

# **GLOUCESTERSHIRE WASTE PARTNERSHIP**

Minutes of a meeting of the Gloucestershire Waste Partnership held at Shire Hall, Gloucester on Thursday 19th December, 2013

## **Present:**

### **Cheltenham Borough Council**

Cllr Roger Whyborn  
Jane Griffiths

### **Cotswold District Council**

Cllr David Fowles

### **Forest Of Dean District Council**

Cllr Martin Quaile  
Peter Hibberd

### **Gloucester City Council**

Lloyd Griffiths

### **GCC**

Cllr Stan Waddington  
Jo Walker

### **Stroud District Council**

Carlos Novoth

### **Tewkesbury Borough**

Cllr Jim Mason  
Rachel North

### **Joint Waste Team**

Steve Read  
Tony Childs  
Andy Pritchard

## **1. WELCOME AND INTRODUCTIONS**

Chairman of the Gloucestershire Waste Partnership, Councillor Stan Waddington, welcomed everyone to the meeting.

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Sajid Patel from Gloucester City Council.

## **3. MINUTES**

The minutes of the Gloucestershire Waste Partnership meeting on 22 October 2013 were confirmed and agreed as a correct record of that meeting.

## **4. ACTIONS**

The following actions were noted as being actioned or in progress: -

- a) Head of Service, Steve Read, to amend the revised terms of reference for the current partnership arrangement before formal adoption at this meeting, and
- b) The Joint Waste Team to arrange a meeting with equivalent officers at each of the partner authorities to discuss the arrangements for a review of the Joint Municipal Waste Management Strategy.

## **5. TERMS OF REFERENCE**

Head of Service, Steve Read, presented the partnership agreement and revised terms of reference, (as amended at the Gloucestershire Waste Partnership meeting on 22 October 2013). Outlining the main changes to the document, the Head of Service reported no significant changes in policy or context to the original terms of reference. Members were informed that the slightly updated version of the document reflected those of the Joint Waste Committee, including the addition of a Joint Press and Publicity Protocol, for all authorities to refer to. (The Press and Publicity Protocol would be considered at the Joint Waste Committee meeting later that afternoon.)

Advising members of the need to appoint a Chairman and Vice Chairman for future meetings of the GWP, as appointed by all seven participating authorities, the Head of Service suggested that the election be made at the GWP Annual General Meeting in June, and this was agreed. Members endorsed that Cllr Stan Waddington should continue as chairman of the meetings until the new appointment was made.

A member enquired whether it would be necessary to draw up new terms of reference should any of the non-participating authorities join the Joint Waste Committee. It was felt that this would not be necessary and that the terms of reference could be updated to incorporate such changes. Later in the meeting, it was suggested that the document refer to 'participating' and 'non-participating members' rather than referring to individual authorities by name. It was also suggested that a review of the position of non-participating authorities be considered at each Annual General Meeting.

### **Action by Democratic Services**

The revised partnership agreement and terms of reference were agreed and accepted, subject to the amendments made at the meeting.

## **6. PARTNERSHIP BUSINESS PLANS**

Head of Service, Steve Read, requested that the appointed officers from each partner authority circulate the business plans for its authority in advance of the next GWP meeting. He informed members that the business plan for the Joint Waste Committee would be considered at the JWC meeting later that afternoon.

**Action (1)** – Partnership Business Plans to be considered at the next meeting.

**Action (2)** – Non Partnership Authorities to circulate their respective business plans ahead of the next meeting.

## **7. FOOD WASTE PROCUREMENT**

Head of Service, Steve Read, gave an update on the procurement options for the treatment of food and garden waste collections in Gloucestershire. He informed members that the current contract arrangement was due to end in September 2014 and that the new contract would be awarded in July, ready for mobilisation.

Members were reminded that, following consideration at the Joint Waste Committee meeting in July, the recommendations to cabinet had been amended to increase the proposed weightings of the evaluation framework to reflect the importance of any environmental factors. As a consequence, the weightings had been amended to allocate 50 per cent of the allocated marks, (from 60 per cent), to financial and commercial criteria, and

50 per cent, (from 40 per cent), to technical criteria, (including environmental sub-criteria). Cabinet subsequently resolved to approve the revised food and garden waste procurement strategy and evaluation framework as set out in the revised report.

Outlining the timeline for the contract, the Head of Service informed members that the short-listing of tenders would take place during February, followed by the evaluation of tenders in June. The award of the contract would be July and the commencement of the service in October 2014. The Head of Service noted concerns about how the contract would be monitored.

## **8. PERFORMANCE REPORT**

Tony Childs, from the Joint Waste Team, gave an update on the objectives set out in the Joint Municipal Waste Management Strategy (JMWMS) to reduce landfill in Gloucestershire and recycle at 60 per cent. Highlighting some of the factors that made it increasingly difficult to reach the targets, the Joint Waste Team referred to a reduction in the volume of recyclable items, (newspaper and magazines), and to a decrease in the amount of household food waste, which, it was suggested, could be attributed to people becoming more resourceful and changes in behaviour.

Whilst commending Stroud District Council for remaining on course in reaching its targets, several of the other authorities believed it might be useful for the Joint Waste Team to provide information on the points raised during the meeting in the hope that this would allow them to better understand some of the dynamics affecting performance in their areas. One member said that it was increasingly evident how important it was to brief local authorities and enable them to consider solutions and ways of moving issues forward. Head of Service, Steve Read noted the request and agreed to produce a briefing note based on the discussion at this meeting. He also offered to circulate the information to parish councils.

