reference:	SWB/17/03/07
Summary:	<p>This report outlines the findings of the review of the restricted access permit scheme after the first six months of operation.</p> <p>The review indicates that the scheme has been introduced and operated very successfully. However, some policy variations would be justified to better meet the needs of site users and/or site managers.</p>
Recommendations:	<p>That the Somerset Waste Board authorises the Interim Managing Director of the Somerset Waste Partnership to implement the following changes to the formal acceptance protocol (van & trailer permit scheme) at the Recycling Centres approved by the Board on 17th June 2016</p> <ol style="list-style-type: none"> 1. Remove time restrictions for permit holders at weekends allowing permit holders to have full access to any site during all opening hours. Implementation to commence with immediate effect, recognising the need for system changes, re-briefing of stakeholders and public communication. 2. To introduce, at the earliest opportunity, the automatic identification of the type/specification of vehicles that require a permit by adopting the Driver and Vehicle Licensing Agency criteria, identified in Appendix 8. 3. All vehicles classified as ‘N1’ will require a permit, those classified as ‘M1’ will not. Classifications of ‘N2, N3, M2 & M3’, will not be permitted access to any Somerset site under the permit scheme. This to commence with immediate effect, recognising the need for system changes, re-briefing of stakeholders and public communication.

	<p>4. To require camper vans and minibuses to be registered within the permit scheme with immediate effect, recognising the need for the system change, re-briefing of stakeholders and communication to those affected.</p> <p>In addition, members are asked to endorse the following policy which has, out of expediency, already been adopted:</p> <p>5. Allow any Somerset household to hold one permit for a purpose built single axle trailer AND one permit for an eligible commercial type van.</p>
<p>Reasons for recommendations:</p>	<p>At the SWB meeting on 30th September 2016, The Board requested that officers undertake a review of the scheme after six months of its operation.</p> <p>The information and data collected from that review has been used to form this report and direct the service enhancements recommended.</p>
<p>Links to Priorities and Impact on Annual Business Plan:</p>	<p>SWP Business Plan 2016-21, Item 3.2 – Consider, plan and deliver agreed options to tackle unauthorised commercial waste and waste from beyond Somerset being deposited at Somerset recycling sites.</p> <p>SWP Business Plan 2017-22, Item 5.3 - Following successful roll out of the van and trailer permit scheme in October 2016, a formal six month review to determine whether there should be any minor amendments to the current process, with proposed revisions to the June 2017 meeting.</p>
<p>Financial, Legal and HR Implications:</p>	<p>Financial;</p> <ul style="list-style-type: none"> • The cost of implementing and providing the permit scheme over the initial 6 month period that it has been in operation on sites (Oct 2016 – March 2017), is circa £38,000. • Over the 3 year life of the permit it is still expected that the costs will average at approximately £15k per annum. In preparation for the next round of Permit applications in 2019, it is likely that we will be able to further cut the cost of administration through more prevalent use of ‘e-permits’. • Waste tonnages through the sites (shown in Appendix 1) have reduced by an average of just over 11% in the first 6 months of the permit scheme (when calculated against the corresponding period in the previous year), this figure

	<p>increases to a 15% reduction (if measured against the trend from April 2016 to the permit introduction in October 2016), The tonnage reduction at 11% results in a financial saving in the region of £200k over this 6 month period.</p>
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<p>Equalities Implications:</p>	<p>An Equalities Impact Assessment has been completed for the current permit scheme and is attached as Appendix 9 to this report. A key issue identified is to continue to offer appropriate assistance with ‘digital applications’ made on-line and, alternatives to online applications to ensure that the digitally excluded are not adversely affected.</p>
<p>Risk Assessment:</p>	<p>There is a risk of;</p> <ul style="list-style-type: none"> • the relaxation of the weekend restricted access hours for permit holders prompting an increase in the amount of waste handled through the sites. • an under estimation of the number of additional new or amended (vehicle change or house move) permits that will be requested and therefore an under estimate of on-going permit costs. • failing to continue to promote an effective PR campaign communicating Recycling Centre permit changes to Somerset residents. • despite the permit scheme’s short-term initial fly tipping impact being marginally up (4%) on the same period of the previous year, as predicted in the risk profile presented to the Board in June 2016, there may be additional incidents through the busier summer months. Although the recommended relaxation of permit holder access hours is expected to reduce the risk of fly tipping. This will be monitored. • continued concern from some Somerset residents regarding our classification of vehicles that require a permit. However, using DVLA classifications will provide a clear and independent means of clarification in such circumstances. • neighbouring authorities – all of which have similar controls – tightening their own resident permit policies, diverting more users into Somerset sites.

1. Background

- 1.1.** All residents of Somerset can use any of the 14 recycling centres to dispose of their recyclables and household waste for free. There are also two Community Recycling Sites located at Crewkerne & Dulverton that charge a £2.00 entry fee. Charges currently also exist for the deposit of non-household items such as hardcore, tyres, gas bottles, plasterboard & asbestos. Ten of the sites in Somerset now also provide access to 'paid for' commercial waste.
- 1.2.** As outlined in the June 2016 Board report, the permit scheme was proposed and subsequently adopted in order to address our evidence of cross-border use of Somerset Recycling Centres and to respond to restrictions in our neighbouring authorities, to continue to provide free access to Somerset residents transporting household waste material in standard non-commercial type vehicles and to control, via the permit system, the admittance of commercial type vehicles and trailers used by Somerset residents, in order to reduce congestion at peak site usage periods and to reduce commercial waste abuse.
- 1.3.** At the SWB meeting on 30th September 2016, The Board requested that officers undertake a review of the scheme after six months of its operation.

2. Review Methodology

- 2.1.** The review was undertaken by the project team that developed the original proposal. The team consists of Somerset Waste Partnership (SWP) officers, along with area and site managers from Viridor, who currently operate all of the Somerset Household Waste Recycling Centres (HWRCs) and Community Recycling Sites (CRSs).
- 2.2.** In order to inform this review of the van & trailer permit scheme, feedback has been received and considered from a number of sources;
 - completion of the contact complaint form provided for public access on the SWP, County & District Council websites
 - emails to the SWP 'enquiries' address and via partner authority customer service teams
 - letters seeking clarification or complaint
 - phone calls
 - direct contact with members of the public, both at the SWP offices and at the recycling centres
 - meetings with all 16 recycling centre managers & Viridor area supervisory staff
 - project team review meetings
- 2.3.** The number of enquiries and complaints recorded cover the period from the start of the scheme publicity in August 2016, to the permit review closure date of 31st March 2017. The customer contact statistics are shown in Appendix 3. Whilst the number of contacts shown in Appendix 3 relate to those that have been recorded (complaint forms, emails & letters), the issues shown and their respective weightings are very much representative of those customer contacts that have not been formally recorded (phone calls & face to face contact). The total number of recorded permit enquiries, administration communications

and complaints recorded was 528, with complaints accounting for 206 of that number.

- 2.4. At the conclusion of the review period on 31st March 2017, 22,200 permits had been issued with a total of 31,003 attempted applications via the SWP website.

As shown in Appendix 3, 8,803 attempted permit applications have been aborted, some of which will have been from ineligible out of county residents and some being commercial waste producers, that having read the terms and conditions, chose not to continue with their application. Many of these aborted or failed attempts will have been caused by the embedded postcode look-up database that prevents out of county residents from obtaining a permit. This automated process has worked extremely well.

- 2.5. As detailed in Appendix 3, the main areas of concern raised by those residents impacted by the permit scheme were;
- the restricted weekend access
 - the trailer restrictions (predominantly related to multi axle trailers)
 - vehicle classification disputes (mainly Land Rover related)

3. Summary of the data review documents referenced for this report

- 3.1. a) Appendix 1 – Tonnages
b) Appendix 2 – Weekend Site Usage
c) Appendix 3 – Enquiries & Complaint Statistics
d) Appendix 4 – Current Permit Scheme Terms & Conditions
e) Appendix 5 – Trailer Assessment
f) Appendix 6 – Vehicle Access Pictogram
g) Appendix 7 – Land Rover Permit Clarification
h) Appendix 8 – Definition of Vehicle Categories
i) Appendix 9 – Equalities Impact Assessment

4. Current 'Conditions of Use' for permit holders (Appendix 4) and Review Conclusions & Recommendations:

- 4.1. **Only Somerset residents are eligible for permits. This means that while residents from outside the county are not excluded from using Somerset sites, they cannot legitimately apply for a permit to use a van or trailer.**

When applying for a permit, residents are required to give their residential address. Any address not administered by Somerset County Council (SCC) is unable to complete their application and will not be issued a permit. This is an automated process on the SWP website with the address look-up linked to the Post Office Address database.

