

CUMBRIA STRATEGIC WASTE PARTNERSHIP

Minutes of a meeting of the CUMBRIA STRATEGIC WASTE PARTNERSHIP held on Wednesday, 22 June 2011 at 10.00 am at Cumbria Rural Enterprise Agency, Penrith

PRESENT

Mr R Bloxham	-	Carlisle City Council
Mrs C Feeney-Johnson	-	South Lakeland District Council
Mr A Holliday	-	Copeland Borough Council
Mr M Tonkin	-	Eden District Council
Mr C Thomson	-	Barrow Borough Council

Also in attendance:

Mrs J Carrol	-	Copeland Borough Council
Mr N Christian	-	Cumbria County Council
Mr E Davidson	-	Allerdale Borough Council
Mr B Henderson	-	Allerdale Borough Council
Ms S Edwards	-	Kinetic CS
Mr P Feehily	-	Cumbria County Council
Mr J Storey	-	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

ACTION

1. ELECTION OF CHAIRMAN

The Partnership was invited to elect a Chair for the ensuing year. It was noted that, in accordance with arrangements previously agreed, the Chair for this year should be drawn from the District Council representatives.

It was moved, seconded and

AGREED, that Mr M Tonkin be elected as Chair of Cumbria Strategic Waste Partnership for the ensuing year.

2. ELECTION OF VICE-CHAIRMAN

The Partnership considered the election of a Vice-Chair for the ensuing year. The election of a representative of the County

Council to this position was discussed and it was noted that the County Council's membership of the CSWP should operate on the basis of a member with named substitute.

No County Council Member had been able to attend this meeting and, after some discussion, it was agreed that the election of the Vice-Chair should be deferred to the next formal CSWP meeting.

AGREED, that the election of the Vice-Chair be deferred to the next meeting of the Cumbria Strategic Waste Partnership, scheduled for 14 September 2011.

NC/WF to action

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Heaslip, Mr T Knowles, Mr T Markley, Mrs A Thomson and Mr M Allman. It was noted that Mr C Thomson was substituting for Mrs A Thomson as the Barrow Borough Council representative at today's meeting.

4. DISCLOSURES OF INTEREST

All Council Members declared a personal interest in items of business relating to their local authorities. Mr Bloxham indicated that he wished to record a personal interest in an issue covered by the report 'A Strategic Approach To Bring Site Recycling' through his involvement in negotiations with Tesco as the Carlisle City Council Cabinet Member for Environment.

5. MINUTES

AGREED, that the minutes of the meeting of the Cumbria Strategic Waste Partnership held on 30 March 2011 be agreed as a correct record and signed by the Chair.

6. MATTERS ARISING

In response to a question regarding Minute 4, **Matters Arising**, sub-heading **CSWP Performance Update**, and the suggestion that consideration be given to putting figures for HWRCs in the category of local indicators, it was explained that a report back would be made when all the relevant information was available. A further question was asked in relation to the **CSWP Future Work Programme** and **Waste Collection Commitments** sub-

NC to action

headings. An update on progress in reviewing and refreshing the Memorandum of Understanding was requested, together with an update on an outstanding action for the Officer Group to discuss waste collection commitments. Mr Christian explained that these actions were linked and that it had not been possible to conclude matters in time for a report to this meeting of the CSWP.

NC to action

Referring to Minute 5, **Cumbria Leaders Board Briefing – Update**, Mr Feehily reported that the Leaders Board had asked for a further update on the Enhanced Partnership Working Project at their next meeting in July.

A question was asked in relation to Members' opportunity to raise any matters arising from the Officer Group minutes at CSWP meetings. It was explained that these minutes were currently circulated independently of the CSWP agenda, but that Members could raise any matters arising from Officer Group minutes under 'Any Other Business' at CSWP meetings. Members asked that the practice of circulating Officer Group minutes as part of the CSWP agenda be resumed.

WF to action

A member drew attention to matters arising from the minutes of the recent Officer Group meeting, regarding the timescale for construction work at Hespin Wood and a Steering Group representative's visit to Romania. It was agreed that a visit to Hespin Wood should be organised for members of the CSWP. Mr Christian confirmed that a representative had visited Romania in connection with the Waste To Energy European Project and that a seminar would be held in Cumbria during the autumn. He undertook to submit a report on this to a future meeting of the CSWP.

