

SOMERSET WASTE BOARD

Minutes of a Meeting of the Somerset Waste Board held in the Luttrell Room - County Hall, Taunton, on Friday 30 June 2017 at 10.00 am

Present: Cllr J Aparicio Paul, Cllr P Berry, Cllr M Dewdney, Cllr D Hall, Cllr S Ross, Cllr J Roundell Greene, Cllr G Slocombe, Cllr N Taylor and Cllr Wool

Other Members present: Cllrs M Lewis, John Hunt, L Leyshon

Apologies for absence: Cllr B Maitland-Walker

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

Following nominations, Cllr D Yeomans was elected as Chairman and Cllr N Woolcombe-Adams was elected as Vice-Chairman.

2 Declarations of Interest - Agenda Item 3

Cllr C Aparicio Paul	Member of South Somerset District Council
Cllr D Hill	Member of Cheddar Parish Council
Cllr S Ross	Member of Wiveliscombe Town Council
Cllr N Taylor	Member of Somerset County Council
Cllr D Yeomans	Member of Curry Rivel Parish Council

3 Minutes from the meeting held on 24 February 2017 - Agenda Item 4

The record of the meeting of the Somerset Waste Board held on 24 February 2017 was taken as read and signed as correct.

4 Public Question Time - Agenda Item 5

There were no public questions.

5 Waste Board Membership and Meeting Dates for 2017/18 - Agenda Item 6

The Somerset County Council Governance Manager highlighted the membership information and meeting dates.

Somerset Waste Board RESOLVED to:

- 1. Note the Board's membership for 2017/18 set out in Section 1.**
- 2. Agree the Board meeting dates for 2017 and 2018 set out in Section 2.**

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

REASONS FOR DECISION: As set out in the officer report.

6 Appointment of Managing Director for Somerset Waste Partnership - Agenda Item 7

The Director of Commissioning for Economic and Community Infrastructure explained that the previous Managing Director had left at the end of May and the recruitment process for the new Managing Director was now underway. In the meantime Bruce Carpenter had agreed to act as interim Managing Director until the new MD was in post. There had been 22 applications for the post and a short list would be drawn up by 3 July with 13 July scheduled as the interview day. Technical interviews would precede final interviews and it was expected there would be 4-6 candidates shortlisted. Three members from the Board were required for the appointment panel to conduct the interview and make the final decision. Other board members were invited to come and meet all the candidates during lunch.

It was agreed that the appointment panel should comprise 2 district representatives and 1 from the County Council.

Somerset Waste Board RESOLVED to:

- 1. Note the interim arrangements for the Managing Director now in place**
- 2. 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. 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. Nominate 3 members of the Board to the appointments panel. It was agreed these would be Cllrs Hall, Roundell Greene and Hill.**

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

REASONS FOR DECISION: As set out in the officer report.

7 Financial Outturn and Use of Balances 2016/17 - Agenda Item 8

Finance Officer Martin Gerrish introduced the report which updated members with regard to the outturn performance and summary financial statements. The summary of budget variances was highlighted on page 27 of the report. Excluding the in-year vehicle sales the Somerset Waste Partnership underspend was £584,000. Further information was given regarding the collection variations, recycling credits and disposal variations. Members attention was drawn to the income and expenditure statement in Appendix A which showed the partnership carried out its services within budget and there were no long term financial variabilities. Recommendations for partners use of surpluses and deficits were shown at Appendix B.

Officers were congratulated on their hard work to keep within budgets. It was also hoped that some funding could be found in the future for education programmes. This could be looked at when discussing the business plan.

The Board RESOLVED to:

- 1. Note 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. Confirm 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.

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

REASONS FOR DECISION: As set out in the officer report.

8 Performance Outturn 2016/17 - Agenda Item 9

The Interim Managing Director introduced the report which summarised the key outturn performance indicators for the period from April 2016 to March 2017 and compared them to the same periods in 2015-16. Headline tonnage figures had generally increased with 0.67% increase in total household waste arisings and 1.13% increase in household waste landfilled. There had been a decrease of 0.15% in recycling performance. The amount of garden waste at both recycling centres and at the kerbside increased by 2.94%. There had also been a further increase in the amount of food waste being recycled at 3.03% following a campaign around this about a year ago.

The county was doing well in performance compared to others in the South West and there were further plans in place to reduce landfill.

Further points raised in the discussion included:

- It was noted that there had been a reduction in asbestos disposal. It was agreed that further research should be conducted into reasons for decline and to provide an update for the next Board meeting
- Missed collections were still a problem in some areas which was frustrating.

The Board RESOLVED to note the tonnage and performance results within appendices A to D.

