



Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD
Telephone: (01276) 707100
Facsimile: (01276) 707177
DX: 32722 Camberley
Web Site: www.surreyheath.gov.uk

Department: Democratic Services
Division: Corporate
Please ask for: Katharine Simpson
Direct Tel: 01276 707100
E-Mail: democratic.services@surreyheath.gov.uk

Tuesday, 10 December 2019

To: The Members of the **Joint Waste Collection Services Committee**

Councillor Vivienne Chapman, Surrey Heath Borough Council
Councillor Kevin Davis, Woking Borough Council
Councillor Mike Goodman, Surrey County Council
Councillor Claire Malcolmson, Mole Valley District Council
Councillor Mary Marshall, Elmbridge Borough Council

A meeting of the **Joint Waste Collection Services Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Wednesday, 18 December 2019 at 3.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

AGENDA

	Pages
1 Election of Chairman and Vice Chairman	
2 Apologies for Absence	
3 Minutes of Last Meeting	1 - 10
To receive the minutes of the meeting of the Joint Waste Collection Services Committee held on 24 th April 2019 and the notes of the Committee's inquorate meeting on 2 nd October 2019.	
4 Declaration of Interests	
5 Budget and Finance Update	11 - 14
To consider a report setting out the current financial position of the joint waste partnership.	
6 Joint Waste Solutions Budget 2019/20	15 - 24
To consider a report setting out the proposed budget for Joint Waste Solutions for the 2020/21 financial year.	



Minutes of a Meeting of the Joint Waste Collection Services Committee held at Conference Room, Camberley Theatre, Knoll Road, Camberley, GU15 3SY on 25 April 2019

Present: Councillor Beryl Hunwicks, Woking Borough Council (Chairman)
Councillor Vivienne Chapman, Surrey Heath Borough Council
Councillor Glenn Dearlove, Elmbridge Borough Council
Councillor Mike Goodman, Surrey County Council

In Attendance: Ismina Harvey, Joint Waste Services
Ray Lee, Elmbridge Borough Council
Kelvin Menon, Surrey Heath Borough Council (Finance)
Tim Pashen, Surrey Heath Borough Council
Mark Stammers, Amey
Jack Straw, Mole Valley District Council
Helen Trew, Surrey County Council

Apologies: Councillor Patricia Wiltshire, Mole Valley District Council
Councillor Josephine Hawkins, Surrey Heath Borough Council

32/JW Minutes of Last Meeting

RESOLVED that the minutes of the meeting of the Joint Waste Collection Services Committee held on 21st February 2018 be approved as a correct record and signed by the Chairman.

33/JW Declaration of Interests

There were no declarations of interest.

34/JW Contract Improvement Plan 2018/19 - Resolution of Outstanding Issues

The Committee received a report providing an update on the progress made to resolve outstanding actions from the 2018/19 Contract Improvement Plan.

It was reported that a project team had been put in place by Amey to review the current status with regard to the KPI data, ICT development and the financial reconciliation and develop a way forward, a process which was expected to be completed by the end of May.

The Committee was informed that until the financial reconciliation had been finalised and agreed council's would need to make assumptions in order to finalise their accounts however the main concern would be ensuring that there was sufficient confidence in the data set going forward.

It was agreed that a meeting of the Joint Waste Contract Partnering Board would be scheduled for late May-early June to enable the outcome of the review to be discussed

before it was taken to a meeting of the Joint Waste Collection Services Committee for approval.

The Committee noted the update.

35/JW Contract Improvement Plan 2019/20

The Committee received a presentation providing an update on the development of a Contract Improvement Plan for 2019/20.

It was proposed that the Improvement Plan would focus on the following five themes: Health and Safety, Innovation, Efficiency, Customer and Environmental with a series of projects clustered under each theme.

Arising from the Committee's questions and comments the following points were noted:

- Crews currently reported between 12 and 15 close call incidents a week. It was acknowledged that this was a relatively low number however, crews tended to only report an issue once and did not repeatedly report the same issue every week until it was resolved.
- It was noted that the collection of commercial waste was a particularly competitive area and businesses were unlikely to change their refuse collectors without a good reason.
- The Government's new waste strategy needed to be embedded into the Improvement Plan.
- The Customer strand required a greater emphasis on using social media.
- Instead of collecting hard data, Elmbridge Borough Council used a series of customer satisfaction questions to assess the effectiveness of their response and would be willing to share these to help with the development of the Customer strand.
- A significant amount of work was taking place to reduce the environmental impact of waste and this ought to be incorporated into the Environmental strand for example the reduction of single use plastics and work to reduce excessive idling of vehicle engines.

