

## **SOMERSET WASTE BOARD**

Minutes of a Meeting of the Somerset Waste Board held in the Library meeting Room, Taunton Library, TA1 3XZ on Friday 14 February 2020 at 10.00 am

**Present:** Cllr Dyke, Cllr Gilling, Cllr Hall, Cllr Martin, Cllr Mansell, Cllr Kerley, and Ronan.

**Other Members present:** Cllr Munt

**Officers:** Scott Wooldridge, Mickey Green, Natalie Green, Sarah Rose and Andrew Randell.

**Apologies for absence:** Cllrs Keen and Smith-Roberts

1     **Apologies** - Agenda Item 1

Apologies were received from Councillors Keen and Smith-Roberts.

2     **Declarations of Interest** - Agenda Item 2

No additional declarations were made.

3     **Minutes from the meeting held on 20 December 2019** - Agenda Item 3

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

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

Alan Debenham made the following statement

Mr Alan Debenham

1. In life generally it's often said that "prevention is better than a cure", especially regarding the whole business of human waste. What is the Waste Board doing in general and in particular in the waste prevention field especially in relation to one-time use consumer goods packaging, with plastic playing a major part, but also in all other ways?

2. My wheely bin is still largely full of one-time use food packaging cartons and wraps, mainly plastic, whilst my daughter who lives in Loughborough tells me that all of her plastic - not just bottles as for here - goes into recycling. When are we going to catch-up on much more recycling and much less into our wheely bins, I assume, for landfill?

## 5 **Performance Monitoring Report Q3 2019/20** - Agenda Item 5

This report summarised the key performance indicators for the period from October 2019 to December 2019 and compares these to the same period last year. The report aims to give a more rounded view of performance than the previous separate reports the board received and provide greater transparency and accountability.

It was noted that at the time the Board reports were written, not all weight data had been received from our contractors. This means some sections of the report only cover the period October – November 2019. Affected sections are listed in the 'Intro' of the Performance Monitoring Report Q3 2019-20 (Appendix 1).

The key headlines were set out as follows:-

- **Business Plan:** We have slight delays on our two major projects (moving away from landfill and Recycle More/mobilising a new collection contractor), though neither of these affect the service to the public or have a financial impact. These are due to the main Avonmouth Civils contractor (Clugston) having gone in to receivership, delaying final construction sign off and hot commissioning and a delay with collection vehicle provision due to third party component problems. We have however identified spare vehicles as a contingency from the old fleet, in case a shortfall runs into the first few weeks of contract start. We are about to roll out a major food waste campaign. Whilst challenging, we are making good progress in implementing a new online Customer Relationship Management system (My Waste Services).
- **Waste Minimisation:** Overall household arising were up by around 0.8% compared to the same quarter the previous year. A key driver for this was an increase in the level of garden waste collected, due to better weather leading to an improved growing season.
- **Recycling:** Our recycling rate rose slightly to 54.44% (0.68% higher than the same quarter the previous year) with increases in garden waste, Cardboard and cans.
- **End use:** SWP continues to see strong demand from UK based reprocessors for the high-quality materials we collect. In Q3 almost 57% stayed in Somerset and 90% in the UK. The popularity of the plastic pots, tubs and trays (and plastic bottle) banks at recycling centres continues to grow, with December being our highest month to date, with 30.14 tonnes collected.
- **Missed collections:** We saw a significant decrease in missed collections in Q3, compared to Q2 (1.263 per 1,000 collections against 1.718 in Q2). This is likely to be attributable to Kier having taken a major strategic and operational decision and engaged a new maintenance provider. We will continue to monitor this and work closely with Kier on addressing issues

that should help mitigate some of these issues, as the existing contract comes to an end.

- Risk: In addition to our corporate risk register we maintain a detailed risk register for Recycle More

Following the presentation of the report the following points were raised:-

- Risks relating to the recycle more scheme and a lack of resources to support this were discussed. There were new risks and opportunities in relation to staff changes although it was recognised that the risk around staff and capacity was important for the success of the recycle more campaign.
- The complexity of linking in with the district computer systems was an ongoing challenge although there was confidence that the CRM system would be in place.