NC to action

NC to action

7. ENHANCED PARTNERSHIP WORKING PROJECT UPDATE

The Partnership considered a report that had been prepared by Sarah Edwards, Project Manager (Kinetic CS) on behalf of the Enhanced Partnership Working (EPW) Delivery Team. Mr Feehily invited Members to consider the arrangements that would be required to ensure coordination between the work of the CSWP, as Strategic Project Board, and the Cumbria Leaders Board. The report proposed that the Chair, or Vice-Chair of the CSWP should join Mr Feehily at Leaders Board meetings to report on the project's progress. Mr Feehily offered to explore this proposal in more detail in discussions outside the meeting.

PF to action

Ms Edwards reported that the EPW Delivery Team had met on

three occasions since the 30 March CSWP meeting to scope the project and draw up documents that were now put forward for the Partnership's agreement. These 'products of Stage 1' had been circulated with the report and included:

- the project plan
- a vision statement
- the project elements
- evaluation questions
- the Memorandum of Understanding for the project (EPWMOU)

The Project Plan covered the scope of the project, timescales for delivery, governance structure, key risks and a communication strategy to cover stage 2 only. Ms Edwards noted an amendment to the project management structure shown in the Project Plan to ensure that it listed no more than one member (with substitute where appropriate) for each Council involved. It was explained that the project was currently on programme but Members' attention was drawn to the collection and adequacy of data as a key risk that the Partnership must manage.

SE to action

A vision statement had been drawn up in the light of Members' input at the Workshop session on 2 June as follows:

"Working in partnership with our communities we will provide the residents of Cumbria with reliable, environmentally friendly services that deliver value for money".

It was explained that the project elements, which were listed in the report, had been developed from the options for taking the project forward that had been outlined in the Beasley Report and that these elements would be further developed and evaluated as part of stage 2. Ms Edwards noted an amendment to the wording of the Overview section of Project Element 1 to now read '...to ensure that residual waste in Cumbria does *not* exceed this capacity'. The Partnership's relationship with CWM was discussed and it was thought that this should be covered by Project Element 10 – Alternative Delivery Models/Structure For Delivering Waste Services in Cumbria. The question of carbon emission reduction and renewable energy was raised. Ms Edwards explained that the impact on carbon emission levels and the environment would be considered in relation to each project element. Mr Feehily anticipated that the issues of carbon emission reduction and renewables would be linked to a review of the Municipal Waste Strategy.

SE to action

The four evaluation questions set out in the report were designed to assess the advantages and disadvantages of each

project element and had been developed from the success factors discussed at one to one meetings and the Members Workshop held on 2 June 2011.

It was also agreed that the Memorandum of Understanding (MOU) for stage 2 of the project, which was appended to the report, should be referred to as the EPW MOU to avoid any confusion between this and an existing Memorandum of Understanding for the Partnership. It was suggested that some reference to the payment of recycling reward credits by the County Council should be included in the EPW MOU and Ms Edwards advised that this could be included in the Stage 3 EPW MOU.

SE to action

SE to action

AGREED, that

(1) progress to date on the development of the following be noted:

- the Project Plan, including the Project Programme, Risk Register and Communications Strategy for Stage 2;
- the Vision Statement for the EPW Project;
- the Project Elements to be evaluated;
- the Evaluation Questions to be used to appraise the Project Elements;
- the Memorandum of Understanding for the EPW Project (EPW MOU);

(2) the following products of Stage 1 of the EPW Project be approved:

- notes of the Members' Workshop held on 2 June;
- the Project Plan as it appears in Appendix 2 to the report (incorporating the amendment to the project management structure agreed at this meeting of the CSWP and set out in these minutes);
- the Vision Statement as it appears in Section 4.1 of the report;
- the scope of the Project Elements to be developed and evaluated in Stage 2, as detailed in Section 4.3 and Appendix 3 to the report (incorporating the amendment of

Project Element 1 agreed at this meeting of the CSWP and set out in these minutes);

- the following Evaluation Questions, as set out in Section 4.4 of the report, to be used to ascertain the advantages and disadvantages of each Project Element:
- Evaluation Question 1 – Does the Project Element deliver savings?
- Evaluation Question 2 – What impact will the delivery of the Project Element have on service provision?
- Evaluation Question 3 – What impact will the delivery of the Project Element have on carbon emissions?
- Evaluation Question 4 – How deliverable is the Project Element?