The Committee noted the report.

36/JW Joint Waste Solutions Reorganisation

The Committee received a report providing an update on the restructure of Joint Waste Solutions (JWS) following the amalgamation of the four local authority client teams and the County Council team responsible for delivering borough facing partnership functions.

It was reported that the new structure had become operational on 1st April 2019. Initial feedback from staff had been positive and whilst a small number of positions were vacant JWS was actively working to fill these.

It was reported that Ismina Harvey had now been formally appointed as the Authorising Officer for the Contract. It was agreed that a structure chart with the names of officers appointed to each post would be circulated to the Committee.

The Committee noted the update.

37/JW Budget and Finance Update

The Committee received a report setting out the year end financial figures for the Contract Management Office.

It was reported that the projected expenditure for the 2018/19 financial year was £823,304. A figure that equated to a provisional spend of £161,661 per partner authority.

It was noted that there had been an underspend of £157,711 during the year due to a lower than expected spend on communications activity. It was clarified that the underspend would not impact on the 2019/20 budget because the spend for each partner authority was calculated according to what had been spent.

The Committee noted the report.

38/JW New Governance Arrangements

The Committee was given an update on the new governance arrangements that would be implemented following the formal amalgamation of the Joint Waste Collection Services Committee and the Surrey Environmental Partnership.

It was noted that there were a small number of outstanding issues to resolve, including how commercially sensitive discussions of the Joint Waste Collection Contract would be dealt with under the new arrangements. However, it was expected that the new governance arrangements would be implemented from the autumn round of meetings.

The Committee noted the update.

CHAIRMAN

This page is intentionally left blank



**Minutes of a Meeting of the Joint Waste
Collection Services Committee held at
Council Chamber, Woking Borough
Council, on 2 October 2019**

Present: Councillor Vivienne Chapman, Surrey Heath Borough Council
Councillor Kevin Davis, Woking Borough Council
Councillor Mary Marshall, Elmbridge Borough Council

In Attendance: Alan Bowley, Surrey County Council
Adrian Flynn, Surrey Heath Borough Council
Ismina Harvey, Joint Waste Services
Pat Hindley, Joint Waste Solutions
Ray Lee, Elmbridge Borough Council
Tim Pashen, Surrey Heath Borough Council
Matt Smyth, Joint Waste Services
Douglas Spinks, Woking Borough Council
Mark Stammers, Amey
Jack Straw, Mole Valley District Council

Apologies: Councillor Mike Goodman, Surrey County Council
Councillor Claire Malcolmson, Mole Valley District Council

1/JW Election of Chairman

It was noted that the meeting was inquorate and therefore it was agreed that this item would be deferred to the Committee's next meeting.

2/JW Appointment of Vice-Chairman

It was agreed that this item would be deferred to the Committee's next meeting due to inquoracy.

COUNCILLOR CHAPMAN IN THE CHAIR

3/JW Minutes of Previous Meeting

The Committee noted the minutes of the Joint Waste Collections Services Committee meeting held on 25th April 2019.

4/JW Declaration of Interests

There were no declarations of interest.

5/JW Improving Service Resilience

The Committee received a presentation setting out the work that Amey was undertaking to improve the resilience of the waste collection service across the four partner areas and to minimise the impacts of any industrial action that could arise following recent union activity in the Partnership area.

Service Resilience

Staffing

The Committee was informed that work to recruit a pool of operational staff to cover periods of annual and sick leave was nearing completion with the final interviews taking place over the next two weeks. To give Amey greater control over the number of staff members on leave at any one time, an agreement had been reached with agencies that Amey would be responsible for signing off leave requests from agency staff.

Pay rises had been agreed for approximately two thirds of Amey's current operational staff and the introduction of a performance and attendance bonus system had been well received.

A restructure of the operational management was underway to improve accountability at unit level and place an increased focus on safety and compliance. Under the new structure each depot would have a single site manager so that the sites operated to the requirements of the contract.

Vehicle Reliability

Hire companies were no longer hiring 70:30 vehicles and work was taking place to review requirements or acquire alternative vehicles so that the unreliable 70:30 vehicles currently in use across Mole Valley could be removed from service as soon as possible. As an interim measure, additional mechanical support and vehicle inspections had been brought in to address problems with the reliability of the 70:30 vehicles currently in use and additional vehicles had been sourced from other existing contracts to enable rounds to be completed with minimal disruption in the event of a vehicle breakdown.

