

CUMBRIA STRATEGIC WASTE PARTNERSHIP

Minutes of a meeting of the CUMBRIA STRATEGIC WASTE PARTNERSHIP (CSWP) held on Friday, 14 January 2011 at 2.00 pm at Cumbria Rural Enterprise Agency, Penrith.

PRESENT

Mr T Knowles (In The Chair)

Mr R Bloxham	-	Carlisle City Council
Mrs C Feeney-Johnson	-	South Lakeland District Council
Mr A Holliday	-	Copeland Borough Council
Mr AJ Markley	-	Cumbria County Council
Mr S Standage	-	Allerdale Borough Council
Mr M Tonkin	-	Eden District Council
Mr K Williams	-	Barrow Borough Council

Also in attendance:-

Mr M Allman	-	Cumbria County Council
Ms J Carrol	-	Copeland Borough Council
Mr N Christian	-	Cumbria County Council
Mr E Davidson	-	Allerdale Borough Council
Ms M Fallon	-	Cumbria County Council
Mr P Feehily	-	Cumbria County Council
Mr M Gardner	-	Carlisle City Council
Mr R Kitchen	-	South Lakeland District Council
Mr I Laird	-	Barrow Borough Council
Ms J Monk	-	Eden District Council
Mr I Scott	-	Cumbria CRN
Mr I Stephenson	-	Envirolink

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Westgarth.

2. DISCLOSURES OF INTEREST

All Council Members declared a personal interest in items of business relating to their local authorities.

3. MINUTES

AGREED, that the minutes of the meeting of the Cumbria Strategic Waste Partnership held on 13 October 2010 be agreed as a correct record and signed by the Chairman.

4. MATTERS ARISING

In relation to Minute 6, **WRAP Waste Collection Commitment**, a Member asked whether the principles of the Commitment had been circulated with the minutes of the CSWP meeting. Mr Allman reported that they had been circulated with the agenda for the previous meeting of the CSWP and had subsequently been sent to Officers. He undertook to recirculate this information to CSWP Members with a covering email.

Minute 13, **Dates Of Future Meetings**, was discussed in the context of proposed changes to the starting time of future CSWP meetings and a Member's proposal that the meetings should start at 10.30am. The possibility of a pre-meeting for District Council Members was also considered and the Chair indicated that he had no objection to such arrangements but that this was a matter to be agreed and implemented by the District Council representatives.

AGREED, that Officers take steps to change the starting time of future meetings of the Cumbria Strategic Waste Partnership to 10.30am, with District Council representatives to make arrangements for District Council pre-meetings if required.

5. ENHANCED PARTNERSHIP WORKING PROJECT

Mr Feehily presented a report on progress with the Enhanced Partnership Working Project and the next steps to be taken. Members were informed that the Chief Executive's Group had discussed the Recycling and Reward scheme in Cumbria at its meeting on 10 December 2010 and had endorsed the CSWP's proposal to undertake the Enhanced Partnership Working Project on the understanding that the County Council would not reduce the Recycling Rewards budget in 2011/12, subject to approval of this at the County Council Budget Meeting on 17 February 2011. However it was explained that recycling performance would have to increase from its current level to avoid unbudgeted landfill costs. This would require enhanced performance by some District Councils in order to maintain the Recycling and Reward payment. It was proposed that this could be brought about through collaboration between the County Council's waste prevention team and their District Council colleagues. Service Level Agreements would be negotiated with each District Council to maintain the 2010/11 recycling and reward payments.

The Chief Executive's Group had also agreed that appropriate resources should be made available to the project and that the deadline for completion should be accelerated. The Chief Executive of Barrow Borough Council would act as Lead Chief Executive for the project.

The Chief Executive's Group had asked that a note in relation to the Recycling Rewards Scheme be prepared for the Cumbria Leaders Board. Copies of a draft note were tabled and it was agreed that a group of Members and Officers should have the opportunity of discussing and agreeing the principles outlined in the note before it was submitted to the Leaders Board.

A draft Project Plan had been prepared and was attached to the report. The Plan included proposals for a reporting and decision making structure and CSWP Members were invited to bear in mind the need to link it to their own Authorities' decision making processes, allowing significant decisions to be taken at the appropriate times.

As the project had been commissioned by the CSWP, it was recommended that it should act as the main Project Board, whilst ensuring that matters requiring decisions by the participating Authorities were referred to the relevant decision making structures within the Councils involved. The draft Project Plan suggested the following terms of reference for the CSWP in its capacity as Project Board, giving it responsibility for:

- the overall project and the project risks
- specifying and maintaining the project business case and objectives
- ensuring project viability against the project business case and objectives
- reviewing and approving key project documents
- providing guidance, direction and resources
- authorising project stage progression and corrective action

Members stressed the need for the CSWP to have involvement in managing the project and a clear role in delivering it. An officer group, involving Officers from each of the Districts, would act as a Project Delivery Team and it was recommended that this be formed from the current local authority representatives on the CSWP Officer Group.

