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Tuesday, 18 February 2020

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

Councillor Mike Goodman, Surrey County Council (Vice Chairman)
Councillor Kevin Davis, Woking Borough Council
Councillor Claire Malcolmson, Mole Valley District Council
Councillor David Mansfield, Surrey Heath Borough Council
Councillor Mary Marshall, Elmbridge Borough Council

A meeting of the **Joint Waste Collection Services Committee** will be held at the HG Wells Conference Centre, Church Street, Woking, GU21 6HJ on **Wednesday, 26 February 2020 at 2.00 pm**. The agenda will be set out as below.

AGENDA

		Pages
1	Appointment of Chairman	
2	Apologies for Absence	
3	Minutes of Last Meeting	1 - 2
	To receive the minutes of the meeting of the Joint Waste Collection Services Committee held on the 18 th December 2019.	
4	Declaration of Interests	
	Members are invited to declare any disclosable pecuniary interests and non pecuniary interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Manager prior to the meeting.	
5	Performance Reporting	3 - 6
	To receive an update on the performance of the joint waste contract across the partnership area.	

6 Amey Annual Improvement Plan

To receive a presentation from Amey on their Annual Contract Improvement Plan.

7 Joint Waste Solutions Work Programme 2020/21

To receive a presentation on the Joint Waste Solutions work programme for 2020/21.

8 2019/20 Budget and Finance Update

7 - 10

To consider a report setting out the financial position at the end of the third quarter (September to December 2019) of the 2019/20 financial year.

9 Date of Next Meeting

The next scheduled meeting of the Joint Waste Collection Services Committee will take place on Wednesday 17th June 2020 at 2pm.



Minutes of a Meeting of the Joint Waste Collection Services Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 18 December 2019

Present: Councillor Vivienne Chapman, Surrey Heath Borough Council
Councillor Graham Cundy, Woking Borough Council
Councillor Mike Goodman, Surrey County Council
Councillor Mary Marshall, Elmbridge Borough Council

In Attendance: Richard Bissett, Joint Waste Solutions
Adrian Flynn, Chief Accountant, Surrey Heath Borough Council
Ismina Harvey, Joint Waste Services
Councillor Josephine Hawkins, Surrey Heath Borough Council
Ray Lee, Elmbridge Borough Council
Kelvin Menon, Surrey Heath Borough Council (Finance)
Tim Pashen, Surrey Heath Borough Council
Matt Smyth, Joint Waste Services
Douglas Spinks, Woking Borough Council
Jack Straw, Mole Valley District Council

Apologies: Councillor Kevin Davis, Woking Borough Council
Councillor Claire Malcolmson, Mole Valley District Council

9/JW Election of Chairman and Vice Chairman

RESOLVED that Councillor Vivienne Chapman be elected Chairman of the Joint Waste Collection Services Committee for the 2019/20 Municipal Year.

COUNCILLOR CHAPMAN IN THE CHAIR

RESOLVED that Councillor Mike Goodman be appointed Vice-Chairman of the Joint Waste Collection Services Committee for the 2019/20 Municipal Year.

10/JW Minutes of Last Meeting

RESOLVED that the minutes of the meeting of the Joint Waste Collection Services Committee held on the 24th April 2019 be approved as a correct record and signed by the Chairman and that the notes of the inquorate meeting of the Joint Waste Collection Services Committee held on 2nd October 2019 be noted.

11/JW Declaration of Interests

There were no declarations of interest.

12/JW Budget and Finance Update

The Committee considered a report providing an update on the budgetary and financial position of Joint Waste Solutions (JWS).

It was noted that the CMO expenditure was projected to be £2,399,337 by the end of the 2019/20 financial year, this represented an overall underspend of £165 against the agreed CMO budget. It was noted that support costs would be higher than originally projected due to the ongoing issues pertaining to contract performance data and garden waste income. There was a projected provisional spend of £370,554 per partner authority.

The Committee noted the report.

13/JW Joint Waste Solutions Budget 2020/21

The Committee considered a report setting out a proposed budget for the JWS function for the 2020/21 financial year.

It was noted that JWS had been subject to a significant number of changes during the 2019/20 financial year including the restructure of the JWS Team, its relocation into a new base in Woking and an expansion of its remit to include supporting the Surrey Environmental Partnership. As a result of these changes, a zero based budgeting exercise had been carried out to ensure that all components of the budget were fully understood, cost-effective and relevant and the results discussed with the finance leads of each of the partner authorities.