As shown in Appendix 1, since the restriction on 'Out of County' residents being able to use Somerset recycling sites, with permit type vehicles and trailers, was introduced, the waste tonnage being deposited at sites has reduced. This is no doubt partly due to these restrictions having an impact.

There is a summary of the number of ineligible applications attempted in Appendix 3. This summary does include a number of applications from residents of neighbouring authorities, but unfortunately we are unable to differentiate the exact numbers from the other categories of failed application attempts.

No change is recommended to this permit condition.

4.2. There is restricted access for permit holders to recycling sites at peak usage times. Permit holders weekend access is currently limited to use of the sites between 1pm & 4pm on Saturdays.

The weekend access restrictions account for 26% (53) of all recorded complaints made between the SWB approval of the scheme in June 2016 and the review cut-off point on the 31st March 2017 (Appendix 3). The detail of these recorded complaints, along with conversations with members of the public that SWP officers and recycling centre staff have had, both in phone calls and in person, show that there are more residents than anticipated who cannot access the sites at any time other than the restricted weekend access periods. Site weekend usage data is shown in Appendix 2.

This review has fully engaged with all Viridor site managers and area managers, via meetings, interrogation of the Viridor Health and Safety (H&S) report for the period and, from attending regular H&S meetings held with workforce representatives present.

Viridor managers' report that weekend restrictions have led to a high number of difficult incidents when access has been refused. Some residents have been observed parking outside during the restricted hours and walking their waste onto site through the vehicle access or exit roads, hampering traffic outside of sites and bringing safety concerns on site and on the highway.

These incidents are reflected in the current H&S report for the period (SWB 17/03/06).

Due to the results of the review, a recommendation is made to change this policy to remove all weekend time access restrictions. It is uncertain what effect this will have on congestion and possible queues, as figures in Appendix 2 (graph 2) show that there is already a period on a Sunday from approximately 11:00 a.m. to 1:00 p.m. when the number of visits reach the highest average number of the weekend. However, it is expected that removing restricted weekend access will reduce difficult incidents and safety concerns.

Based on the safety concerns raised and the feedback from Somerset residents and the site managers, the officer recommendation is that we remove the permit holder restricted weekend access, mindful that this may result in increased waste being handled by the sites.

4.3. Permits are only issued for a purpose built single axle trailer with one wheel each side and a maximum of 3 metres in length (internal dimensions of the loading bed/floor).

This restriction accounted for 24% (49) of all recorded complaints (Appendix 3).

The original reasoning behind this condition was reviewed again in detail, particularly the restriction that a 'multi-axle trailer is not able to be issued with a permit, even if under the 3 metre internal bed length requirement set out in the permit conditions.

The dominant factor looked at with regard to the multi-axle trailers was their load carrying capacity, even if within the prescribed size limit. This, along with other factors outlined in Appendix 5 was fully reviewed again. From the conclusions listed in Appendix 5 and those included in the June 2016 report:

No change is recommended to this permit condition.

- 4.4. Only vehicles up to 3.5 tonne Gross Vehicle Weight (GVW) will be issued with a permit. Vehicles of any design exceeding this weight are not eligible for a permit or site access and, will not be granted access to offload under the permit scheme.**

Any vehicle exceeding this weight is not eligible and will be refused entry. The current definition of vehicles accepted on site, along with the permit criteria in illustrated format can be seen in Appendix 6.

As shown in Appendix 1, there has been a reduction in waste tonnages at the Somerset sites since the implementation of the restriction on gross vehicle weight (GVW) and trailer size. It is believed that part of this reduction is due to the prevention of 'trade waste' brought to site in this type of vehicle since the permit controls were introduced.

No change is recommended to this permit condition.

- 4.5. There is a 'Permit Waiver' system available on all sites for those visitors that require a permit, but are unaware of the permit scheme on their first visit.**

The 'permit waiver' is recognised as working well for those unaware of the permit scheme and is welcomed by those managing the process on site.

No change is recommended to this permit condition.

- 4.6. When applying on-line for a permit, an applicant will receive an electronic confirmation (to be used as a temporary permit) that can be printed, or shown on a smart device screen at the sites.**

An applicant will receive two electronic confirmations, firstly via an e-mail receipt (clearly for this they must supply an e-mail address during the application process), the second is an e-permit that can be downloaded and printed out. For applicants without the ability to apply on-line, this can be completed at any Somerset library or by phone (with a paper confirmation then posted out if the latter).

The electronic confirmation can be taken to the site and shown to site staff either in paper form or via a smart device screen. This confirmation is valid for 21 days whilst the delivery of the plastic card permit is pending. It is expected, now permit application numbers have become more manageable, that it will be possible to

expand this electronic process in the future and save costs on producing and issuing the 'credit card' type permits.

No change is recommended to this permit condition.

4.7. Land Rovers without permanent fixed seats and restraining belts to the rear of the driver require a permit, whilst those with permanent fixed seats and restraining belts do not.

Since the permit scheme application process was first instigated in August 2016, there has been an on-going debate as to whether Land Rovers require a permit, are exempt, or a combination of both. We have concluded that the latter is the most appropriate position.

There are at least 8 variants of Land Rover and the measures we have taken to determine whether a permit is required or not, have become confusing to both site staff and the general public. This ambiguity has also led to the 3rd highest number of recorded complaints at 43 (21%), as shown in Appendix 3, the very large majority of which concern Land Rovers.

We currently state that Land Rovers without fixed seats and restraining belts to the rear of the driver require a permit, whilst those with fitted fixed seats and belts to the rear, do not. There is also specific guidance for Land Rovers on the SWP website as shown in Appendix 7. This unique clarification for this one type of vehicle became necessary, due to the variation of models causing disagreements on sites as to whether a permit was required.

We are therefore proposing a change to how the need for a permit is defined, with the aim of simplifying this process for all concerned and in preparation for an automated on-line look-up function to be added to the application process; not just for Land Rovers, but for all vehicles. If approved, the intention will be to modify the SWP website to an automated look-up of vehicle classification, in exactly the same way as we currently do with the 'address postcode look-up'. It will work on the following principle:

The Department For Transport (DFT) has already classified vehicles by type as to whether they are '*Category N: Motor vehicles with at least four wheels designed and constructed for the carriage of goods.*' or alternatively '*Category M: Motor vehicles with at least four wheels designed and constructed for the carriage of passengers*' (A full copy of the designations can be found in Appendix 8).

There is also a quick look-up of this information available to anyone that wishes to use it; via the GOV.UK - DVLA website. A free link to this information will also shortly be available to website designers.

It is that link that we would use to inform applicants if a permit is required and through this automated process prevent the current situation, where an application can be completed with erroneous/incorrect details and a permit issued that then has to be addressed on site - where it has become confrontational on occasion.

There will be a very small number of vehicles of an age where a classification is

not available. For these we will continue with the current process of dealing with them on a case by case assessment.

It is recommended that to simplify the process: we issue permits to any vehicle designated as 'N1' and exempt any classified as 'M1' by use of an automated classification look-up process. Classes M2, M3, N2 & N3 are to be excluded as they exceed the permit criteria already in place. The exceptions to this rule are camper vans and minibuses (referred to in section 4.12).

4.8. A permit for either a van or trailer is issued to a Somerset household, not both.

It became expedient at a very early stage in the implementation process to relax this rule and allow both a van permit and a trailer permit at a single household, for the following reasons;

- (a) This condition was very time consuming and virtually impossible to administer.
- (b) It had already been circumvented by the users.
- (c) It was in practice too restrictive on some households placing them at a disadvantage to others.

Although a permit for both a van & trailer is now available to those households that request them, it is very unlikely that they will both be in use at the same time. To ensure this is not commonly the case, this is now managed by the enforcement process put in place at the commencement of the permit process.

If both van and trailer are used very frequently, this is flagged up to the SWP via the ANPR monitoring system and can be queried.