Complaints

Work had taken place to ensure that all the in-cab technology units had accurate and up to date information relating to those properties requiring assisted bin collections.

Due to the volume of requests received, an external delivery company was being used to ensure that additional bins were delivered in good time.

Route Optimisation

Work was underway to equalise routes across Mole Valley and adjust those routes where the 70:30 vehicles were being used so that these vehicles could be phased out.

Alongside this, work was taking place on the narrow access garden route in Elmbridge and the restricted access route in Surrey Heath.

Industrial Action

The Committee was informed that the GMB union had threatened industrial action following a request that its members receive a 17% pay increase, 33 days annual leave (on top of statutory bank holidays) and full sick pay for a period of six months was turned down by Amey, who were offering pay equalisation across all four sites over a two or three year period.

It was reported that the majority of staff in Mole Valley were represented by the Unite union and therefore unaffected by the threatened action. An agreement on pay and conditions had been reached for both the Streets and Refuse Teams in Mole Valley consequently, any industrial action would have a minimal impact on the area. Pay agreements had also been reached with staff in Woking and with Elmbridge's Streets Team. Work to reach an agreement with staff in Surrey Heath and with Elmbridge's Refuse Teams was ongoing. The Committee was informed that whilst all GMB members were being balloted any industrial action would be localised to those sites where a majority of GMB members working from the site voted in favour of industrial action.

It was reported that ballot papers would be distributed to GMB members on 4th October 2019 and it was expected that a result would be declared within two weeks. If a majority were in favour of industrial action then the parties would be expected to go to arbitration before any industrial action occurred. The Union had to provide Amey with 14 days notice of any intended industrial action and the vote would be valid for six months.

In order to reduce the impact that any industrial action might have on residents, Joint Waste Solutions (JWS) and Amey were working together to ensure that business continuity plans were robust and up to date and that essential collections were prioritised.

Arising from the Committee's questions and comments the following points were noted:

- It was confirmed that the changes brought in to improve resilience across the contract were fully funded.
- Vehicle manufacturers were exploring a number of different ways to reduce carbon emissions including LPG powered vehicles and using electric hydraulics to power the lifting mechanisms.
- It was possible to track idling times of vehicles and the employment of a data analyst would enable Amey to regularly monitor this area in future.

The Committee noted the update.

6/JW Communications and Engagement Action Plan

The Committee received a report setting out the Communications and Engagement Plan for Joint Waste Solutions (JWS).

The Committee was informed that following the combining, and subsequent restructure, of JWS and the Surrey Waste Partnership, JWS had assumed responsibility for the delivery of communications and engagement activity across Surrey. The Communications and Engagement Plan had been developed in partnership with local authority communications leads. The work programme had been broken down into three main areas of work: service delivery, waste and recycling and fly-tipping and was intended to take a much more proactive approach to communication with residents than had been the case in the recent past.

It was proposed that a similar approach be adopted for the work programme for 2020/21 and a workshop would take place in November to enable members to contribute to the plan's development.

It was acknowledged that reducing waste at source was vital however there had been limited success to date in getting suppliers and producers to engage with this work. Notwithstanding this it was expected that the introduction of measures set out in the Government's Waste and Recycling Strategy including a tax on producers would bring about significant changes in the not too distant future.

The Committee noted the update.

7/JW Recycling Contamination Action Plan

The Committee received a report summarising the work taking place to reduce the increasing levels of contamination being identified in recycling waste as reprocessors increasingly demanded better quality material from materials recovery facilities (MRFs) and the MRFs in turn conducted more checks and rejected an increasing proportion of the materials delivered to them as being unsuitable for recycling.

The Committee was informed that Amey crews were required to inspect the visible contents of recycling bins to ensure that they contained no incorrect items before they were emptied. If contamination was obvious then the bin was to be left unemptied and a notice left for the householder explaining why the bin had not been emptied. These checks were considered vital to reducing contamination and JWS was working with Amey to ensure that crews were comfortable with the processes that should be followed.

Residents' actions were also key to reducing contamination of recycling and an updated service guide, detailing what could and could not be recycled, would be distributed to all households in the partnership area in November. Where repeated contamination was identified at a property then the Operations Team worked directly with residents to ameliorate the problem.

