



**Minutes of a Meeting of the Joint Waste
Collection Services Committee held at on
14 December 2023**

Present: Councillor Ashley Tilling, Elmbridge Borough Council (Chair)
Councillor Peter Graves, Woking Borough Council (Vice Chair)
Councillor Rosemary Hobbs, Mole Valley District Council
Councillor Morgan Rise, Surrey Heath Borough Council

In Attendance: Marco Arcangeli, Surrey Heath Borough Council
Aghogho Ateh, Joint Waste Solutions
Sarah Beck, Joint Waste Solutions
Kelly Goldsmith, Joint Waste Solutions
Kingsley Lu, Joint Waste Solutions
George Pargeter, Amey
Nick Steevens, Surrey Heath Borough Council

Apologies: Jo Chauhan, Joint Waste Solutions

17/JW Minutes of Last Meeting

RESOLVED that the minutes of the meeting of the Joint Waste Collection Services Committee held on 28th September 2023 be approved as being a correct record and signed by the Chairman.

18/JW Declaration of Interests

There were no declarations of interest.

19/JW Quarterly Waste and Recycling Performance Report (Quarter 2: July to September 2023)

The Committee received a report summarising the quarterly position of both recycling and operational performance at the end of the second quarter (July to September 2023) of the 2023/24 financial year.

It was reported that across Surrey the tonnage of all material had slightly increased for all boroughs, when compared to the same period last year. It was confirmed that Dry Mixed Recycling (DMR) had decreased for all boroughs except Woking, Food Waste had decreased, Garden Waste had increased and Residual Household Waste for all boroughs was stable. It was confirmed that Recycling Rates had improved in all areas since the same period last year.

Comparison between rolling tonnage up to September 2023 and up to September 2022:

Change from September 2022	All of Surrey	Elmbridge	Mole Valley	Surrey Heath	Woking
All material	2.10%	7.39%	2.69%	6.16%	6.45%
DMR	-5.51%	-6.29%	-6.90%	-5.27%	1.07%
Food	-5.38%	-7.64%	-3.41%	-2.75%	-4.23%
Garden*	19.15%	57.1%	34.55%	50.57%	44.79%
Residual	-0.03%	-0.36%	-2.50%	1.51%	-3.69%

It was reported that in Elmbridge an SEP trail was running allowing all flats in the borough to recycle Food Waste and it was hoped this would increase the amount next quarter.

It was clarified that Elmbridge's fly-tipping tonnage figure was not zero, due to incorrect data which is being amended.

It was clarified that the strategy for reducing Residual waste is ongoing and awaiting Government guidance.

It was reported that seasonal leaf fall was increasing detritus on the roads and pavements, and new service vehicles were in the process of being ordered to address this across all boroughs.

It was explained that there were anomalies with the data for Textiles recycling in Surrey Heath and Woking and these were being investigated.

It was clarified that 2,300 letters had been sent to people who received assisted collection and 1,800 people were due to come off the service. This is done to approve efficiently and check if circumstances have changed.

The Committee noted the report.

20/JW Amey Improvement Plan Update

The Group were informed that an update summarising the work taking place to meet the priorities aims and objectives set out in Amey's Contract Improvement Plan since the Committee's last meeting on 28 September 2023 was delayed and it was expected to be provided to the Group the following week.

21/JW Quarterly Budget Report

The Committee received a report summarising the financial position of Joint Waste Solutions at the end of the second quarter (July to September 2023) of the 2023/24 financial year

The Committee was informed that there is a Contract Management Office (CMO) projected underspend for the year of £62. The Salaries budget is projecting a £26,591 overspend due to paying a fixed pension charge which was not included in this year's budget. The Teams budget is projecting a £22,000 underspend due to reduced spending on training, parking and travel.

The Core contract budget is projecting an underspend of around £410,000 due to the budget approved in 2022 including an estimated 10% inflationary uplift. This reason affected the Variable contract budget which is projecting an underspend of £78,000.

It was clarified that since May 2023 one senior staffing position had been vacated and not currently filled, a Monitoring Officer had been recruited to the West team and several other vacant posts were still to be filled.

A meeting between Amey and Joint Waste Solutions (JWS) is still pending to agree the rate of contract Indexation uplift.

The Committee noted the report.