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

REASONS FOR DECISION: As set out in the officer report.

9 Risk Update - Agenda Item 10

The Business and Governance Manager introduced the report which updated members of any changes to or developments with the annual SWP Risk Register. The Broadpath Landfill Site used for disposal of refuse from a limited number of collection rounds was scheduled to close in 2018. This could result in some inefficiencies of services in that area and marginal increase in collection service costs prior to introduction of new arrangements. The impact of the Hinkley C build was starting to have an impact due to the traffic controls in place in Bridgwater to facilitate movement of large vehicles. This was causing some delays for collection vehicles and special arrangements had to be made. Work was being done with the contractor to ensure the roads were as efficient as possible. This was likely to result in additional costs for about 18 months.

The Board RESOLVED to note the changes in the SWP risk profile as described.

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

REASONS FOR DECISION: As set out in the officer report.

10 Health and Safety Update - Agenda Item 11

Senior Officer Terry Richards introduced the report which provided members with an update on the management of Health and Safety by Kier, Viridor and the Somerset Waste Partnership client group during the period October 2016 to March 2017. For quarters 3 & 4 of 2016-17 Kier reported an All Accident Frequency Rate (AAFR) of 5.39, a reduction of 2.23 from the previous report. Members attention was drawn to the graph showing the number of accidents over the last 3 years on page 69. Viridor figures for AAFR was also down to 13 from 22. All 13 accidents were categorised as minor.

Further points raised in the debate included:

- Concern raised about how people were injuring themselves. This was mainly tripping.
- There was a new level of responsiveness around health and safety from the partners following meetings with the health and safety officer.
- Although there was inconsistencies across the depots, there was confidence this would be sorted
- Audits were due at all depots and there was to be a further push on health and safety over the next 6 months

The Board RESOLVED to note the contents of this report.

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

REASONS FOR DECISION: As set out in the officer report.

11 SWP Client Team Accommodation - Agenda Item 12

Members were given an update on the accommodation for the Somerset Waste Partnership client team. The lease currently held by Somerset County Council at Monmouth House was due to expire on 28 February 2018.

Following consultation Broughton House, had been identified as the best option and is located near to the current premises. The rent was comparable to the current rent as well as business rates. It would also bring additional benefits in terms of storage space, additional meeting rooms and has disabled access.

Members were in favour of this and recognised the location had good road access and parking. It was agreed that members would be given details of the new location in advance of the move so they could find it.

The Board RESOLVED to note the content of this report.

12 Review of HWRC Residents Permit Scheme - Agenda Item 13

Mr Richards introduced the report which outlined the findings of the review of the restricted access permit scheme after the first 6 months of operation. The review indicated that the scheme was introduced and operated very successfully. However some policy variations would be justified to better meet the needs of site users and/or site managers.

Points raised in the debate included:

- The need to make it clear to the public that they had been listened to with regard to this. Publicity was ready to go out which included leaflets and emails.
- Some good evaluation and evidence on this had provided a good set of recommendations.
- Concern about not allowing multi-axle trailers and restricted Sunday hours which could increase fly tipping. Savings would not be achieved if these were allowed.
- Confusing information about land rovers and this could be made clearer to the public.
- Ensuring information at the recycling sites were clear for users with helpful pictures.
- A review of the current situation would be helpful with clear information for board members explaining the background and reasons for current proposals.

The Somerset Waste Board RESOLVED to authorise 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 :

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.
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. In addition, members are asked to endorse the following policy which has, out of expediency, already been adopted.
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.

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

REASON FOR DECISION: As set out in the officer report.

13 **Contractual Negotiation for Recycle More** - Agenda Item 14

Mr Carpenter introduced the public report covering confidential information which considered options for delivering the Recycle More scheme in light of a changed risk profile for the project.

The Board then agreed to pass 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. The exempt information likely to be disclosed is described as:

- Information relating to the financial or business of any particular person (including the authority holding the information).

The meeting then moved into private session. Annex A sets out a summary record of the debate during the private session.

Following the discussion in private session, the Board returned to public session.

The Chairman moved the recommendations and the Board :

1. Agreed the recommendations contained within the attached confidential report.
2. Authorised the Interim Managing Director to undertake any appropriate consultation with partner authorities and to issue them with a confidential briefing note.

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

REASON FOR DECISION: As set out in the officer report.

14 **Somerset Waste Board Forward Plan - Agenda Item 15**

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 29 September 2017.

15 **Information Sheets Issued Since the Last Meeting - Agenda Item 16**

There were none.

16 **Any other urgent items of business - Agenda Item 17**

There were no other items of business.

(The meeting ended at 12.18 pm)

CHAIRMAN