The recommendation is that this amendment be endorsed and we alter this permit condition to allow one eligible commercial type van permit and one purpose built single axle trailer permit at a qualifying household.

4.9. Permit holding vehicles are not allowed to tow a trailer onto site.

This restriction is to minimise the time spent on site by a site user and reduce a trip hazard/collision Health & Safety risk.

Although this condition accounted for 18 recorded complaints (9%) as shown in Appendix 3 (12 of which were for vans, 4 for Land Rovers and 2 were for pickups), the review found the data confirmed this to be a valid condition with a reduction in average load weights. Previously, in the large majority of cases, a van would be fully loaded in addition to the trailer. This had the consequence of a much larger load taking longer to dispose of, resulting in a minimum of 2 bays (occasionally 3) being occupied for a considerable time.

In addition to the bays not being available to those waiting; before the permit scheme introduction, we commonly observed a situation where the trailer would be disconnected and pushed back or sideways (Appendix 5), across the road or

walkway, to allow access through the rear van doors. This would result in even more space being occupied by the now disconnected trailer, an obstruction (with a collision risk) to other vehicles on the access road, or a trip hazard to other pedestrians using the walkways.

No change is recommended to this permit condition.

4.10. Hire vans and trailers are allowed limited access under the ‘permit waiver’ scheme for a maximum of a 3 day hire period. All local hire companies have been made aware of these stipulations.

Upon completion of a ‘permit waiver’ form, hire vehicles and trailers are entitled to 3 days continuous use of the sites. The hirer cannot be a company or business, but the hirer can be a person that is not a resident of this County. This variation has been made to accommodate those that are assisting Somerset residents, such as moving home, or utilised for compassionate reasons at the site manager’s discretion. This policy has worked well in practice.

No change is recommended to this permit condition.

4.11. Businesses wanting to use the commercial waste facilities do not require a permit as they are paying for the disposal of their waste, but must comply with the size and access restrictions imposed by the permit scheme.

Companies and businesses choosing to use the commercial waste facilities do not require a permit as they are paying for the disposal of their waste, but must comply with the size and access restrictions imposed by the permit scheme. They may only deposit waste at a commercial waste licensed site. ‘Out of County’ access for commercial paying customers (including trailers) is permitted, as they are low in number and this is a completely separate transaction between Viridor and the customer, which has no financial consequence to the SWP or SCC.

This arrangement is seen as beneficial to all concerned, as it reduces the risk of the illegal disposal of waste carried in vehicles not eligible to use sites under the permit scheme.

No change is recommended to this permit condition.

4.12. Camper vans & minibuses do not require a permit.

This is a condition that causes confusion and claims of unfair treatment, both on site and in complaints to the SWP. We believe this is a valid argument, as the fact they do not currently require a permit means such vehicles can tow a permit registered trailer onto site, yet are predominantly the same size or larger than a commercial van.

Most camper vans using the sites are converted ‘commercial type’ vehicles, but because of the cost and the rigorous process they must go through to be re-classified as camper vans, this is seldom done, so they are still registered as commercial vehicles.

They are often only part converted, meaning they still contain a large load capacity similar to vans and are mostly of the 3.5 tonne GVW type vehicle.

The recommendation is to remove this discrepancy, so that all camper vans & minibuses require a permit in the future, as long as they comply with the specification of 'M1' (Appendix 8) and that those currently using sites without a permit be addressed through e-mail (where available), or through flyers and staff communication on sites with immediate effect.

4.13. Waste, carried on behalf of a third party, for which a payment has been agreed, cannot be brought to any site under the permit scheme.

This condition has always been in place on sites. It was simply re-iterated during the permit instigation to take the opportunity of using the publicity we were issuing as part of that process to raise awareness. The waste or recycling must therefore be disposed of as 'commercial waste' if any payment is taken to bring it to the site.

No change is recommended to this permit condition.

5. Summary of the Permit Scheme review period

- 5.1.** It is believed that a reduction in large cross border loads and apparent reduction in commercial waste, along with the lower capacity of vehicles and trailers allowed access to sites, has had the benefit of reducing time for unloading and, subsequently reduced queuing. Latest calculations show a slight reduction in the average load since the permit scheme commenced, which will have naturally resulted in faster unloading times.
- 5.2.** Although we have had a number of recorded complaints regarding the limitation of multi-axle trailers with a higher Gross Vehicle Weight (GVW) than we now permit, we have no records of any complaints at all caused by vehicles being limited to 3.5 tonne GVW.
- 5.3.** It is believed that financial savings have been achieved through the introduction of the permit scheme by tonnage reduction, but the exact level of such saving is impossible to align to the scheme alone.
- 5.4.** The current weekend restricted access for permit holders is considered to have presented more problems, with additional safety concerns and other incidents, than benefit. Officers therefore recommend that this condition can be relaxed.
- 5.5.** Whilst the relaxation of the weekend restricted access simplifies the position for permit holders it might lead to an uplift in the total tonnage being brought to the sites, reversing some of the significant reduction achieved since the scheme was implemented. Previous experience suggests that the easier it is to use our sites, the more waste is delivered. The impact however cannot be accurately estimated.
- 5.6.** Use of our 'permit waiver scheme' has been well received and used. Particularly in avoiding incidents on sites for those unaware of the permit scheme at their first visit and, for use on compassionate grounds when encountering those from outside the County dealing with bereavement or assisting a Somerset family member.
- 5.7.** Working with our strategic partner Viridor on the scheme implementation and

review has been a highly positive process involving area and site managers. We acknowledge and appreciate their continued involvement in this permit review process and continued support, both in the implementation of the scheme and monitoring its subsequent impact.

6. Other Options Considered

- 6.1.** As shown in Appendix 2 (Graph 1) there is currently a lull in visitor numbers at the 5 'open every day' sites on a Sunday afternoon. Opening this Sunday afternoon slot to permit holders was considered as an option to address those permit holders who cannot make use of a recycling centre on any day other than a Sunday. Whilst this would provide Sunday access at one site per District area and address some of the concerns expressed over such access, it did not address health & safety issues and other incidents caused by opening for only half a day on a Saturday.
- 6.2.** In order to remove the health and safety issues and other incidents, caused by limiting access to permit holders for only part of a Saturday, consideration was given to allowing access for the whole of the Saturday opening hours in order to remove the artificial break currently embedded within the scheme conditions. Whilst it is believed this would solve a number of the issues regarding on site incidents and health & safety concerns, it did not address the problem for those permit holders who can only visit the recycling centres on a Sunday.
- 6.3.** Relaxation of the trailer restriction criteria, to allow access to multi-axle trailers, was very closely scrutinised with all aspects of their use on sites considered. Due to the extra capacity that a trailer with more than one axle can carry and for the reasons laid out in Appendix 5 - the recommendation is that there be no change to this condition at this time. However, further data on the probable numbers of higher capacity trailers will be collected over the period from now until the current permit expires. This data will then be collated and further reviewed, and presented to the Board, before the terms & conditions for issue of the next '3 year' permit (October 2019 to September 2022) are finalised.