JWS and Amey were also working with the MRFs to develop a better understanding of their requirements and to better identify the sources and types of contamination.

The Committee noted the update.

8/JW Policy Alignment

The Committee received a report setting out proposals to further align charging policies across the partner areas.

It was reported that substantial work had taken place to transition towards a single set of aligned policies and charges since the contract had been entered into. However there were a number of anomalous areas where different charging policies remained in place and work had been done to identify the following areas which could be aligned with minimal impact on individual partner authorities:

- Removal of charges for the provision of temporary additional bins.
- Removal of charges for the provision of new smaller residual waste bins if a household decided to downsize their residual waste bin.

The Committee agreed in principle that:

- i. The policies identified as having minimal impact on partner authorities should be aligned.
- ii. Where possible future annual reviews of fees and charges continue to support alignment.

This page is intentionally left blank



Title: Budget and Finance Update

Author: Marco Arcangeli

Date: 18 December 2019

Budget Monitoring

The JWS budget monitoring paper for 2019/20 is included as annex 1.

Projected total CMO expenditure for 2019/20 as at year-end is **£2,399,172**. This year-end projection represents an overall **underspend** for the year of **£165.00** against the budget.

Support costs are projected to be higher than budgeted due to the ongoing cost of resolving issues with contract performance data and garden waste income.

The year-end spend projection will result in a provisional spend of **£370,554** per partner authority, although this figure is subject to revision once the full year-end reconciliation is complete.

Service Provider Budget

Projected total Core charges for 2019/20 as at year-end is **£11,327,935**. This year-end projection represents an overall **underspend** for the year of **£396,803** against the budget.

Core invoices totaling **£7,551,957** have been sent to authorities for payment. Of this amount **£963,700** has not yet been paid, of which **£292,351** from Elmbridge Borough Council is overdue.

The data provided by Amey to support the variable invoices between February 2018 and July 2019 is still being improved. Based on the best data available the total amount that has not yet been paid or invoiced out to partnering authorities has been calculated at **£2,208,189**.

This page is intentionally left blank

Joint Waste Solutions 2019/20 Budget

	JWS Budget 2019/20	Year to date Budget (30/11/19)	Actuals (30/11/19)	Variance (C-D)	Year-end Projection	Variance (B-F)	EBC	WBC	SHBC	MVDC	SCC	SEP	Total
	£	£	£	£	£	£	£	£	£	£	£	£	£
Staff and Overheads Budget Breakdown	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
Salaries	1,809,900	1,206,600	1,125,164	81,436	1,796,879	13,021							
Office	69,437	46,291	24,183	22,108	67,246	2,191							
Team	153,795	102,530	66,846	35,684	148,154	5,641							
Marketing	200,000	133,333	70,765	62,568	193,500	6,500							
Support	150,205	100,137	109,943	-9,806	176,000	-25,795							
Health & Safety	5,000	3,333	4,874	-1,541	5,537	-537							
Business Continuity	10,000	6,667	435	6,232	5,000	5,000							
Other Contractor	1,000	667	3,615	-2,948	6,856	-5,856							
Totals	2,399,337	1,599,558	1,405,825	193,733	2,399,172	165							
CMO costs payable each Qtr (Q4 to be adjusted)							92,645	92,645	92,645	92,645	114,904	114,353	599,835
CMO costs invoiced to date (Q1 & Q2)							185,289	185,289	185,289	185,289	229,808	228,706	1,199,670
CMO invoices paid up to 19 Nov 19							92,645	185,289	185,289	185,289	229,808	228,706	1,107,026

Service Provider Budget

Period	EBC	WBC	SHBC	MVDC	Total	
Core charges budget	2019-20	3,605,836	2,038,217	3,346,928	2,733,757	11,724,738
Core charges year-end projection	2019-20	3,534,577	1,965,261	3,271,738	2,556,358	11,327,935
Core charges invoiced to 30 Nov 19	Apr 18 to Nov 19	2,356,385	1,310,174	2,181,159	1,704,239	7,551,957
Core charges paid as at 10 Dec 19	Apr 18 to Nov 19	1,769,486	1,146,402	2,181,160	1,491,209	6,588,257
Variable charges (not invoiced)	Feb 18 - Jul 19	830,565	607,105	442,928	327,591	2,208,189
Garden/bulky waste income received	Apr 18 to Sep 19		337,171	324,589		661,760

This page is intentionally left blank



Title: Budget Proposal 2020/21

Author: Matt Smyth

Date: 18 December 2019

Introduction

The Joint Waste Solutions (JWS) budgeting exercise for 2020/21 is the second budget where the total costs from the joint contract authorities (JCAs), Surrey County Council (SCC) partnership functions and the Surrey Environment Partnership (SEP) have been brought together into a single budget. When the budget for 2019/20 was approved by the Joint Waste Collection Services Committee (JWCSC) in January 2019, it was done so on the understanding that a number of assumptions had been made in order to build a single budget, and that these assumptions would be monitored going forward and revised as appropriate.