- (3) approval be given to the wording of the Enhanced Partnership Working Project MOU (EPW MOU) to be signed by the Chief Executives of each Authority, as detailed in Section 4.6 and Appendix 4 of the report;
- (4) the next steps for Stage 2 of the Project, as detailed in Section 5.0 of the report, be noted;
- (5) Officers investigate the possibility of the Chair or Vice-Chair of the CSWP attending Cumbria Leaders Board meetings to report on progress with the project.

PF to action

8. GARDEN WASTE FRAMEWORK AGREEMENT

Mr Gardner presented a report from the CSWP Officers Group which provided an update on progress towards establishing a 'framework agreement' for the future procurement of green waste disposal arrangements by CSWP member authorities.

Members were advised that the 'framework agreement' had been drawn up with help from WRAP. The only cost incurred had been Carlisle City Council's legal costs and partner local authorities would be asked for a contribution towards this. Mr Gardner confirmed that the City Council's Legal Services

section had examined the relevant documentation and were satisfied that it was correct. He explained that Cumbria County Council would act as the Central Purchasing Authority for the agreement and that individual authorities would be responsible for contracting direct with service providers through competitive 'mini tenders' once the agreement had been established.

The steering group that had been set up to oversee the project had produced all necessary documents to start the procurement of the agreement and hoped to start the procurement process in July.

AGREED, that the report be noted.

9. A STRATEGIC APPROACH TO BRING SITE RECYCLING

The Partnership received a report from Mrs Carrol which outlined arrangements currently in place for community recycling or bring site services across Cumbria and proposed that further work to identify potential benefits to the CSWP from this activity should be incorporated into the Enhanced Partnership Working Project.

It was explained that the recent decision by Tesco to provide and manage community recycling sites at their stores had prompted a discussion within the CSWP Officer Group on the strategic role of bring sites in Cumbria. There were concerns that this would result in a decrease in Councils' reported recycling rates and have an impact on Recycling Reward payments. Carlisle City Council had held initial discussions with Tesco and their contractor, Severnside Recycling, on the future management of the Tesco recycling site in Carlisle and it was proposed that the City Council should act as lead authority for the CSWP partner authorities in further discussions with Tesco.

Particular reference was made to bring site servicing, which was carried out by contractors in all six Districts in Cumbria, with one company being contracted by four of the six Councils and different contractors employed by the remaining two authorities. Data collected from the Districts had highlighted a significant disparity in the cost of the service between Councils. It was suggested that there could be some financial benefit in looking at this service more strategically and that the list of EPW project elements could be extended to include an additional project to 'maximise the benefit to the Partnership of providing bring site recycling services'.

AGREED, that

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| <ul style="list-style-type: none">(1) the list of project elements forming the Enhanced Partnership Working Project be extended to include an additional project to 'Maximise the benefit to the Partnership of providing bring site recycling services';(2) Carlisle City Council act as the CSWP lead authority in seeking an appropriate and sustainable solution with Tesco. | JC/SE to action |
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10. ANY OTHER BUSINESS

Administrative Support for the Cumbria Strategic Waste Partnership

<p>Mr Feehily advised that the County Council's provision of administrative support to the Partnership would be changing as a result of budget cuts and staff reduction within the County Council's Legal and Democratic Services Unit. In future this service would be provided by the County Council's Technical Manager, Waste Management and his team. Members expressed their satisfaction with the current arrangements and voiced concern that the level of support provided to the Partnership might now be reduced. It was agreed that the Chair would write to the County Council to ask that the existing administrative support arrangements be continued.</p>	Chair to action
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11. RELEASE OF REPORTS

It was agreed that all the reports considered at this meeting of the CSWP could be released into the public domain.

12. DATES OF FUTURE MEETINGS

The Partnership noted the dates that had been agreed for future meetings, covering the period up to June 2012. As proposed, the date of the September 2011 meeting had been moved to 14 September. The suitability of the 4 January 2012 meeting date was discussed. It was agreed that this date should be kept in the calendar of meetings for the time being.

The Meeting ended at 12.10 pm