7. Background papers

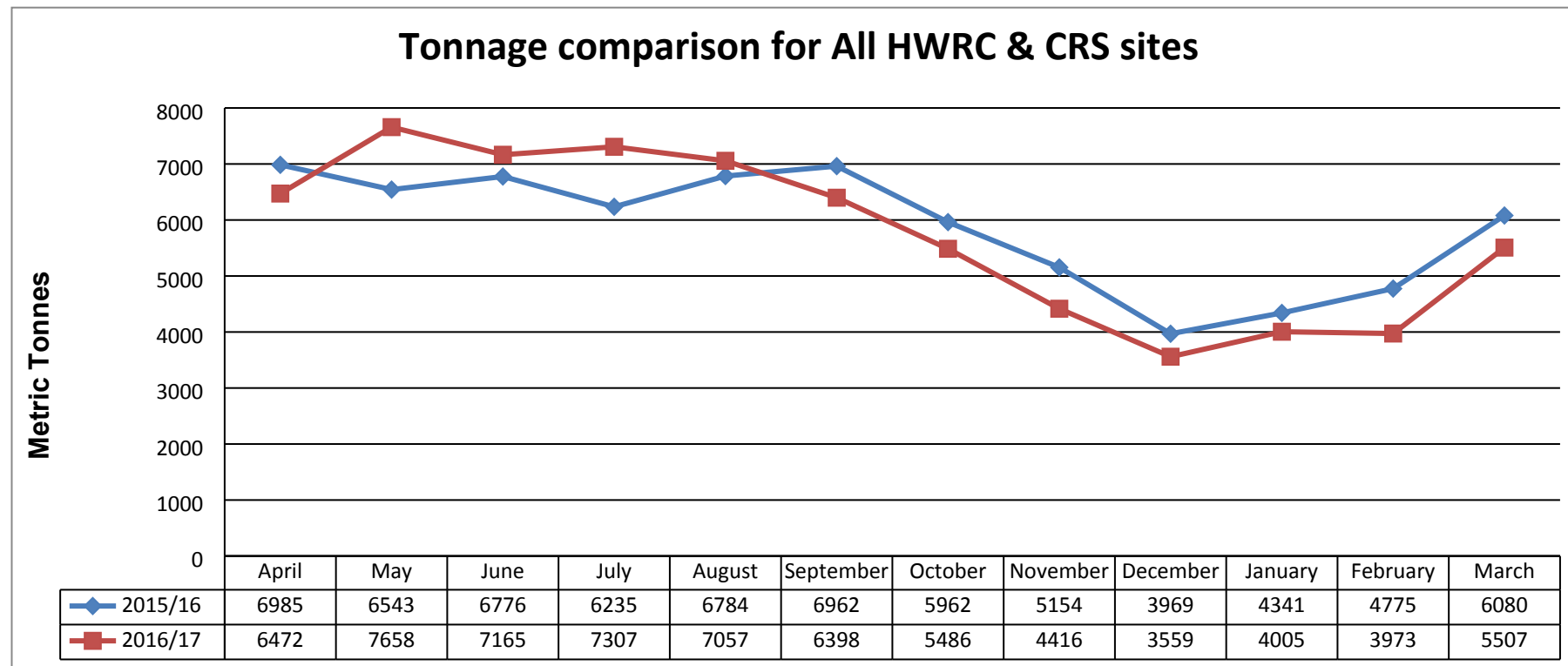
- 7.1.** Report SWB/16/03/09 – Recycling Centres (Restricted Access Permits) 17th June 2016.

Appendix 1

Total Monthly Waste Tonnage Comparison

The graph below illustrates a direct comparison between the waste tonnages for the financial year 2015/16 and 2016/17.

For reference: The Formal Acceptance Protocol (Permit Scheme) publicity and application process commenced on the 8th August 2016 and, the permit restrictions on all Somerset Household Waste Recycling Centres (HWRCs) and Community Recycling Sites (CRSs) commenced on the 3rd October 2016.

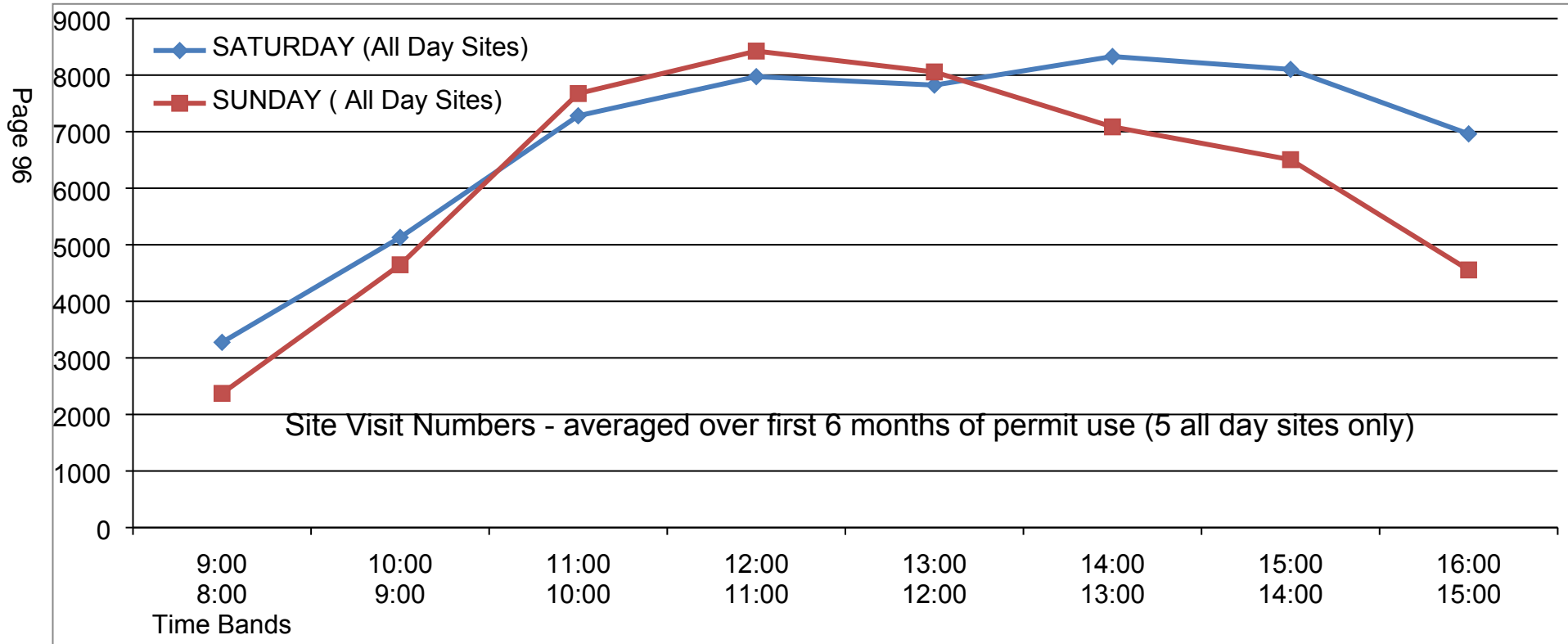


Appendix 2

The graph below shows the weekend site usage figures provided by the Automatic Number Plate Recognition (ANPR) cameras in use at Somerset HWRC's and CRS's. These numbers relate to the visits to the 5 sites that remain open 7 days a week, including all day on Saturday and Sunday and, gives a direct comparison between the two days.

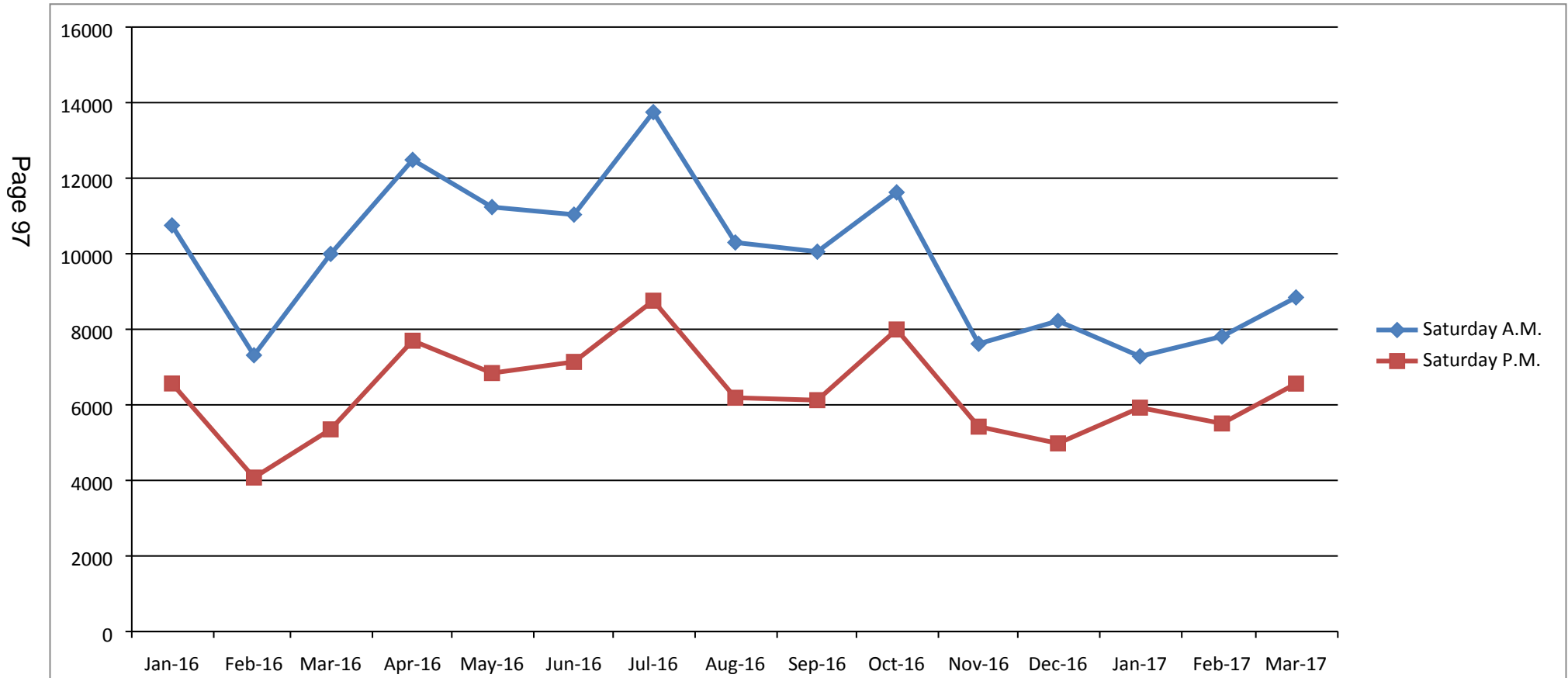
There is one all day site located in each Somerset area, namely Bridgwater, Frome, Minehead, Taunton & Yeovil.