Since January, a great deal of change has occurred for JWS. The team has been restructured and the new structure went live in April 2019. The way in which support functions are provided to JWS has developed, in particular the way in which finance support is provided. The team has moved to a new base in Woking, whilst continuing to operate out of civic centres across the partnership area to meet operational requirements. And the Surrey Waste Partnership has changed its name to the Surrey Environment Partnership (SEP) whilst expanding its remit to include wider environmental issues, thereby impacting on the JWS work programme.

Given the scale of change since the 2019/20 budget was created, a zero-based budgeting exercise was carried out to ensure that all components of the budget are fully understood, cost-effective and relevant. The initial results of this exercise were discussed at the Contract Partnering Board meeting in September and individually with finance officers within the partner authorities where possible.

In November, the Contract Partnering Board commended this budget proposal to the Joint Committee for agreement and subsequent referral to the individual partner authorities for approval.

Budget areas

JWS are responsible for managing a range of budgets, which are set out in figure 1 below.

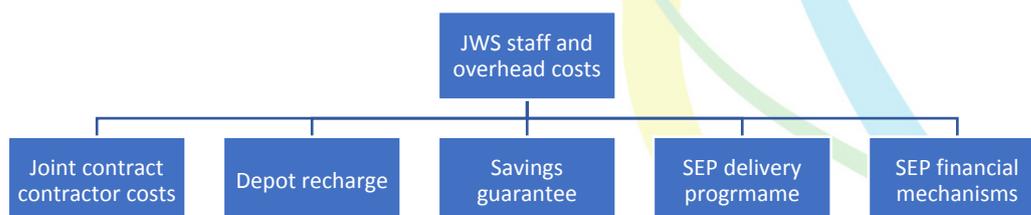


Figure 1: JWS budget areas

The SEP delivery programme and SEP financial mechanisms will be considered by the SEP at their meeting in February. The remaining four budget areas set out in figure 1 will be discussed in turn.

JWS staff and overhead costs

The zero-based budgeting exercise has identified a growth in JWS costs of £115,942 split across the six funding partners, from £2.40m to £2.52m. Appendix 2 shows the full cost breakdown in 2019/20, appendix 3 the projected costs in 2020/21 and appendix 4 the cost changes by budget heading. These costs are divided into eight budget areas, which are discussed in more detail below. The main reasons for this increase are the full year effect of recruiting into the vacancies that the JWS team has been carrying for some time and paying for a full year of office costs at Dukes Court in Woking.

Salaries

The salaries budget has been split into partner shares based on an estimated allocation of staff time on work for the JCAs, SCC and SEP. These allocations can vary from year to year according to the work programme and priorities of the funding partners.

The allocations for 2019/20 are shown in the table at the top of appendix 2 and the proposed allocations for 2020/21 are at the top of appendix 3. There is a small reduction in percentage allocations for the JCAs and SCC, with a small increase for SEP.

As was the case in 2019/20, the partner shares of the salaries budget have then been applied to a number of other budgets, as detailed below. The zero-based budgeting exercise has meant that the divisions between these categories is now clearer, with some sub-budgets moving between these budget headings.

Team costs

Team costs are projected to total £148,959 in 2020/21. The largest costs within this budget relate to the two-year relocation allowance paid to staff whose place of work moved by 10 miles or more as a result of the JWS reorganisation, car allowances, expenses, training and telephone contracts.

Support costs

The ICT budget line in 2019/20 has been added to support costs in 2020/21. Support costs total £128,000 and include software licences as well as support from finance, legal, ICT, HR and democratic services.

Office costs

This budget totals £102,694 and includes all costs associated with the JWS head office in Woking, including rent, business rates, service charges and wifi.

JCA only budgets

The four remaining JWS budgets are divided four ways between the JCAs as they relate exclusively to joint contract activity.

