

SOMERSET WASTE BOARD

Minutes of a Meeting of the Somerset Waste Board held in the John Meikle Room, The Deane House, Taunton on Friday 28 June 2019 at 10.00 am

Present: Cllr S Dyke (Chair), Cllr D Hall, Cllr J Keen, Cllr T Kerley, Cllr D Mansell, Cllr C Paul, Cllr T Ronan, Cllr A Wedderkopp and Cllr L Taylor Hood (substitute)

Other Members present: Cllr T Munt

Apologies for absence: Cllr A Boyden (who was substituted by Cllr L Taylor Hood)

541 **Appointment of the Chair and Vice Chair of Somerset Waste Board** –
Agenda Item 1

The Somerset Waste Board Governance Manager welcomed members to the meeting and outlined meeting procedures and voting as there were a number of new members on the Board.

He then invited nominations from Board Members and presided over the election for this part of the agenda item. Cllr Ronan proposed Cllr Dyke as Chair which was seconded by Cllr Kerley. Cllr Slocombe proposed Cllr Paul and this was seconded by Cllr Hall.

Cllr Dyke and Cllr Paul were then invited to give a brief biography and members voted 5 in favour of Cllr Dyke and 3 for Cllr Paul so Cllr Dyke was elected as Chair of the Board.

Cllr Dyke called for nominations for Vice Chair. Cllr Slocombe proposed Cllr Paul and this was seconded by Cllr Hall. Members voted unanimously in favour of this and Cllr Paul was elected as Vice Chair.

The Chair thanked everybody for their support and thought that they would work well together.

542 **Declarations of Interest** - Agenda Item 3

There were no additional declarations made.

543 **Minutes from the meeting held on 29 March 2019** - Agenda Item 4

Cllr Tessa Munt asked that her name be added to the attendance list as she was present at the last meeting held on 29 March.

The minutes of the meeting were then confirmed as a correct record and were signed by the Chair.

Cllr Slocombe also took the opportunity to express her thanks to the former Chair of the Board who was a member of Somerset Waste Board for many years. She said Cllr Yeomans did a sterling job and his commitment was incredible and felt that the Board should pass on its thanks to him. This was agreed.

544 **Public Question Time** - Agenda Item 5

There were no public questions.

545 **Constitutional matters, Waste Board membership and meeting dates 2019/20** - Agenda Item 6

The Chair invited SWB Governance Manager Scott Wooldridge to introduce the report which set out proposed revisions to the Waste Board constitution, reduced membership as a result of the amalgamation of the former Taunton Deane Borough Council and West Somerset Council and new membership due to the district council elections. The report also set out the meeting dates for 2019/20.

Members were informed of the background to the forming of the Board with the councils in Somerset working as joint committee with an administering authority and delegating responsibilities for waste collection, recycling and disposal to Somerset Waste Board.

The constitution set out the membership of the Board, its functions and voting arrangements. Each of the 5 partner authorities is represented on the Board by two elected members, one of of whom is the portfolio holder for Waste and/or Environment functions. There was a revision for quorum requirements with at least five members to be present one member to be from at least three different partner authorities.

Further discussion included:

- Information about the induction and training programme including visits to recycling centres and sites
- The Re-use shop located at Priorswood in Taunton.
- The meeting of the Joint Waste Scrutiny Panel and the recommendations from it.
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The Chair moved the recommendations from the report.

The Board **RESOLVED** to:

- 1. Agree the amended Constitution (set out in Appendix A) together with the establishment of the new Somerset Waste Board comprising the four district councils and Somerset County Council.**
- 2. Note that the Inter-Authority Agreement will be amended to reflect the revised partner membership of the Somerset Waste Partnership.**
- 3. Note the revised Board's membership for 2019/20 and Joint Scrutiny Panel of Somerset Waste Board set out in Section 3 and the need for induction training.**
- 4. Agree the Board meeting dates for 2019 and 2020 set out in section 3.**
- 5. Consider the proposed visits and workshops set out in section 4 noting there would be further visits and workshops added and a possibility of a change of dates if the majority of members were unable to make the proposed dates.**

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

REASON FOR DECISION: As set out in the officer report and discussed during the meeting.

