

# Public Document Pack

**Date of meeting** Monday, 14th December, 2015  
**Time** 2.30 pm  
**Venue** Knutton Lane Depot, Ground Floor Meeting Room,  
Knutton Lane, Newcastle, Staffs., ST5 2SL  
**Contact** Julia Cleary

## **Recycling and Waste Strategy Cabinet Panel**

### **AGENDA**

#### **PART 1 – OPEN AGENDA**

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members on items included in the agenda.
- 3 MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)  
To consider the minutes of the previous meeting held on Friday 13<sup>th</sup> November 2015.
- 4 DISCLOSURE OF EXEMPT INFORMATION**  
To resolve that the public be excluded from the meeting during consideration of the following item, because it is likely that there will be a disclosure of exempt information as defined in paragraphs 1,2, and 3 in Part 1 of Schedule 12A of the Local Government Act, 1972.
- 5 Baling and Sorting** (Pages 7 - 10)
- 6 Depot update and walk-around**
- 7 Boxes**
- 8 Vehicles**
- 9 Communications**
- 10 Risks**
- 11 URGENT BUSINESS**  
To consider any business which is urgent within the meaning of Section 100(B)4 of the Local Government Act.
- 12 Date and Time of Next Meeting**

**Members:** Councillors Beech (Chair), Bailey, Fear, Hambleton, Loades, Reddish and

Williams

**PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.**

**Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.**

**Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.**

**FIELD\_TITLE**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

## RECYCLING AND WASTE STRATEGY CABINET PANEL

Friday, 13th November, 2015

**Present:-** Councillor Ann Beech – in the Chair

Councillors Reddish and Williams

### 1. **APOLOGIES**

Apologies were received from Councillors Fear, Hambleton and Loades

### 2. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

### 3. **MINUTES OF THE PREVIOUS MEETING**

Agreed as a true and accurate correct record.

### 4. **SERVICE CHANGE RISKS**

The Head of Recycling, Waste and Fleet Services advised the Cabinet Panel that there had been no change in the profile since the last meeting.

The change of staff Terms and Conditions risk had reduced from a red to amber. One to one contract discussions had been held with every staff and meetings held with the trade unions. Staff had been given two options:-

Contract One – Staff to be paid an allowance for working bank holidays.

Contract Two – All bank holidays to be voluntary with an overtime rate.

All new staff would automatically be opted to Contract One, working five days. Negotiations would commence with Acumen on Monday 16<sup>th</sup> November 2015.

The majority favoured Contract Two. Bank holiday working would be pursued again once all contracts were received. The deadline for returned, signed contracts was Thursday 19<sup>th</sup> November 2015, with two returning by Thursday 26<sup>th</sup> November, due to holiday commitments. The Head of Recycling, Waste and Fleet Services would meet with those again who had child care issues. Those who refused to sign their contract the Head of Recycling, Waste and Fleet Services would work with the trade union to follow the correct procedure.

The risk would continually be reviewed.

### **Resolved:-**

Committee received the update.

### 5. **DCLG REWARD SCHEMES**

Members were advised that DCLG was the acronym for Department of Communities and Local Government which was established by Sir Eric Pickles in May 2006.

## **Recycling and Waste Strategy Cabinet Panel - 13/11/15**

The Recycling Strategy and Commissioning Manager advised that there were a series of eight projects to be developed which had been circulated to all the LAPs. The first three were based on food waste:-

1. Increase kitchen waste;
2. Increase garden waste;
3. Increase home composting;
4. Increase collection of dry recyclable material;
5. Recycling on the go – looking at the litter side;
6. Creating a positive link and behaviour with local schools;
7. Creating a positive link with local shops, and
8. LAPs to develop an end principle.

Each LAP would receive £5,000 with the criteria:-

Reward 1 contribute to a local plan or match funding  
Reward 2 contribute to a community safety initiative  
Reward 3 contribute to a specific project with wide spread community benefit  
Reward 4 funding of plans for residents within the LAP  
Reward 5 funding to extend an existing project  
Reward 6 specific to an area as suggested by individual LAPs.

This scheme was being led by an Environmental Officer based within Recycling, Waste and Fleet Services Division. The Environmental Officer would visit all the LAPs by the end of year; Betley, Keele and Madeley LAP and Partnership of Western Communities LAP had been briefed.