**The Board resolved to note the performance results in the Third Quarter Performance Management Report.**

## **6 Somerset Waste Partnership Business Plan 2020-25.- Agenda Item 6**

The constitution requires an annual Business Plan to be formally adopted by the Board to provide a framework within which the Board can make decisions and steer the delivery of Waste Partnership services. The process of review is continuous, but it contains a snapshot of where we are now, the things that have a major impact on us, resources/budget, and our priorities.

The Board is almost exclusively funded from contributions from partners. It is therefore dependent on agreement between partners on the level of funding provided by each of them in line with the cost sharing formula. Business Planning and Budget setting are therefore part of the same process. Under the terms of the Inter Authority Agreement, the Board cannot make a decision that has an adverse financial implication on any partner without that partner's agreement. The Board had delegated authority for decision making across all services and therefore must take into account any requirements to make savings and make proposals on how these can be achieved.

The Somerset Waste Partnership Business Case was appended to the covering report.

**The Board resolved to:-**

- 1. note and consider feedback from the partner consultation process as set out in paragraph 3.1**
- 2. approve the Business Plan 2020-2025.**

## 7 **Finance Update Quarter 3 2019/20 & annual budget 2020/21** - Agenda Item 7

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.

The Annual Budget for 2019/2020 was originally set at the Board meeting of 15 February 2019 at £46,243,485. The budget now stands at £46,031,055. This is as a result of the agreed movement of the vehicle lease monies at the Board meeting on 28 June 2019 of £262,430 to the Recycle More project fund and the additional SCC carry forward of £50,000 for Slim my Waste Feed my Face. Partners contribute to the overall costs in accordance with our Cost Sharing Agreement. Individual contributions are based on key cost drivers such as household numbers, sparsity and garden waste customer numbers. As the waste disposal authority, all such costs fall to the County Council.

Overall, the end of December position shows that the Somerset Waste Partnership budget is forecast to be underspent by £1,299,000 (2.82% of the current budget). This does not include the Recycle More project work, which is funded from a separate project fund.

The following SCC savings are built in to the 2019/20 budget;

- £200k Waste HWRC contract extension.
- £225k Non customer facing savings including volumes and a number of other small savings.

These savings had either been made or are on target to be achieved by the end of the financial year.

The Board was asked to approve a final Annual Budget for 2020/21 in accordance with its constitution and Inter Authority Agreement.

### Debate

- The lease payments for SWP Fleet vehicles were questioned. The current fleet was coming towards the end of its lifespan. A detailed response would be provided following the meeting.
- Demand for food waste containers was considered. There was an ongoing review of demand and pressure points.

**The Board resolved to:-**

- **Note the summary financial performance for 2019/2020 to date as contained in this report, and how this will impact on the budgetary requirements for 2020/2021.**
- **Approve a final budget of £47,894,210 for 2020/2021 as set out in Appendix 1 taking into account the potential savings requests from the County Council as set out in paragraph 3.2.**

## 8 **Revisions to the Inter Authority Agreement** - Agenda Item 8

The report sought the Board's approval (following consultation with all partners) to revisions to the Waste Partnership's Inter Authority Agreement. These changes are necessary to align it with the new collection contract and the approach to the roll-out of Recycle More

There were a number of changes resulting from the new collection contract that require minor amendment to the IAA. Rolling out Recycle More requires considerable up-front costs, and the Somerset Waste Board (SWB) agreed the principles of how this should be managed in September – this paper reflects these principles in a revised draft inter-authority agreement. Only those changes that are necessary to reflect the new collection contract and roll-out of Recycle More have been made.

The proposed amended IAA is appended to this paper (Appendix 1). All partner authorities were consulted upon changes to the IAA as part of the usual budget/ business plan consultation process. No changes have been requested by partners and all partners have approved the draft, which is appended to this paper.