22/JW Joint Waste Solutions programme progress report

The Committee received a report summarising the progress made towards delivering the aims and objectives with the Joint Contract Work Programme for the 2023/24 financial year. The report period was for 1 September to 30 November 2023:

- Q2 litter and detritus surveys had been completed in Elmbridge, Mole Valley and Surrey Heath, and targets have been met. More surveys are being carried out currently.
- Solar litter bins had been placed in Elmbridge. Additional funding has been secured to replace old litter bins in Surrey Heath, which are now being planned for implementation next year.
- The Government has released details of its Simpler Recycling reforms with the picture becoming clearer on what additional materials the joint contract authorities will need to collect over the next few years.
- The assisted collection review had been completed in Mole Valley and Woking with nearly 2,000 properties removed from the list that need these collections.
- A rollout of food waste recycling services to 1,923 flats in Elmbridge was delivered during November 2023 with post monitoring to establish take up now underway.
- Improvements to recycling bins for 329 flats in Elmbridge, were delivered in October 2023 to help increase the quality of recycling collected.
- Service guides and calendars for 2024 sent to households in the joint contract area between 30 October and 6 November 2023.
- Food waste interventions designed to increase recycling delivered to 5,294 households in Mole Valley during October 2023 and to 16,924 households in Elmbridge during November 2023 with post-monitoring now underway.
- The food waste reduction phase of the countywide Own Your Impact campaign ran from 4 September to 15 October 2023 with messaging amplified in the joint contract area with almost 900,000 views of online adverts by residents. The next phase of the campaign focusing on pre-festive messaging started from mid-November 2023.
- As of 27 November 2023, 4,239 residents in the joint contract area have signed up to the Rethink Waste scheme, who are committing to reduce the amount of waste they produce. The Rethink Waste schools donation scheme launched on 20 November 2023 with 7 primary schools in the joint contract area signed up.

It was clarified that the sensors on the Solar litter bins needed more investigation and development before progress could be reported. A two year trial of the recording software for the Solar bins is expected to start soon.

It was confirmed that assisted collection reviews had also been completed in Surrey Heath and Elmbridge.

The Committee noted the progress update and achievements.

23/JW Joint Waste Solutions budget proposal 2024-25

The Committee received a report summarising the budget proposal for 2024-25 and how it was drafted.

It was confirmed that staffing and overhead costs are projected to be £262,000 higher in 2024-25 than the previous year. Salary costs are projected to increase due to a proposed 4% pay award by Surrey Heath Borough Council and additional overheads for pension contributions and the apprenticeship levy. Team costs have been reduced by £12,000 compared to 2023-24 due to lower mileage estimates and parking expenses.

It was reported that Surrey County Council (SCC) hoped to reduce their Surrey Environment Partnership (SEP) contribution by £300,000.

It was reported that the JWS team were likely to leave Duke's Court in Woking and have a smaller office, resulting in even greater predicted savings but this cannot be confirmed currently. The Health and Safety support budget remained unchanged at £2,500.

It was highlighted that several dates in the report were incorrect (last years) and would be corrected.

It was reported that a procurement process would begin in April on how the contract will continue and potentially expand.

RESOLVED that the Joint Committee:

- Agreed the 2024-25 JWS staff and overheads budgets, subject to any changes in the funding provided by SCC to SEP.
- Agreed the 2024-25 joint contract budgets, including the removal of an allowance for the driver market supplement.
- Agreed the additional financial provision to review the IAA, develop a procurement strategy for the new contract and commence the tender process.
- Commended the above to their individual authorities for approval.

24/JW Dates of Future Meetings

It was agreed that the next scheduled meeting of the Joint Waste Collection Services Committee will take place on Thursday 21st March 2024 at 11.30am.

It was agreed that future meetings of the Joint Waste Collection Services Committee are held at 11.30am on the following dates in the 2024/25 municipal year:

- Thursday 20th June 2024
- Thursday 26th September 2024
- Thursday 12th December 2024
- Thursday 27th March 2025

The Committee discussed the possibility of having meeting briefings on a separate day to the Committee meeting itself. This to be investigated between JWS and Surrey Heath's Democratic Services team.

It was highlighted that an Extraordinary Committee meeting may have to be arranged in January 2024 to discuss the revised budget.