LAPs would receive the funding from April 2016. Any LAP that did not wish to partake the funding would be offered to the remaining LAPs.

Members asked for students packs to be circulated.

### **Resolved:-**

That students be supplied with packs.

## **6. COMMUNICATION - ICONS AND DRAFT TEASER LEAFLET**

Copies of new design guide were tabled:-

Green - glass and cardboard;  
Silver – food;  
Red – plastic and metal;  
Blue – paper, small appliances, batteries and textiles.  
Leaf – garden waste

There would also be a new non recyclables icon. The parent icon highlighted the most common material followed by additional materials that could be added.

Members asked for the materials presented on the icons to be named.

### **Resolved:-**

- (a) The names of the materials to be printed under the icons.

(b) Members to be presented with the proposed new leaflet at the next meeting.

**7. DEPOT DEVELOPED PROGRAMME**

Recycling Strategy and Commissioning Manager informed that work had commenced on the building with completion by the 19<sup>th</sup> December 2015.

Tenders had been invited for the supply and installation of sorting equipment and bailer at Knutton Lane depot, work to commence January 2016. The closing date was Monday 9<sup>th</sup> November 2015. Eleven tenders had been received. Through the evaluation process these had been shortlisted to three or four. Clarification meetings were to be held with the bidders with the successor to be announced at the next meeting of the Cabinet Panel.

All the material would be removed from the vehicles, stored in bays then fed into the sorting equipment. The only materials to be processed would be plastic, metal, cardboard and food.

**Resolved:-**

- (a) Date and time of the next meeting to be held at Knutton Lane depot
- (b) Preferred bidder to be announced at the next meeting.

**8. EXCLUSION RESOLUTION**

There was no attendance by the public. The Chair recited the Exclusion Resolution.

**9. RECYCLING VEHICLE PROCUREMENT**

A procurement report was tabled for the supply and possible maintenance of multi-compartmental recycling vehicles.

The Transport Manager presented the Cabinet Panel with an outline of the tender evaluation and how the preferred Contractor was chosen.

The Contractor was to supply up to fourteen multi-compartmental recycling vehicles, which would be used to collect recycling materials from the Borough's residents.

The vehicles need to be received and operational by 4<sup>th</sup> July 2016. They need to be fit for service and capable of operating efficiently for a minimum period of seven years.

The tender received had been evaluated on the financial costs (whole life cost) of the vehicles and quality. The highest scoring tender was based on the most economically advantageous tender criteria.

**Resolved:-**

- (a) Members approved of the preferred Contractor.
- (b) Members to be presented with the number of vehicles to be purchased and costing at the next meeting.

**10. GREEN WASTE PROCUREMENT**

A procurement report was tabled for the processing of green waste.

The Contractor was to supply a composting site(s)/transfer facility(s) for the acceptance of green garden waste material and municipal green waste to be composted. The site(s) must be appropriately licensed and able to accept the compostable waste effective from the start date of the contract.

The contract would be effective from no later than 4<sup>th</sup> July 2016 to 1<sup>st</sup> July 2020 with a possible extension of two, two year periods.

The tenders received were evaluated on the financial costs of the treatment of the waste, distance and quality.

The Head of Recycling, Waste and Fleet Services informed that a financial check was required on the preferred Contractor.

**Resolved:-**

- (a) Members approved of the preferred Contractor.

**11. FOOD WASTE PROCUREMENT**

A procurement report was tabled for the processing and transportation of food waste.

The Contractor was to supply a treatment facility(s) for the acceptance of separately collected food waste to be processed. The contract would be effective from no later 4<sup>th</sup> July 2016 to 1<sup>st</sup> July 2020 with a possible extension of two, two year periods.

The site must be appropriately licensed and able to accept the food waste effective from the start date of the contract, interim arrangement for sites not already completed may be considered.

Tenders received were evaluated on the financial costs of the treatment of the waste and quality.

**Resolved:-**

- (a) Members approved of the preferred Contractor.
- (b) Members to visit the preferred Contractor's site.

**12. URGENT BUSINESS**

There was no Urgent Business.

**COUNCILLOR ANN BEECH**  
Chair

# Agenda Item 5

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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