Graph 1



Graph 2

This graph shows the morning and afternoon visit number for the 5 all day sites on a Saturday and illustrates how the numbers in the a.m. and p.m. periods have become more evenly matched since the introduction of permits. Also shown is the more even distribution of site visit numbers and the smoothing of the peak numbers.



Appendix 3

Permit Scheme Enquiries & Complaints

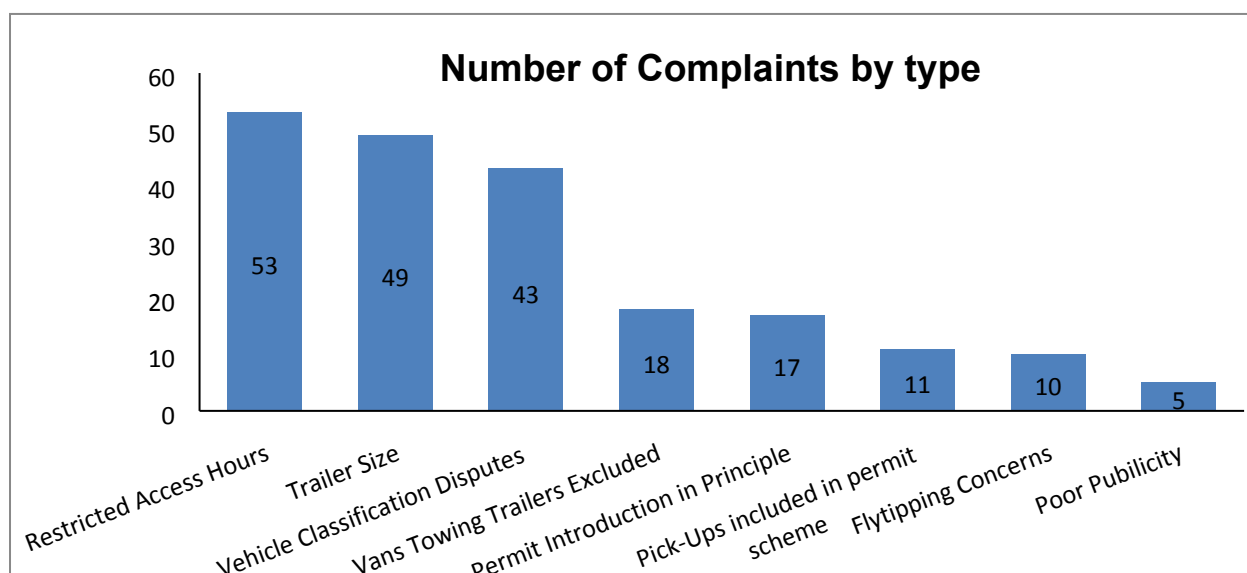
The following information has been captured and collated during the review period for the 'Formal Acceptance Procedure' (permit scheme) during the period from when the scheme was approved by the SWB on the 17th June 2016 to the 31st March 2017, the end of the review period previously agreed by the SWB.

Where possible all complaints were recorded in writing, although there were a small number that were handled either directly by phone, or in person if encountered whilst a member of SWP staff was on a site or via public visits to the SWP office. It is believed that the recorded complaint subjects are representative of all the complaints received

All figures shown are for the period commencing 17th June 2016 until 31st March 2017 unless otherwise stated	
Number of Households eligible for permits (based on Council Tax data at 31st December 2016)	252,998
Total number of attempted permit applications	31,003
Permit number issued (including replacements for lost permits & detail changes for address and registration numbers)	22,200
Number of Permit enquiries, complaints and administration communications/contacts	528
Total number of complaints (included within the total number of contacts above)	206

Using the number of households in Somerset (252,998) as the base figure, the complaint percentage is only 0.08%. However, we believe a more meaningful way to calculate the percentage of complaint is to take the number of successful applicants as the base number (22,200, as of the 31st March 2017), as these would appear to be the site users most affected by the changes through having to obtain a permit. This gives a complaint percentage of 0.93%.

The nature of the complaints broken down into headline categories is shown below.



Appendix 4

Terms & Conditions for Permit:

- Only one van permit and/or one trailer permit will be allocated per household.
- You accept the restrictions on access for vans and trailers as specified in our Permitted Vehicles guidance page.
- You must not bring waste to a recycling site for which you have taken payment to transport or deposit, even if it is from a household.
- Commercial waste cannot be deposited at any Somerset recycling site under the applied-for permit.
- The site operator (Viridor) has instructions to enquire as to the origin of waste being deposited if they suspect the waste is not from your household.
- Somerset Waste Partnership reserves the right to make further enquiries regarding the source of the waste and, if found to have originated from a commercial source; will seek to take legal action against the vehicle driver.
- The site operator (Viridor) has the authority to refuse use of the site to anyone suspected of depositing commercial waste as household waste.
- Failure to comply with the site operator's compliance checks may result in the withdrawal of your permit.
- Permits are not transferable and should be destroyed if you no longer use the van or the towing vehicle(s) for which the details are shown on the permit. A new permit with the correct vehicle details will be required by making a new application.
- All permits remain the property of Somerset Waste Partnership and will be withdrawn if these terms and conditions are breached.
- These terms and conditions, and others relating to use of recycling sites and other waste services, may be changed at any time without prior warning.

I have read and accept the permit terms and conditions.



Terms & Conditions for data held

Your data will be held for the purposes of processing your permit application, monitoring site usage, and renewal reminders. Beyond these uses, we will not share your data with any third party, except where we are legally required to or in order to ensure compliance with the terms of use of our facilities.

I have read and accept the data terms and conditions.



Appendix 5

Restrictions on Trailers

Although it is understandable why some site users prefer to use trailers, such as keeping their vehicle clean, the ability to add extra capacity and the convenience of loading/unloading, it is a fact that they can cause issues on sites for the following reasons.

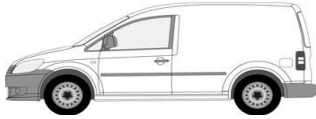
- Research showed that a professionally manufactured (braked) double axle trailer, meeting the length specifications we currently permit, can legally carry well in excess of 2 tonnes. It should be noted here that we make no stipulation as to whether a trailer must be braked or un-braked, or limit their width at all.