546 **New Waste Treatment Facility Update** - Agenda Item 7

The Chair invited Contracts Manager David Oaten to update members on the progress with the New Waste Treatment Facility Project. He informed the Board of the commitment to reduce the overall environment impact of the county's residual waste through moving away from highly taxed landfill. The contract and build schedule for the the new facility and waste transfer stations was on track with plant commissioning tests expected to commence at the end of 2019 in preparation for an April 2020 start date. This would also deliver £1.3m annual savings until March 2020 to the disposal authority in addition to the environmental benefits.

The new Resource Recovery Centre is being constructed at Avonmouth and will be serviced by two waste transfer stations at Dimmer (Castle Cary) and Walpole (Pawlett). The anticipated residual waste sent to Avonmouth will be about 120,000 tonnes per annum.

Further visits will be organised for new members to visit the the plant prior to April 2020. A members visit to Avonmouth was planned for the beginning of September.

Avonmouth RRC Project Manager Helen Moon updated members on the build and gave a presentation which included an artist impression of Avonmouth, current status and Viridor operations.

Further discussion included:

- The duration of waste transfer
- The appearance of the station
- Air pollution and emissions monitoring which would be continuous
- Plant could be more efficient if low heat could be used
- Recycling black plastics could be a reality in 2020/21

Members thanked Ms Moon for the presentation.

The Chair moved the recommendations.

The Board RESOLVED to note the progress made with the project.

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

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

547 **Performance Update Q4 2018/19** - Agenda Item 8

The report summarised the key performance indicators for the period from January 2019 to March 2019 and compared these to the same period last year and performance for the whole of the financial 2018/19 where relevant.

The key headlines were overall household arising were down by around 9.5% compared to the previous year. This was due to the lower levels of garden waste due to the last year's hot, dry summer. Recycling rates rose only slightly to 52.4% which was 0.13% higher than the previous year with an increase in recycling at the kerbside.

In Q3 90% of all recycling collected stayed in the UK. The popularity of plastic pots, tubs, and trays banks at recycling centres continues to grow with almost 60 tonnes being sent for processing in Kent in this quarter. There was a small increase in missed collections in Q4 but there had been no repeat of issues seen last summer and SWP continued to work closely with Keir on issues of service quality.

Key successes in the past year included the successful conclusion of the collection contract procurement which will enable delivery of Recycle More, the extension of the Viridor Core Services contract which kept all sites open, aligned opening house with need and demand and saved over £14m.

There was further discussion about:

- School campaigns against waste – there would be a briefing note about this

- There would be a full risk register for the September meeting
- Somerset was bucking the national trend in flytipping
- The promotion and education information carried out on social media by Somerset Waste Partnership was praised.
- It was felt more education was needed for residents about how to pack their recycling in boxes.
- The progress on the Customer Relationship Management System
- Planning guidance about waste areas on new developments. Further work was being done on this with Mendip District Council. A future report about this was likely.

The Chair moved the recommendation.

The Board RESOLVED unanimously to note the performance results in the Fourth Quarter Performance Management Report.

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

REASON FOR DECISION: As set out in the officer report and as discussed at the meeting.

548 Financial Outturn and Use of balances 2018/19 – agenda item 9

Managing Director Mickey Green introduced the report regarding the Financial Outturn and the Use of Balances. Members were informed that although there was no requirement to produce full statutory accounts in accordance with CIPFA Code of Practice and to undergo a full external audit, it had been agreed by the Board that a report and summary financial statements would be brought to the Board at the Annual General Meeting in June.

Members attention were drawn to the summary outturn figures section in 2.1 of the report with the table of summary of budget variances. Overall excluding the in-year spend on the collection contract, the total partnership underspend was £1,222,000.

The significant variances to budget were an underspend on container purchase and delivery (£97,000) for all district partners and an overspend on garden waste (£156,000). Members were reminded that the overspend on garden waste costs experienced by the partners were compensated by the income that the relevant district partner receives directly.

The disposal position improved at the end of the year, increasing the underspend on this budget area from £1,075,000 to £1,267,000. Trends in waste disposal have been downwards for the current financial year, although some of

the savings are one off, caused by year end estimating and the severe weather in March 2018.