A minor update to the IAA may be required in 2020/21 to ensure that it reflects the findings of the GDPR Internal Audit review that SWP requested, and to ensure that it reflects the different approach required by our new customer relationship management system and SUEZ's system. As fine-tuning of some aspects of these interfaces is still being undertaken, we wanted to wait until this work was complete to ensure that the IAA fully reflected how data was transferred between partners. During 2020/21 the Managing Director of the SWP will write to partner Chief Executives (as required by the constitution) setting out the proposed GDPR wording for the IAA.

### Debate

- Following the presentation of the report, no comments or questions were made.

**The Board resolved to agree the amended Inter Authority Agreement (IAA) following partner consultation.**

**9 New Collection Contract Mobilisation Update - Agenda Item 9**

The report summarised progress in mobilising our new collection contractor (SUEZ Recycling and Recovery UK) and hence delivery of Recycle More. It updates the board on what has happened since the last Board meeting in December 2019, and what will be happening next to ensure a smooth transition to SUEZ as collections contractor on 28 March 2020 and ahead of the rollout of the Recycle More service in Mendip in June 2020. It also updates the board on where we are with implementing My Waste Services (our new customer relationship management platform) and the current behavioural change activity which aims to support the transition.

On 29 March 2019 in confidential session the Board decided upon SUEZ Recycling and Recovery UK as the preferred bidder. SUEZ will roll out our new collection service model (Recycle More) in phases. This will enable the public to recycle even more through the kerbside sort system, adding in the following materials to the weekly collection:

- Plastic pots, tubs and trays (including black plastic)
- Food and beverage cartons (e.g. TetraPaks)
- Small electrical equipment (e.g. a kettle or toaster)
- Household batteries This is in addition to what can already be recycled every week – food, paper, glass, cans, aerosols, plastic bottles, cardboard, foil, textiles and shoes.

A 60litre weighted reusable sack will ensure residents have space for all their extra recycling. With so much more recycled each week, the frequency of residual waste will be reduced to every three weeks. This change is crucial to us being able to respond to public demand to recycle more, to nudge those that aren't recycling fully at the moment, to support our aim to see waste treated as a resource.

For communal properties (e.g. flats) additional materials that residents will be able to recycle each week will be cardboard and plastic bottles, pots, tubs and trays. This is in addition to the paper, glass, cans and aerosols they can already recycle. Over time we will work in partnership with our new contractor to enable residents of communal properties to use the full range of kerbside services for recycling.

It was expected for this to take the recycling rate to around 60%, and reduce the amount of residual waste from around 480 kg/household to 418kg per household – with this residual waste being used to create Energy from Waste rather than going into landfill.

## Debate

- The challenges with proactive community facilities and education over recycling was recognised.
- Grants around public facilities and community initiatives would be brought back to the board at a later date.
- Collections from village halls occurred only when the facilities were used for public meetings.
- No additional costs or delays were anticipated to be incurred on vehicles due to Brexit.
- Collection and recycling of additional types of plastics and materials were considered. The Communications around this would be sent in advance to residents of Somerset.
- The social media campaign set out the environmental and financial consequences in the changes to the recycling collection process.
- Options around tweaking the collection methods would be deferred until a future period.
- Further emphasis on recycling and supplying textiles manufacturers was considered, with this being a carbon intensive mode of manufacturing. This would be considered if there was a market for this in the foreseeable future.
- Textiles would continue to be collected to ensure everything is attempted to be recycled. A commitment was made for the board would be updated on this item at a future date.

### **The Somerset Waste Board resolved to note progress made in mobilising a new collection contract.**

#### **10 Somerset waste board forward plan - Agenda Item 10**

The Board considered and discussed its Forward Work Plan of future agenda items and reports for the meeting scheduled on 26<sup>th</sup> June 2020.

The Committee agreed to cancel the scheduled meeting on 6<sup>th</sup> March 2020 unless there was any urgent business.

#### **11 Information Sheets Issued Since the Last Meeting - Agenda Item 11**

There were none.

#### **12 Any other urgent items of business - Agenda Item 12**

There were no other items of business. The Chair thanked all members of staff at the Somerset Waste Partnership.

**(The meeting ended at 11.48 am)**

**CHAIRMAN**