### **Action by Joint Waste Team**

Reflecting on the performance of other authorities, notably Oxfordshire, a request was made for the Joint Waste Team to provide information on cross border activities. It was later suggested that a report be presented to members at the April meeting, followed by briefings to each of the local authorities later in the year.

### **Action by Joint Waste Team**

## **9. SERVICE UPDATES**

The Chairman invited Andy Pritchard from the Joint Waste Team to give a brief update on partner activities.

The following points were made:-

### **Joint Waste Team**

The Joint Waste Team has recently carried out an exercise to test its response to managing weather related service disruptions, with the intention of simulating its approach to: -

- Communications with the public
- Internal communications and decision points

- Systems, processes and logistical issues

In considering the learning points from the exercise, the Joint Waste Team will ensure the best possible response to real service disruptions.

### **Cheltenham Borough**

- a) A new recycling leaflet has been produced to publicise services and to support the 'no side waste and closed bin lid policy'.
- b) The 'Bring Site' Review is underway.
- c) The Green Points Food Waste Rewards Scheme is progressing well, with a good response from those signed up to the trial. Interim results show a positive impact on the amount of food waste being captured in the trial area. The council is also undertaking additional work with schools to maintain awareness and participation in the scheme.

### **Gloucester City**

- a) A new contractor, (AMEY), has taken over from Enterprise, involving the re-branding of vehicles and new uniforms for staff. The new contractor has been successful in obtaining the highways contract, for which it is hoped there will be benefits in service delivery and efficiency savings.
- b) Consideration is being given to increasing the cost of the green waste service for 2014/2015
- c) Potential improvement works are being considered to allow the council to move its stock of bins from Gloucester City Football Ground
- d) The council will undertake a review of savings, for which discussions are being held with AMEY on the possible options

### **Cotswold District**

- a) Negotiations with landowners and necessary surveys are underway in advancing the new Cotswold District Council Depot Project.
- b) The council is currently working towards the introduction of a trade waste service for the district with a target date of 2014.
- c) The council is planning a review of 'Bring Sites' to understand how the sites are being utilised, and to consider if any changes or the introduction of additional materials might generate performance and financial benefits. The review evolved from a combination of developments, including an increase in supermarkets wanting to take over their own sites, and due to requests from Town and Parish Councils to close sites in the belief that kerbside services provided a sufficient service.

### **Tewkesbury Borough**

- a) ITT documents have been issued to bidders for the MRF contract and are due for return on 10 January 2014.
- b) Tewkesbury Borough News will publish a centre page publication regarding Christmas collections and small waste electrical recycling, advising the public to take their waste to Wingmoor Farm or Hemstead.
- c) APSE Solutions will be carrying out a diagnostic review of the council's service with recommendations for efficiency opportunities. The council is considering an offer from Ubico, for which a member's workshop will be held in the New Year.
- d) Members noted the success of the councils recent littler pick exercise and follow up 'thank you' event.

### **Forest of Dean District**

- a) The council commenced a Christmas Collections Communications Campaign by placing bin hangers on refuse bins to inform residents about changes to refuse collections over the Christmas period.
- b) Adverts were placed in local newspapers including coverage on the following campaigns: "Don't forget to recycle this Christmas", (to encourage sensible food shopping and recycling during the Christmas period), and "Recycle your real Christmas Tree this Christmas", (notifying residents that real Christmas trees can be recycled at the kerbside as part of the garden waste service).
- c) Following an increase in fly tipping in the district, an article has been published encouraging residents to use the bulky waste service and to remind them to dispose of their waste responsibly by ensuring companies have a valid waste carriers licence. Further work is planned in the New Year.
- d) A review of textile recycling banks provision is underway.
- e) The council will be looking at renewing its waste collection contract, which expires in 2018.
- f) The council's disruptive weather policy was approved in October 2013, with a review scheduled for July 2014.

### **Stroud District**

- a) The Multi Services Contract with Veolia finishes in June 2016. The contract includes refuse collection, recycling, street cleaning, grounds maintenance, and building cleaning.
- b) A member led task and finish group has been established to explore the different options relating to i) delivery and service; ii) resource considerations iii) procurement options.
- c) APSE Solutions have been commissioned to review the latest trends in the delivery of the services included in the council's Multi-Service Contract to feed into the 'task

*Minutes subject to their acceptance as a correct record at the next meeting*

and finish group'. Informal discussions are ongoing with the Joint Waste Team and Ubico.

### **Gloucestershire County**

- a) The 'black bag splitting trial' is ongoing, (recovering around 50 per cent of items thrown into residual waste), with no complaints from the public. The trial has been extended to include Pyke Quarry in the New Year.
- b) A number of small refuse projects are being developed at Household Recycling Centres, including 'Repaint Cheltenham'.
- c) The Fosse Cross Reuse Shop is generating around 1.25 tonnes of bric a brac per month, including small furniture items, totalling 10 tonnes since April 2013
- d) A trial of rigid plastic recycling is underway at the Hempsted Household Recycling Centre
- e) The 'Recycle for Gloucestershire Website' is be redesigned. The new website will generate savings for the GWP with very little running costs involved. The content of the new site will be very similar to the current website and will be updated and maintained by the Joint Waste Team.

### **10. DATES OF FUTURE MEETINGS**

Tuesday 11 February 2014

Tuesday 1 April 2014

Tuesday 10 June 2014