It had been agreed by the Board that funding for the Recycle More fund was being kept separate from the continuation budget. A request was made to transfer £181,300 and £262,430 vehicle lease monies in the Recycle More Fund. There was also a request for £50,000 of the County Council disposal underspend to be carried forward within the Partnership for the extension of the food waste campaign to county wide coverage.

Further discussion included:

- Implementation of the Customer Relationship Management System
- There was an Internal Audit Plan for 2019/20 as shown in Appendix C
- Details of the for use of individual surpluses and deficits were shown in Appendix B.

Somerset Waste Board RESOLVED to:

- 1. Note the financial outturn position of the Partnership overall and the individual partners' balances at year end, and the summary accounts for 2018/2019 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 31 March 2019.**
- 3. Approve the proposed approach to using our internal audit support as set out in Appendix C.**
- 4. Approve the transfer of funds to the Recycle More project fund (Section 2.4).**

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

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

549 Recycling Centres – Van and Trailer Access Permits – Agenda Item 10

Contracts Manager David Oaten introduced the report and explained the background to the permits. Somerset provides access permits to certain vans and trailers, in line with the Van & Trailer Access Permits terms and conditions. Due to the location of many of recycling sites, bordering county neighbours such as Dorset and Bath and North East Somerset it is believed that a significant number of non-Somerset residents use Somerset sites.

The review of the permit included investigating the level of customer complaint and contact, reviewed off-site impact ie. fly tipping, examined what other authorities were doing, undertook a survey of 9,500 permit holders.

As a result of the review it showed a clear endorsement of the existing terms and conditions and it was proposed that no alternations be made and the life of the existing permits be extended. This would save in the region of £26,000

Further discussion included:

- Concern about the type of vehicles and trailers that were allowed. Members were informed that the DVLA classification was used for permits and it was felt this was a sensible approach.
- Old Land Rovers were not classified although new Land Rovers were classified.
- People recycling garden waste and whether there could be more flexibility on this.

The Chair thanked Mr Oaten for the report and information.

Somerset Waste Board RESOLVED unanimously to approve the continuation of a formal acceptance protocol (permitting) at Recycling Sites in line with the approach set out in paragraph 1.4 of this report.

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

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

550 **New Collection Contract Mobilisation Update** – Agenda Item 11

Managing Director Mickey Green introduced the report which summarised progress in mobilising the new collection contractor (SUEZ Recycling and Recovery UK) and delivery of Recycle More.

Members were reminded what Recycle More was which was enabling the public to recycle more at the kerbside by adding items such as plastic pots, tubs, trays and cartons to the weekly collection.

The assistance of the task and finish group for this project had been invaluable throughout the procurement phase but it was felt that during the mobilisation process this was no longer required. Updates and information about this could be delivered to members inbetween meetings if necessary through workshops and information sheets.

Members were also updated on developments since SUEZ was approved as preferred contractor and what would be happening next. The recycling rate was expected to increase from 52.4% to 58.5% once Recycle More was fully rolled out and it was hoped that effective behavioural change campaigns could increase this to more than 60%.

Further discussion included:

- Staff had been informed of the new contractor and were positive
- Roll out costs, new fleet of vehicles and an indication of the roll out period.
- Environmental benefits of the scheme
- Use of in-cab technology on every vehicle so that crews have the right tools to do the job
- Transforming the customer experience

The Chair thanked all those who had been involved in the task and finish group.

Somerset Waste Board RESOLVED unanimously to:

- 1. Note the progress made in procuring and mobilising a new collection contract.**
- 2. Agree to discontinue with the (non-decision making) “New Service Task and Finish Group” as it has fulfilled its role.**

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

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

551 Somerset Waste Board Forward Plan - Agenda Item 12

The Board considered and discussed its Forward Work Plan of future agenda items and reports for the September meeting in 2019.

552 Information Sheets Issued Since the Last Meeting - Agenda Item 13

There were none.

553 Any other urgent items of business - Agenda Item 14

It was agreed to send a letter of thanks to the former Chair and Vice Chair of the Board who were long serving members of the board.

(The meeting ended at 12.03 pm)

CHAIR