It was confirmed that a two year pay deal had been agreed with the workforce following industrial action earlier in the year.

RESOLVED that the proposed Joint Waste Solutions staffing and overheads and the joint contract budgets for the 2020/21 financial year, as set out in the report, be commended to individual partner authorities for approval.

14/JW Service Provision over Christmas Period

The Committee was informed that households had been informed of changes to the waste collection service over the Christmas and New Year Period and the JWS Client Team would be monitoring the situation to ensure that residents received appropriate and timely responses.

CHAIRMAN



Title: Joint Contract authority performance – Q2 2019/20

Author: John Mackintosh

Date: 26th February 2020

Introduction

It has been agreed that the Joint Committee will see performance updates on a quarterly basis. These reports will provide a summary of the latest position on both recycling performance and operational performance under the Joint Collection contract. Ultimately, they will also serve as the basis for ongoing corporate reporting in each of the four partner authorities. A draft report template, in the form of a performance dashboard, was approved by the Corporate Partnering Board in June 2018.

The Annexes to this paper show the latest available performance data for each of the four Joint Contract authorities. There is one performance dashboard for each authority.

Recycling performance – Q2 2018/19

The first section of each dashboard reports on recycling performance. Performance is reported monthly, up to and including September 2019. Data are sourced from the SEP waste data system; September is the latest month for which data are available.

The report shows both tonnages collected and tonnages disposed of by type of material. The recycling rate is based on the latter as a percentage of total waste and recycling.

Surrey-wide performance

Surrey-wide performance is provided here for context.

Across Surrey as a whole, there has been a decreasing trend in tonnages collected of dry mixed recycling (DMR), with a year-on-year decrease of around 1%. Of these tonnages an increasing proportion are considered to be non-recyclable, due to difficulties with finding markets for the material. Garden waste tonnages have increased over the same period, by around 3%. Food waste recycling tonnages have increased by around 2%. Tonnages of residual household waste have seen a fairly small year-on-year decrease, of around 0.5%.

Joint Contract authorities – general trends

Year-on-year comparisons of WEEE and textiles tonnages generally show reasonably large changes across most authorities. This is partly explained by disposal patterns for these materials, which will depend on how much material has been collected rather than following a regular daily pattern as they do for other

materials. We are investigating how much of the variance can be explained by these patterns, and how much is due to other factors, such as crew behaviour.

With the exception of Mole Valley, fly-tipping tonnages have increased noticeably in most authorities. This can partly be explained by the fact that the figures now include tonnages collected from green spaces (e.g. parks). It is also evident that fly-tipping was previously being under-reported, which will have resulted in the increase being artificially inflated. Again, further work is being carried out to establish how these factors may have impacted on the reported tonnages.

Elmbridge

There has been a year-on-year decrease in DMR tonnages of around 2%. Garden waste however has increased by over 11%. Food and residual waste tonnages have seen only small changes over the same period. The recycling rate has remained fairly stable since the beginning of 2019/20.

Mole Valley

DMR tonnages have seen little change year-on-year. Bins for comingled waste are now being tagged more effectively when they contain contaminated materials, and we expect to see this having an impact in future months. Garden waste tonnages are up, by around 13%. Food waste tonnages have also increased year-on-year, by just over 2%. The recycling rate is showing a slight upward trend since the beginning of 2019/20.

Surrey Heath

Garden waste tonnages have increased significantly year-on-year, by around 32%. This is largely due to additional customers being able to sign up for this service, as the previous Biffa Waste Club was capped due to vehicle capacity. Food waste tonnages have also increased over the same period, by over 5%. Residual waste tonnages are down by around 5%. The recycling rate is showing a slight upward trend since the beginning of 2019/20.

Woking

DMR tonnages have decreased by over 3% year-on-year. This can partly be explained by the fact that more bins are now being locked-out by crews as contaminated. Work is also underway to improve collections from flats, although we are aware that there are issues with some collections from communal properties. Garden waste tonnages are also down, by around 4%. Food waste and residual waste tonnages have remained fairly stable over the period. The recycling rate is showing a slight downward trend since the beginning of 2019/20.