As one of the aims of the permit scheme was to reduce maximum unloading times and ease congestion where possible, it was agreed that the capacity of the trailer be the deciding factor. This was achieved by the purpose built single axle, single wheel each side requirement for a permit. This has the additional benefit of simplifying the criteria for a trailer and making enforcement of that criteria manageable for site staff (whilst avoiding disagreements or confrontation on sites),

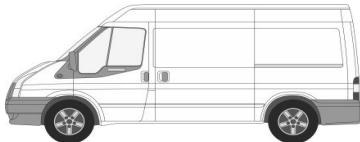
- A vehicle and trailer take up more than one parking bay (on occasion up to 3 bays can be obstructed).
- Not all drivers are able to reverse the trailer into a space, which means they wait until they can drive into a bay - resulting in backed up traffic and under-utilised bays.
- The smaller trailers constitute a trip hazard to other site users that have their vision obscured by carrying waste.
- Drivers often disconnect the trailer from the vehicle and push it across the walkway. Again, causing a trip hazard, or across the access road, causing a major obstruction and risk of collision and confrontation.
- On occasion, trailers are even pushed alongside the particular container the visitor wants to use, thus blocking use of that container to other site users until they finish and remove the obstacle.
- If an automated parking signal system is in use (such as at Chard HWRC) the trailer of a vehicle will often cover the sensor for the automatic signal system in the bay behind. This results in the computerised parking system being unreliable and giving incorrect information to vehicles waiting for an available space. If this system is rolled out to any other sites in due course, the same problems will be experienced elsewhere.

Appendix 6

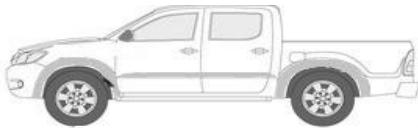
Vehicles accepted on sites with a permit



Small van



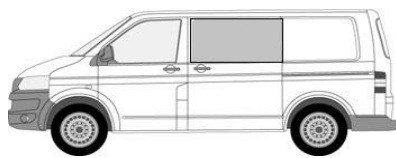
Van up to 3.5t GVW



Pick-ups – single or double cab

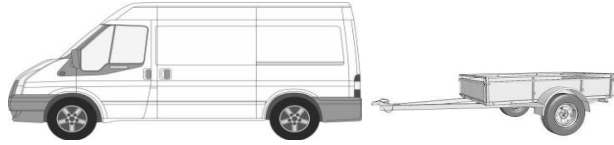


Single axle trailer- less than 3 metre long floor length

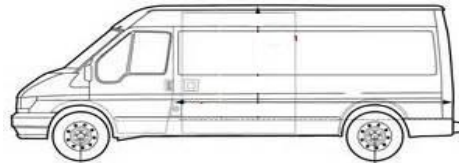


Car-derived van

Vehicles NOT accepted on sites



Van or Pick-up up to 3.5t GVW with trailer



Vehicle over 3.5t GVW



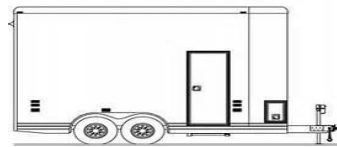
Box van (Luton body)



Multi-axle trailer



Single axle trailer - Over 3 metre long floor length



Horse box and box trailer



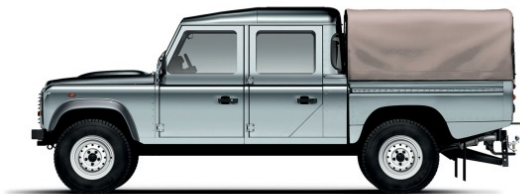
Agricultural Vehicle

Appendix 7

Land Rover Permit clarification

Needs a Permit

- Land Rover Defender 90, 110 and 130 pick-up, single or double cab - separate cab from rear body – open back, hard top, soft top – **NEEDS PERMIT**

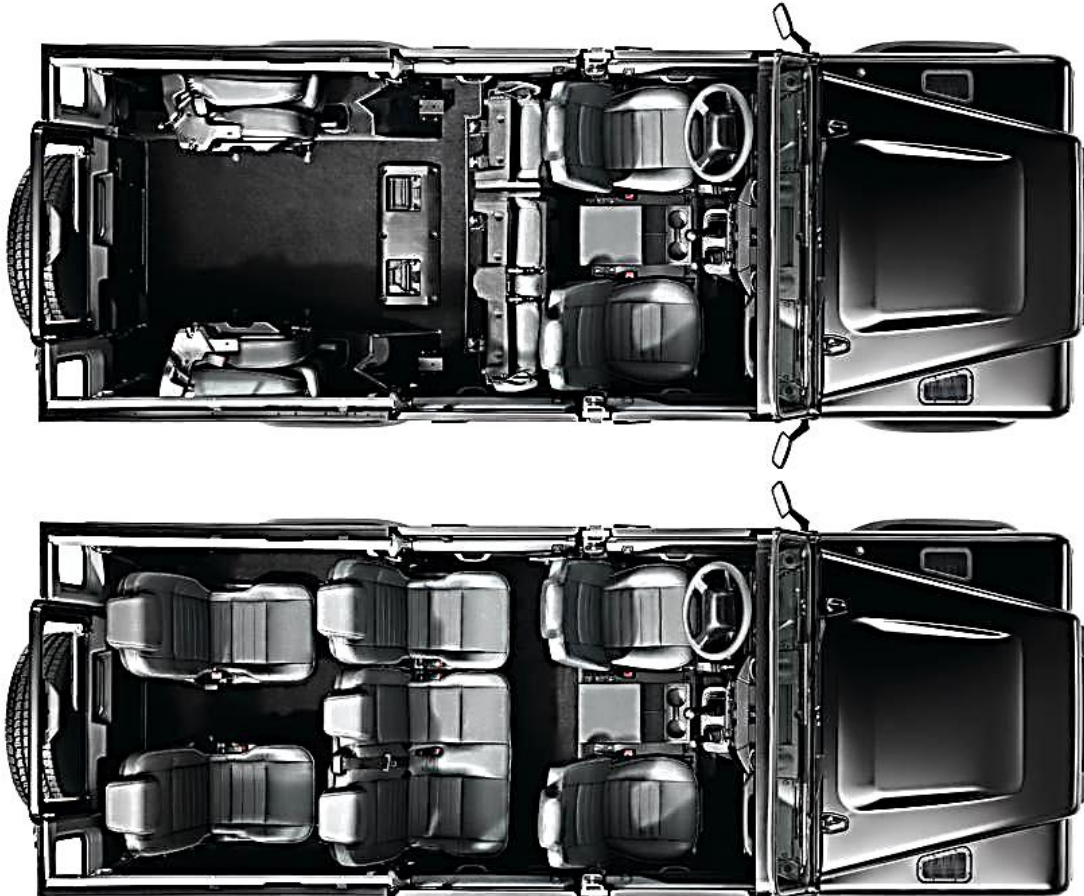


- Land Rover Defender 90, 110 or 130 with compartment separator and no seats (with restraining belts) in rear compartment - **NEEDS PERMIT**



Does Not Need a Permit

Land Rover Defender 90, 110, 130 with fitted seats & restraining belts – **NO PERMIT**



Land Rover Discovery/Sport – **NO PERMIT**

Land Rover Freelander – **NO PERMIT**

Range Rover – **NO PERMIT**

Appendix 8

dft.gov.uk - Vehicle Certification Agency

Definition of vehicle categories

1. Extracted from 2007/46/EC as last amended by 385/2009)

Vehicle categories are defined according to the following classification: (Where reference is made to "maximum mass" in the following definitions, this means "technically permissible maximum laden mass" as specified in item 2.8 of Annex I of the above Directive.)

Category M: Motor vehicles with at least four wheels designed and constructed for the carriage of passengers.

- **Category M1:** Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat.
- **Category M2:** Vehicles designed and constructed for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding 5 tonnes.
- **Category M3:** Vehicles designed and constructed for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding 5 tonnes.

The types of bodywork and codifications pertinent to the vehicles of category M are defined in Part C of this Annex paragraph 1 (vehicles of category M1) and paragraph 2 (vehicles of categories M2 and M3) to be used for the purpose specified in that Part.

Category N: Motor vehicles with at least four wheels designed and constructed for the carriage of goods.

- **Category N1:** Vehicles designed and constructed for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes.
- **Category N2:** Vehicles designed and constructed for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes.
- **Category N3:** Vehicles designed and constructed for the carriage of goods and having a maximum mass exceeding 12 tonnes.