The communications and engagement budget has been increased by £2,500 since 2019/20 as a result of reclassifying website development under this budget code. The communications and engagement plan for 2019/20 was discussed at the Joint Committee meeting in October and the budget for 2020/21 assumes a similar approach will continue in the new financial year. The single largest spend within this budget is £70,000 allocated to potential round reorganisation. Amey are currently working on a timeline for when this might be delivered and whether these monies will be required in 2019/20 or 2020/21. Should this work not be completed in 2019/20, it has been agreed that the remaining spend is carried forward into 2020/21 as no additional allowance for this has been made in the 2020/21 communications budget.

Contract specific legal and technical support is provided by Sharpe Pritchard and Eunomia and is projected to cost £20,000 in 2020/21.

The remaining two contract specific budgets relate to health and safety and business continuity. Now that initial work has taken place to develop plans in these areas, projected spend has been reduced by £7,500 across these areas in 2020/21.

Amey contract costs

Contract costs are divided into core charges and variable charges.

Core charges are based on projecting the number of properties requiring each type of service and the kilometres of streets that need to be cleaned in 2020/21 and multiplying these sums by the contractual unit rates. The number of properties currently collected from is added to an estimate of the number of additional properties that are projected to be built in the following financial year. The unit rates are then inflated by contract indexation.

The variable charges include those costs that can vary from month to month, such as bulky waste collections and garden waste subscriptions. These have been estimated based on available data from 2019/20 and multiplied by the contractual unit rates. Again, these rates have been inflated by contract indexation.

Contract indexation is calculated using the percentage increase or decrease in each applicable index published for the 12 months ending on 31st January 2020. Appendix 5 shows three different indexation projections, based on actual data from the first 6 months of the year, 9 months of the year and a 12 month rolling average. These methodologies provide a range from 2.45% to 3.59%.

Looking at the most recent direction of travel, advice from finance colleagues is to use an indexation figure of 3% in this proposal, thereby providing more certainty to partner authorities that the final contract costs will be within this budget envelope.

A final calculation of indexation will take place in March 2019 as per the contract and revised costs will then be shared with the Joint Contract authorities.

Appendix 1 shows the budgeted core and variable contract costs for both 2019/20 and 2020/21. The actual cost of the core service in 2019/20 is £11.3m rather than the £11.72m projected at the beginning of the year as a result of lower than projected indexation and an adjustment in how a number of items were charged for. In 2020/21, the core service is projected to cost £11.70m, which includes the indexation projection of 3% and the projected uplift in housing stock next year.

Variable contract costs are difficult to estimate as a result of the ongoing issues with data accuracy. However, based on available data and projected indexation, variable contract costs are projected to cost £1.78m.

Other contract costs relate to the cost of managing WEEE and textiles. The increase of £7,000 from 19/20 to 20/21 is as a result of moving these costs onto a more appropriate budget line. Work is taking place to ensure the cost and income from these materials is fully understood and budgeted accordingly.

Depot rental and business rates recharge

All four joint contract depots were valued before contract mobilisation and an estimated rental value was provided by an independent valuer. These have been applied to a steady state partnership share calculated as per the Inter Authority Agreement (IAA) and this has been allocated to each authority. This does not include the full value of the depots but rather the reapportionment of depot values according to the partnership share. The details of this calculation can be found in appendix 6.

It has been agreed that business rates and depot insurance will be paid directly by the authority who owns the depot rather than any apportionment being carried out. These costs have therefore not been included in this budget.

Savings guarantee

During the procurement of the joint contract, it was agreed that all partners would benefit from going to market together and therefore all should benefit financially from any collective savings. The IAA states that all authorities should save at least £100k per year, with those authorities making the greatest savings compensating those that saved less than this threshold.

In March 2018, Section 151 officers from each authority agreed a formula to calculate these savings for the length of the contract. The implications of this for each authority are set out in appendix 1.

Recommendation

The Joint Committee is asked to:

- Agree the 2020/21 JWS staff and overheads and joint contract budgets and commend them to individual authorities for approval.