SEP Joint Strategy performance – Q1 2019/20

Quarterly performance against the council specific measures in the SEP Joint Strategy has been shown on each dashboard for completeness. This is up to and including Q1 2019/20, and is based on data sourced from Waste Data Flow.

Recommendation

The Joint Committee are asked to discuss and comment on this report and the Annexes.

Next steps

The next performance report will be presented at the June Partnering Board and Joint Committee meetings. This will report on performance up to and including Q4 2019/20.

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Title: Q3 2019/20 Budget and Finance Update

Author: Marco Arcangeli

Date: 26 February 2020

Budget Monitoring

As set out in Annex 1 projected CMO expenditure for 2019/20 as at year-end is £2,350,782. This projection represents an overall underspend for the year of £48,556 and a provisional spend total for the year of £362,530 per partner authority. Based on this figure it is estimated that each authority will pay £84,596 in Q4 instead of the budgeted £92,645, although this figure is subject to revision once the full year-end reconciliation is complete.

Support costs are projected to be £61,992 higher than budgeted due to the ongoing cost of resolving issues with contract performance data and garden waste income.


Service Provider Budget

Projected year-end core charges for 2019/20 is £11,183,205. This projection represents an underspend for the year of £541,533. This variance is mainly as a result of an indexation adjustment that led to core invoice costs being less than budgeted. Core charges invoiced and paid to Q3 total £8,329,372.

Projected year-end variable charges for 2019/20 is £1,425,075. Due to difficulties with checking Amey's data a large quantity of invoices making up this figure are yet to be verified and whilst an underspend for the year of £371,388 is projected there is considerable scope for these amounts to change. Work is continuing to verify data from Amey in order to invoice the partner authorities for as many of their historic variable charges as possible before 31 March 2020. It is estimated that £750,000 of unverified garden waste costs for Surrey Heath and Woking will not have been invoiced by year end.

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Joint Waste Solutions Q3 2019/20 Budget Update

	JWS Budget 2019/20	Year to date Budget	Actuals	Variance (C-D)	Year-end Projection	Variance (B-F)	EBC	WBC	SHBC	MVDC	SCC	SEP	Total
Staff and Overheads Budget Breakdown	£	£	£	£	£	£	£	£	£	£	£	£	£
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
Salaries	1,809,900	1,357,425	1,272,093	85,332	1,795,792	14,108							
Office	69,437	52,078	36,365	15,713	67,246	2,191							
Team	153,795	115,346	75,819	39,527	148,154	5,641							
Marketing	200,000	150,000	51,376	98,624	109,000	91,000							
Support	150,205	112,654	119,241	-6,587	212,197	-61,992							
Health & Safety	5,000	3,750	5,412	-1,662	5,537	-537							
Business Continuity	10,000	7,500	435	7,065	6,000	4,000							
Other Contractor	1,000	750	4,480	-3,730	6,856	-5,856							
Totals	2,399,337	1,799,503	1,565,221	234,282	2,350,782	48,556							
CMO costs paid by authorities each Qtr (1 to 3)							92,645	92,645	92,645	92,645	114,904	114,353	599,835
CMO costs invoiced to authorities to Q3							277,934	277,934	277,934	277,934	344,711	343,059	1,799,504
CMO invoices paid by authorities to Q3							277,934	277,934	277,934	185,289	344,711	343,059	1,706,861
CMO costs still to be invoiced (Q4 projection)							84,596	84,596	84,596	84,596	106,655	106,239	551,278

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	1,965,262	3,127,007	2,556,359	11,183,205
Core charges invoiced and paid	Apr - Dec 19	2,640,009	1,473,946	2,298,148	1,917,269	8,329,372
Variable charges budget	2019/20	607,104	507,960	413,712	267,687	1,796,463
Variable charges - overall position						
Variable charges invoiced projection	Feb 18 - Mar 20	1,237,311	250,000	250,000	581,987	2,319,298
Variable charges invoiced & paid	Feb 18 - Dec 19	383,087	0	0	214,390	597,477
Variable charges (not invoiced)	Feb 18 - Dec 19	701,224	550,000	550,000	280,597	2,081,821
Garden/bulky waste income received	Apr - Dec 19		477,475	345,644		823,119

Surrey Environment Partnership	Budget 2019/20
Country-wide work	993,412
Financial Mechanisms	Not available

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