<p>Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion)</p>			
<p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p>			
<p>Why are you completing the Impact Assessment?</p>			
Following the 6 review of an existing policy; changes have been recommended	Change to Policy or Service ✓	MTFP or Paper	Service Review or SCC Change Programme
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		Waste Acceptance Criteria at Somerset's Recycling Centres/Community Recycling Sites	
<p>Section 1 – Description of what is being impact assessed</p>			
<ul style="list-style-type: none"> The 'formal acceptance protocol' (permit scheme) implemented for controlling waste entering Somerset's 14 Recycling Centres and 2 Community Recycling Sites: - <p>Every Somerset household that requires use of one of Somerset's Recycling Centres/Community Recycling Sites for vans or trailers is required to either complete an on-line permit request form (accessed via the Somerset Waste Partnership website), or a paper version available from Somerset libraries.</p> <p>Provided the postal address is registered as a Somerset property and, the resident declares they are delivering their own household waste but only have access to a commercial type vehicle (including trailers) for this purpose, a 'Commercial type Vehicle Resident Permit' is issued that allows free access to any of the Somerset Recycling Centres or Sites for a period of up to 3 years.</p>			
<p>Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)</p>			
<ul style="list-style-type: none"> Residential population of Somerset who wish to use Somerset's Recycling Centres or Community Recycling Sites; Non-Somerset residents who wish to use Somerset's Recycling Centres or Community Recycling Sites; 			

- Businesses currently making unauthorised use of Somerset’s household recycling sites.

This is a broad population and the assumption must be that members of all protected characteristic groups exist within the group when making decisions.

Section 2B – People who are delivering the policy or service

Somerset Waste Partnership on behalf of Somerset County Council and Viridor Ltd

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Somerset Waste Board Report & Appendices (Recycling Centre Restricted Permit Access). Report reference number SWB/17/03/07

Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider):

Community Safety

There remains a small risk that non Somerset residents not eligible for a ‘Commercial Vehicle Resident Permit’ will instead fly tip their waste within Somerset. This is mitigated by continued publicity both on site and via local/regional media releases. Our neighbouring authorities are aware of the ‘permit scheme’ and regular 3 monthly meetings are held with them to manage and co-ordinate enforcement action.

The on-site management of the scheme has the potential to create tension when a person is unaware and has no permit on the first visit. This is largely managed by the use of a ‘permit waiver system’ that allows one visit without a formal permit and, a non-confrontational policy by staff.

The permit waiver scheme operates: by the resident completing a declaration form confirming their Somerset residence, vehicle details and name. Information will be provided to them on how to obtain a permit prior to their next visit to site. Further mitigation is achieved by continued wide ranging publicity of the changes on a regular basis, with particular emphasis on “on site” publicity.

Equality

In providing both on-line access, library based on-line access and, paper permit application systems (allied to telephone support available where “self-serve” might be difficult), we mitigate the impact on those without access to the internet, or for whom web access is challenging.

Open access to all Somerset residents displaying a permit will be maintained.

Health and Safety

Leaflets are handed out on sites informing sites users of the scheme and regular local media releases continue to inform the majority of users and avoid unnecessary confrontation on site.

Use of the 'permit waiver scheme' with one free visit, also assists in removing confrontational situations.

Health and Wellbeing

No Health & Wellbeing impacts identified for this proposal.

Privacy

There is a requirement for residents to provide their names, property address and vehicle registration details as part of the permit application process. This data is first captured via the Somerset Waste Partnership website. Where there is a need to hold, process or transfer this data it will be done in accordance with current legislation, ensuring the security of any personal data.

Any paper records will be stored securely and, securely destroyed once processed.

Sustainability

Through implementing the restricted access permits, greater control of the waste delivered to the Somerset Recycling Centres has been gained, which in turn focuses the reducing budget to deal with Somerset resident's other waste needs.

Risk

There is a risk of:

An under estimation of the number of permits that will be requested - currently based on 20,000 initial applicants and on-going permit costs of circa 15k per annum. Failing to promote an effective PR campaign. Mitigated by the SWP's PR that continues to make Somerset residents aware of the permit scheme.

That a small quantity of waste will be fly tipped by those residents either unwilling or not eligible to apply for a permit – this presents a reputational risk with District Council partners, but is mitigated by the existing fly tipping repayment mechanism between SCC and the Districts.

There are reputational business risks associated with accusations of lack of effective publicity; inadequate subscriptions systems and processes; dramatic spikes in customer enquiries in future years embedded in the process - by renewals happening on the anniversary of the "switch on" date.

Risk of I.T. system failure or website processes for permit issue being available.

That relaxing the weekend restricted access hours for permit holders may prompt an impact in the amount of waste handled through the sites.

Likelihood	2	Impact	2	Risk Score	4
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Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

1. The amendment of the 3 yearly ‘free on request’ Countywide ‘Commercial Vehicle (including trailers) Permit’ with a restriction policy at peak usage times (Weekends) that came into effect from 3rd October 2016.

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

This assessment will be presented as an Appendix to the Somerset Waste Board Report (Recycling Centre Restricted Permit Access) review due to be taken on the 30th June 2017.

Recommendations from this assessment will be reflected in the delivery of the changes.

Completed by:	Terry Richards, Senior Officer, SWP
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Date	28 th April 2017
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Signed off by:	David Oaten, Contracts Manager, SWP
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Date	28 th April 2017
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Compliance sign off Date	
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To be reviewed by: (officer name)	David Oaten, Contracts Manager, SWP
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Review date:	30 th June 2018
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Version	001	Date 28th April 2017	
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Equality Impact Assessment Issues and Action Table

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions?	When will the action be completed?	How will it be monitored?	What is the expected outcome from the action?
Age					
<p>There may be issues with completing the permit application on line</p>	<p>People over retirement age are more likely to have limited or no access to the internet.</p> <p>Arrangements are in place for local libraries to provide IT access points and support for on-line permit applications.</p> <p>In addition to the on line application process, a postal option, supported by telephone advice, is provided for those without computer skills or access</p> <p>Where the resident has not requested a permit and attends site their first visit will be allowed, with advice from site staff about how to apply for a permit prior to next visit.</p>	<p>Somerset Waste Partnership</p>	<p>The actions were implemented on August 8th 2016.</p>	<p>Postal applications are managed by Somerset Waste Partnership</p>	<p>Equal access to the permit application process for those with and without computer skills or access</p>

Disability					
There is a small risk that the application process would create a barrier to people with mild learning difficulties, who are otherwise living independently	Mitigations as per "Age" would apply, in particular alternative means of subscribing and coaching by site staff on first trip to site.				
Gender Reassignment					
No Impact Identified					
Marriage and Civil Partnership					
No Impact Identified					
Pregnancy and Maternity					
No Impact Identified					
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)					
No Impact Identified					
Religion and Belief					
No Impact Identified					
Sex					
No Impact Identified					
Sexual Orientation					
No Impact Identified					
Other (including caring responsibilities, rurality, low income, Military Status etc)					
No Impact Identified					

Somerset Waste Board meeting
 30 June 2017
 Report for decision

Paper I
 Item No. 10

Contractual Negotiations for Recycle More
 Lead Officer: Bruce Carpenter
 Author: Bruce Carpenter, Interim Managing Director
 Contact Details: 01823 625707

Forward Plan Reference:	SWB/17/04/01
Summary:	This is a short public report covering a confidential report which considers options for delivering the Recycle More scheme in the light of a changed risk profile for the project.
Recommendations:	<p>It is recommended that the Board:-</p> <ol style="list-style-type: none"> 1. Agrees the case for applying the exempt information provision as set out in the Local Government Act 1972, Schedule 12A and therefore to treat the attached confidential report and its appendices in confidence, as they contain commercially sensitive information, and as the case for the public interest in maintaining the exemption outweighs the public interest in disclosing that information. 2. Subject to the approval of recommendation (1) above, agrees to exclude the press and public from the meeting for the consideration of the attached confidential report and its appendices where there is any discussion at the meeting regarding exempt or confidential information. 3. Considers the recommendations contained within the attached confidential report. 4. Subject to approval of the recommendations above, authorise the Interim Managing Director to undertake any appropriate consultation with partner authorities and to issue them with a confidential briefing note.
Reasons for recommendations:	To ensure that the Recycle More scheme is implemented as effectively and efficiently as possible with regard to the Board's primary objectives and associated risks.

Links to Priorities and Impact on Annual Business Plan:	The proposal would impact on Task 5.2 within the SWB Approved Business Plan 2017-22 concerning the roll out of the Recycle More improved kerbside collection scheme. Other potential impacts on Business Plan tasks are discussed in the confidential report.
Financial, Legal and HR Implications:	As set out in the confidential report.
Equalities Implications:	None.
Risk Assessment:	A number of risks were highlighted in previous reports and a revised risk assessment is presented in the confidential report.