Appendix 1: Summary

Budget area	19/20							
	EBC	WBC	SHBC	MVDC	Total JCAs	SCC	SEP	Total
Amey core contract costs	£3,605,836	£2,038,217	£3,346,928	£2,733,757	£11,724,738	£0	£0	£11,724,738
Amey variable contract costs	£607,104	£507,960	£413,712	£267,687	£1,796,463	£0	£0	£1,796,463
Other contract costs	£250	£250	£250	£250	£1,000	£0	£0	£1,000
JWS costs	£370,578	£370,578	£370,578	£370,578	£1,482,310	£459,615	£457,412	£2,399,337
Depot cost to authority	-£55,850	£107,051	-£107,406	£56,206	£0	£0	£0	£0
Savings guarantee	£245,709	-£529,375	£43,803	£239,862	£0	£0	£0	£0
Total	£4,773,626	£2,494,680	£4,067,864	£3,668,339	£15,004,511	£459,615	£457,412	£15,921,538

Budget area	2020/21							
	EBC	WBC	SHBC	MVDC	Total JCAs	SCC	SEP	Total
Amey core contract costs	£3,652,682	£2,027,006	£3,386,023	£2,633,967	£11,699,679	£0	£0	£11,699,679
Amey variable contract costs	£639,459	£405,572	£342,416	£392,865	£1,780,314	£0	£0	£1,780,314
Other contract costs	£2,000	£2,000	£2,000	£2,000	£8,000	£0	£0	£8,000
JWS costs	£378,376	£378,376	£378,376	£378,376	£1,513,505	£492,359	£509,415	£2,515,279
Depot cost to authority	-£55,850	£107,051	-£107,406	£56,206	£0	£0	£0	£0
Savings guarantee	£245,709	-£529,375	£43,803	£239,862	£0	£0	£0	£0
Total	£4,862,376	£2,390,630	£4,045,212	£3,703,276	£15,001,498	£492,359	£509,415	£16,003,272

Appendix 2: JWS 2019-20 staff and overheads budget breakdown

Budgeted salary split	Joint Contract	SCC	SWP	Total
Salaries	£1,098,491	£401,558	£399,633	£1,899,682
Proportions	57.8%	21.1%	21.0%	100.0%

Proportions	Joint Contract authorities					SCC	SWP	Total
	EBC	WBC	SHBC	MVDC	Total			
Office	14.5%	14.5%	14.5%	14.5%	57.8%	21.1%	21.0%	100.0%
Salaries	14.5%	14.5%	14.5%	14.5%	57.8%	21.1%	21.0%	100.0%
Team costs	14.5%	14.5%	14.5%	14.5%	57.8%	21.1%	21.0%	100.0%
ICT	14.5%	14.5%	14.5%	14.5%	57.8%	21.1%	21.0%	100.0%
Support costs (SHBC)	14.5%	14.5%	14.5%	14.5%	57.8%	21.1%	21.0%	100.0%
Contract legal and technical support	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
Comms & engagement	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
Health & Safety support	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
Business Continuity and Risk Management	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
SWP county-wide work							100.0%	100.0%

Costs	Joint Contract authorities					SCC	SEP	Total
	EBC	WBC	SHBC	MVDC	Total			
Office	£14,124	£14,124	£14,124	£14,124	£56,495	£20,652	£20,553	£97,700
Salaries	£274,623	£274,623	£274,623	£274,623	£1,098,491	£401,558	£399,633	£1,899,682
Team costs	£10,228	£10,228	£10,228	£10,228	£40,911	£14,955	£14,884	£70,750
ICT	£6,246	£6,246	£6,246	£6,246	£24,983	£9,133	£9,089	£43,205
Support costs (SHBC)	£9,107	£9,107	£9,107	£9,107	£36,430	£13,317	£13,253	£63,000
Contract legal support	£5,000	£5,000	£5,000	£5,000	£20,000			£20,000
Comms & engagement	£47,500	£47,500	£47,500	£47,500	£190,000			£190,000
Health & Safety support	£1,250	£1,250	£1,250	£1,250	£5,000			£5,000
Business Continuity and Risk Management	£2,500	£2,500	£2,500	£2,500	£10,000			£10,000
Total - excluding SWP county-wide work	£370,578	£370,578	£370,578	£370,578	£1,482,310	£459,615	£457,412	£2,399,337

Appendix 3: JWS 2020-21 indicative staff and overheads budget breakdown

Budgeted salary split		Joint Contract	SCC	SEP	Total
Salaries		£1,144,648	£413,330	£427,648	£1,985,626
Proportions		57.6%	20.8%	21.5%	100.0%