The CSWP was also asked to confirm its willingness to support the appointment of a suitably qualified Project Manager to coordinate the work involved. Officers advised that this role required a high calibre professional with appropriate management qualifications and experience. It was agreed that District Council Officers should be involved in finalising the job profile for the Project Manager role and that a draft job profile would be circulated to Officers for comments.

AGREED, that

- (1) the CSWP notes the decision of the Chief Executive's Group to commit to the Enhanced Partnership Working Project, with the Chief Executive of Barrow Borough Council to act as the lead Chief Executive for the project;
- (2) the draft Project Plan appended to the report be approved;

- (3) the proposed governance structure, as outlined in the draft Project Plan appended to the report, be approved, with Officers to provide further information on the role of the Groups involved;
- (4) the CSWP act as the main Project Board, with proposed terms of reference as contained within the draft Project Plan, on the understanding that the CSWP has a clear role in project delivery;
- (5) approval be given to the appointment of a professionally qualified project manager to coordinate the Enhanced Partnership Working Project, with the draft job profile for this role to be circulated to Officers for comments;
- (6) a future CSWP meeting discuss and agree project vision, objectives and 'success criteria' as an early element of the project's consultation and communications strategy.

6. PROCUREMENT OF FRAMEWORK AGREEMENT FOR THE COMPOSTING OF GARDEN WASTE

Mr Gardner provided an update following the decision at the previous CSWP meeting that a framework agreement should be established for the composting of garden waste. He reported that a working group, involving Officers from the County Council, Carlisle City Council and Copeland Borough Council, was working in collaboration with WRAP to draw up a framework agreement. The next step required the Carlisle City Council Legal Team to draw up a Memorandum of Understanding, together with a model contract, and to circulate these to other local authorities for input from their lawyers. This work was being undertaken on a tight timetable and the local authorities involved were asked to ensure that it was progressed without delay.

AGREED, that the report be noted.

7. WASTE INFRASTRUCTURE CAPITAL GRANT (WICG)

Mr Christian tabled a report on proposals for capital spending on waste infrastructure. Members noted that £726,000 was available to be spent in 2010/11. Mr Christian explained that the Waste Infrastructure Capital Grant (WICG) and, prior to that, the Waste Performance Efficiency Grant (WPEG) had been used to support the expansion of recycling and composting schemes and consequential waste reduction. The WPEG had been distributed to each of the seven CSWP authorities, but the CSWP had agreed to pool it and allocate it to projects which maximised Landfill Allowance Trading Scheme (LATS) benefits. The WICG was a grant to the County Council that had been made available to the CSWP in the same manner as the WPEG. The current year would be the last year that the WICG would be made available to the County Council.

The County Council had allocated £373,000 of the WICG to Household Waste Recycling Centres to improve the infrastructure to the standard that Shanks Waste

Management had to maintain for the twenty five year period of their contract with the County Council. District Councils had made proposals for the use of the remaining WICG which had been considered at a CSWP Officers meeting. These bids were summarised at Appendix 1 of the report, with a number of bids recommended for approval, as the total value of the bids received exceeded the money available. Mr Feehily indicated that, although the South Lakeland District Council bid for funding of a trial improved kerbside collection scheme had not been recommended by the Officer Working Group for CSWP approval, the County Council would be prepared to enter into further discussion with South Lakeland District Council to explore possible means of assisting with this scheme. Following a detailed discussion of the criteria that the Officers applied in assessing the bids, Members agreed that the Officers' proposals for spending the WICG, as set out in the report, should be agreed.

AGREED, that

- (1) the County Council's proposal to spend £373,000 of WICG on the refurbishment of Household Waste Recycling Centres be noted;
- (2) the proposals by Allerdale Borough Council and Copeland Borough Council to spend £43,866 and £90,550 respectively on the extension of segregated kerbside recycling schemes be supported;
- (3) the Officers' recommendations for spending the remainder of the WICG, as detailed in Appendix 1 of the report be accepted as follows:

ARC Recycling - £10,900 for expansion of storage facilities;

Barrow Borough Council - £10,610 for replacement of containers, bags and boxes;

Carlisle City Council - £100,000 for a new vehicle to improve productivity;

Eden District Council - £41,000 for refurbishment of bring sites;

Impact Furniture Services - £32,500 for a new vehicle and contact centre office conversion.

8. CSWP CONFERENCE

The Partnership received a verbal report from Mr Allman. He explained that any plans to hold another CSWP Conference would be adversely affected by proposals for a large reduction in the Waste Prevention Budget, coupled with a reduction in staff.

AGREED, that, in the light of current funding difficulties, no steps be taken to organise a CSWP Conference.

9. GONW UPDATE

As Mr Watson was not in attendance it was agreed that this item would not be discussed at this meeting of the CSWP.

Ms Fallon undertook to establish whether GONW would be represented at future CSWP meetings.

10. ANY OTHER BUSINESS

No additional business was raised.

11. RELEASE OF REPORTS

It was agreed that final versions of reports that had been considered at this meeting of the CSWP could be released into the public domain.

12. DATES OF FUTURE MEETINGS

The Partnership noted dates for future meetings on the basis that these meetings should be held in the morning and be timed to start at 10.30am. The next meeting was scheduled to take place on 16 February 2011.

The meeting ended at 4.00 pm