1. Background

- 1.1. SWP has been reviewing the plans for operational delivery of Recycle More to ensure they meet the objectives of Somerset Waste Board (SWB) and this work is on-going.
- 1.2. The objective of implementing the Recycle More scheme countywide as approved by the SWB in December 2016 is not affected by this review.

2. Options Considered and reasons for rejecting them

- 2.1. Options for the delivery mechanism and timing of the roll out programme are set out in the accompanying confidential report.
- 2.2. It is not expected that any binding final decision regarding options to implement Recycle More will be made at this meeting and, following completion of more detailed work on options recommended in the confidential report, a further report will be brought to the Board in September.

3. Consultations undertaken

- 3.1. Officers have engaged Kier Environmental Services (Kier), the Recycling and Refuse Collection Contract service provider, about the options.
- 3.2. The proposals in the Confidential report were discussed and the approach recommended was endorsed by the Strategic Managers Group (SMG) on 15 May and 13 June 2017.

4. Implications

- 4.1. As there are contractual aspects to the dialogue with Kier, the details are appropriately restricted to the confidential report to protect the interests of both parties.

- 4.2. However it is recommended that a confidential briefing note is issued to SWP partners after considering the recommendations contained in the confidential report.
- 4.3. Other contracts within the SWP's remit are not affected by the review proposals.

5. Background papers

- 5.1. Report to SWB "Recycle More" 16th December 2016
- 5.2. SWP Business Plan 2017-22 Approved by SWP on 24th February 2017

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Somerset Waste Board and Somerset Waste Partnership Forward Plan of Key Decisions

The Somerset Waste Board and Waste Partnership are required to set out details of planned key decisions at least 28 calendar days before they are due to be taken. This forward plan sets out key decisions to be taken at Waste Board meetings as well as individual key decisions to be taken by an Officer. The very latest details can always be found on our website at:

<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>

Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 defines a key decision as an executive decision which is likely:

(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

Waste Board meetings are held in public at County Hall unless the Board resolve for all or part of the meeting to be held in private in order to consider exempt information/confidential business. The Forward Plan will show where this is intended. Agendas and reports for Board meetings are also published on the County Council's website at least five clear working days before the meeting.

Individual key decisions are shown in the plan as being proposed to be taken within a ten day period, with the requirement that a report setting out the proposed decision will be published on the County Council's website at least five working days before the date of decision. Any representations received will be considered by the decision maker at the decision meeting.

In addition to key decisions, the forward plan set out below lists other business that is scheduled to be considered at a Board meeting during the period of the Plan, which will also include reports for information. The Plan is updated on a weekly basis and the latest version is published on the Council's website usually on a Monday (except where this is a bank holiday). Where possible the Board will attempt to keep to the dates shown in the Plan. It is quite likely, however, that some items will need to be rescheduled and new items added as new circumstances come to light. Please ensure therefore that you refer to the most up to date Plan.

For general enquiries about the Forward Plan:

- You can view it on the County Council's website at <http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>
 - You can arrange to inspect it at County Hall in Taunton.
 - Alternatively, copies can be obtained from Scott Wooldridge or Julia Jones in the Community Governance Team by telephoning (01823) 359027 or 357628.

To view the Forward Plan on the website you will need a copy of Adobe Acrobat Reader available free from www.adobe.com
Please note that it could take up to 2 minutes to download this PDF document depending on your Internet connection speed.

To make representations about proposed decisions:

Please contact the officer identified against the relevant decision in the Forward Plan to find out more information or about how your representations can be made and considered by the decision maker.

The Agenda and Papers for Somerset Waste Board meetings can be found on the County Council's website at:
<http://democracy.somerset.gov.uk/ieListMeetings.aspx?CId=196&Year=0>

Weekly version of plan published on 20 June 2017

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
SWB/17/04/02 First published: 13 April 2017	30 Jun 2017 Somerset Waste Board	Issue: Appointment of Managing Director for Somerset Waste Partnership Decision: Appointment of Managing Director			Paula Hewitt, Director of Commissioning for Economic and Community Infrastructure Tel: 01823 359011
First published: 13 April 2017	30 Jun 2017 Somerset Waste Board	Issue: Annual appointment of Chairman and Vice-Chairman of Somerset Waste Board 2017/18 Decision: Annual appointment of Chairman and Vice-Chairman of Somerset Waste Board			Scott Wooldridge, Governance Manager Tel: 01823 359043
SWB/17/03/01 First published: 8 March 2017	30 Jun 2017 Somerset Waste Board	Issue: Financial Outturn and Use of Balances 2016/17 Decision: To note the outturn position and determine, if applicable, how any balances will be treated.			Martin Gerrish, Strategic Manager - Financial Governance and Finance Officer for SWP Tel: 01823 355303
SWB/17/03/03 First published: 27 February 2017	30 Jun 2017 Somerset Waste Board	Issue: Waste Board Membership and Meeting Dates for 2017/18 Decision: Waste Board Membership and Meeting Dates 2017/18			Scott Wooldridge, Governance Manager Tel: 01823 359043
SWB/17/03/04 First published: 8 March 2017	30 Jun 2017 Somerset Waste Board	Issue: Performance Outturn 2016/17 Decision: To note the tonnage and performance results			David Oaten, Contracts Manager - Treatment and Infrastructure Tel: 01823 625721

Weekly version of plan published on 20 June 2017

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
SWB/17/03/07 First published: 27 February 2017	30 Jun 2017 Somerset Waste Board	Issue: Review of HWRC Residents Permit Scheme Decision: Review of HWRC Residents Permit Scheme			David Oaten, Contracts Manager - Treatment and Infrastructure Tel: 01823 625721
SWB/17/03/05 First published: 8 March 2017	30 Jun 2017 Somerset Waste Board	Issue: Risk Update Decision: To highlight any new or changing risks / opportunities for noting.			Mark Blaker, Business and Governance Manager, Somerset Waste Partnership Tel: 01823625720
SWB/17/03/06 First published: 8 March 2017	30 Jun 2017 Somerset Waste Board	Issue: Health and Safety Update Decision: To highlight health and safety issues and trends for noting			Terry Richards, Somerset Waste Partnership - Senior Operations Officer Tel: 01823625724
SWB/17/04/01 First published: 3 April 2017	30 Jun 2017 Somerset Waste Board	Issue: Contractual Negotiations for Recycle More Decision: To consider the report		Part exempt	Bruce Carpenter, Interim Managing Director for Somerset Waste Board Tel: 01823 625708
SWB/17/05/01 First published: 16 May 2017	30 Jun 2017 Somerset Waste Board	Issue: SWP Client Team Accommodation Decision: To consider the report			Bruce Carpenter, Interim Managing Director for Somerset Waste Board Tel: 01823 625708
SWB/17/06/01 First published: 20 June 2017	29 Sep 2017 Somerset Waste Board	Issue: Performance Monitoring Report Q1 2017/18 Decision: To consider the report			David Oaten, Contracts Manager - Treatment and Infrastructure Tel: 01823 625721

Weekly version of plan published on 20 June 2017

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
SWB/17/06/02 First published: 20 June 2017	29 Sep 2017 Somerset Waste Board	Issue: Outline Business Plan 2018-23 Decision: To consider the report			Bruce Carpenter, Interim Managing Director for Somerset Waste Board Tel: 01823 625708
SWB/17/06/03 First published: 20 June 2017	29 Sep 2017 Somerset Waste Board	Issue: Finance Performance Update Q1 2017-18 and Draft budget 2018/19 Decision: To consider the report			Martin Gerrish, Strategic Manager - Financial Governance and Finance Officer for SWP Tel: 01823 355303
SWB/17/06/04 First published: 20 June 2017	29 Sep 2017 Somerset Waste Board	Issue: SWP Risk Update Decision: To consider the report			Mark Blaker, Business and Governance Manager, Somerset Waste Partnership Tel: 01823625720
SWB/17/06/05 First published: 20 June 2017	29 Sep 2017 Somerset Waste Board	Issue: Contractual Negotiation for Recycle More Decision: To consider the report			Bruce Carpenter, Interim Managing Director for Somerset Waste Board Tel: 01823 625708
FP/17/06/06 First published: 20 June 2017	29 Sep 2017 Somerset Waste Board	Issue: Fees and Charges Decision: To consider the report			Colin Mercer, Contracts Manager Tel: 01823625700

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