Proportions	Joint Contract authorities					SCC	SEP	Total
	EBC	WBC	SHBC	MVDC	Total			
Office	14.4%	14.4%	14.4%	14.4%	57.6%	20.8%	21.5%	100.0%
Salaries	14.4%	14.4%	14.4%	14.4%	57.6%	20.8%	21.5%	100.0%
Team costs	14.4%	14.4%	14.4%	14.4%	57.6%	20.8%	21.5%	100.0%
Support costs (SHBC)	14.4%	14.4%	14.4%	14.4%	57.6%	20.8%	21.5%	100.0%
Contract legal and technical support	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
Comms & engagement	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
Heath & Safety support	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
Business Continuity and Risk Management	25.0%	25.0%	25.0%	25.0%	100.0%			100.0%
SEP county-wide work							100.0%	100.0%

Costs	Joint Contract authorities					SCC	SEP	Total
	EBC	WBC	SHBC	MVDC	Total			
Salaries	£286,162	£286,162	£286,162	£286,162	£1,144,648	£413,330	£427,648	£1,985,626
Team costs	£21,467	£21,467	£21,467	£21,467	£85,870	£31,007	£32,082	£148,959
Support costs (SHBC)	£18,447	£18,447	£18,447	£18,447	£73,788	£26,645	£27,568	£128,000
Office	£14,800	£14,800	£14,800	£14,800	£59,200	£21,377	£22,117	£102,694
Contract legal support	£5,000	£5,000	£5,000	£5,000	£20,000			£20,000
Comms & engagement	£30,625	£30,625	£30,625	£30,625	£122,500			£122,500
Heath & Safety support	£625	£625	£625	£625	£2,500			£2,500
Business Continuity and Risk Management	£1,250	£1,250	£1,250	£1,250	£5,000			£5,000
Total	£378,376	£378,376	£378,376	£378,376	£1,513,505	£492,359	£509,415	£2,515,279

Appendix 4: JWS 2019-20 to 2020-21 staff and overheads budget variation

Costs	Joint Contract authorities					SCC	SEP	Total
	EBC	WBC	SHBC	MVDC	Total			
Salaries	£11,539	£11,539	£11,539	£11,539	£46,157	£11,772	£28,015	£85,944
Team costs	£11,240	£11,240	£11,240	£11,240	£44,959	£16,052	£17,198	£78,209
Support costs (SHBC)	£9,340	£9,340	£9,340	£9,340	£37,358	£13,328	£14,314	£65,000
ICT	-£6,246	-£6,246	-£6,246	-£6,246	-£24,983	-£9,133	-£9,089	-£43,205
Office	£676	£676	£676	£676	£2,705	£725	£1,564	£4,994
Contract legal and technical support	£0	£0	£0	£0	£0			£0
Comms & engagement	-£16,875	-£16,875	-£16,875	-£16,875	-£67,500			-£67,500
Health & Safety support	-£625	-£625	-£625	-£625	-£2,500			-£2,500
Business Continuity and Risk Management	-£1,250	-£1,250	-£1,250	-£1,250	-£5,000			-£5,000
Total change	£7,799	£7,799	£7,799	£7,799	£31,195	£32,744	£52,003	£115,942

Appendix 5: Contract indexation estimates

As at 30 Jul 19

2020/21 Estimate	Movement	Weighting	Value
Labour	1.83%	76.59%	1.40%
Fuel	1.90%	10.29%	0.20%
Other	1.51%	13.12%	0.20%
6 Month Total		100.00%	1.80%
12 Month Projection			3.59%

As at 7 Nov 19

2020/21 Estimate	Movement	Weighting	Value
Labour	2.19%	76.59%	1.68%
Fuel	0.99%	10.29%	0.10%
Other	2.07%	13.12%	0.27%
9 Month Total		100.00%	2.05%
12 Month Projection			2.73%

As at 14 Nov 19

2020/21 Estimate	Movement	Weighting	Value
Labour	3.59%	76.59%	2.75%
Fuel	-4.86%	10.29%	-0.50%
Other	1.50%	13.12%	0.20%
12 Month Rolling Total		100.00%	2.45%

Appendix 6: Depot Recharge calculation - 2019/20 onwards

	EBC	WBC	SHBC	MVDC	Total
Depot valuation	£294,000	£25,000	£328,000	£116,300	£763,300
Partnership share*	31.2%	17.3%	28.9%	22.6%	100.0%
Share of depot costs based on partnership share	£238,150	£132,051	£220,594	£172,506	£763,300
Net cost to authority	-£55,850	£107,051	-£107,406	£56,206	£0

*Partnership share calculation based on 2017/18 quantities x agreed rates plus indexation of 2.78%