

## Review Committee – 3 September 2019

---

Minutes of the meeting of the **Review Committee** held on **3 September 2019** when there were present:-

Chairman: Cllr J C Burton  
Vice-Chairman: Cllr D J Sperring

Cllr C C Cannell  
Cllr Mrs T L Carter  
Cllr T G Cutmore  
Cllr B T Hazlewood  
Cllr Mrs D Hoy  
Cllr M Hoy

Cllr Mrs J E McPherson  
Cllr Mrs C M Mason  
Cllr Mrs C A Pavelin  
Cllr Mrs L Shaw  
Cllr P J Shaw

### **VISITING MEMBER**

Cllr A L Williams, Portfolio Holder for Environment

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs J R Gooding and R Milne.

### **SUBSTITUTES**

Cllr D Merrick for Cllr Mrs J R Gooding  
Cllr Mrs C A Weston for Cllr R Milne

### **OFFICERS PRESENT**

M Hotten - Assistant Director, Place & Environment  
P Gowers - Overview & Scrutiny Officer  
M Power - Democratic Services Officer

It was noted that Cllr Mrs J R Gooding had replaced Cllr S E Wootton on the Committee following Cllr Wootton's appointment as Portfolio Holder for Enterprise.

### **164 MINUTES**

The Minutes of the meeting held on 2 July 2019 were agreed as a correct record and signed by the Chairman, subject to the following amendments:

- Cllrs Mrs T L Carter and R Milne's had attended the meeting; however, their attendance had not been recorded.
- Minute 134/19: clarification of the graph showing the Council's average balances over the course of the year was provided prior to the report being recommended to Full Council, rather than in respect of future reports, as stated in the Minutes.

### 165 DECLARATIONS OF INTEREST

Cllr T C Cutmore declared a non-pecuniary interest in Item 6 of the Agenda, Waste & Recycling Contract, by virtue of being a County Councillor, due to Essex County Council's provision of waste and recycling services for the District Council.

### 166 WASTE AND RECYCLING CONTRACT

The Committee considered the report of the Assistant Director, Place & Environment, which gave an overview of the current waste and recycling contract and a summary of the considerations required for reviewing and developing the future service.

In response to questions, the following was noted:-

- Assistance for residents who are elderly or infirm would be included in the equalities implications aspect of the contract specification. Currently there were 500 assisted collection households.
- Aspects of the service provision, including the type of waste vehicles used, timing of collections and the length of the contract would be looked at by the Member Working Group.
- The issue of bins not being returned to the same position by the waste collection crews could be addressed as an aspect of the contract specification and considered by the Working Group. There needed to be a balance between quality and cost when procuring a contract of this nature.
- The closest suitable facility for processing the mixed recyclates collected every two weeks was the one currently used by the Council and run by Viridor. There are closer facilities, but these do not offer such a comprehensive capability to separate streams of recyclate.
- There is a separate contract with the Inter-Authority Agreement (IAA) for residual waste, which is due for renewal in the next 12 months. The IAA would put this out to tender shortly; it is anticipated that this will be a short-term contract that will run to the end of the existing waste & recycling contract with Suez Environmental.
- Viridor has a transparent and traceable audit trail. Its aim is to minimise the volume of rubbish being sent to landfill; a breakdown of where the District's rubbish ends up finally could be provided.
- Bring banks in car parks that are well used would remain in place; they can be removed if they are underused or where there are issues with antisocial behaviour. Information on how often the car park bins are

emptied could be provided.

- Prior to determining the specification of the new contract, an external independent consultant would undertake an assessment to show that the Council can demonstrate that separate collections would not be technically, environmentally or economically practicable (TEEP) and the Council's collection of materials in a single 'co-mingled' stream fulfils the requirements of the Waste Regulations.
- The District Council was eligible for a bonus payment of £69,000 each year from Essex County Council as long as the Rochford District Council achieved in excess of a specified tonnage of recycling. Although this payment was set to reduce to zero by 2020, there would still be a fixed payment to the Council for dry recycle.
- Going forward, references in reports/documentation to 'caravans' would be amended to 'mobile homes'.
- During consideration of the contract specification the Council would keep abreast of new and developing legislation. This may include consideration of future charging for garden waste collection and having a separate food collection. Different options would be costed.
- There was unlikely to be any significant impact of any changes in public behaviour around recycling (for example, returning food packaging to shops) on the cost of waste collection as it was unusual for this to be based on tonnage alone. An impact would only be felt if there was a significant shift and the point was reached where an additional waste collection vehicle was needed; however, this was unlikely to happen in these circumstances.
- Although it was acknowledged that, with the volume of new housing being built in the District, there may be a need for an additional waste collection vehicle, it was hoped that capacity could be found from existing resources and further efficiencies built into the contract.
- The viability of using electric waste vehicles could be looked at by the working group, as well as how the community could get involved in projects aimed at lowering the volume of waste created. Other Councils had made the decision to convert their diesel vehicles to electric.
- A work plan would be drawn up for the working group so that it could consider aspects of the new waste and recycling contracts in detail. The Assistant Director, Place & Environment would attend meetings of the working group to provide more detailed information where required and an officer group would also be looking at the requirements for the contracts and be available to respond to questions from the working group.

- The average life span of the current waste vehicles is 7-8 years, with a maximum of 10 years. Although these vehicles may still be available when the new contract is awarded, the contractor was unlikely to take them into account when determining the price of the contract.
- The proposed budget of up to £40,000 for expert consultancy to assist with the procurement process was based on the experience of other authorities that had been through a similar process. The consultant appointed would provide expert advice throughout the process on the variables of the contract, using current market prices, prior to the contract going out to tender. The contract procedure rules would have to be followed and the total amount broken down into stage payments over the course of 18 months.

### Resolved

- (1) That the Review Committee forms a working group to consider the requirements for the new waste and recycling contracts, taking into account the effects that it will have on the Council's carbon footprint and to bring forward recommendations for the procurement process to Council and that the working group membership be as follows: Cllrs J C Burton, C C Cannell, T G Cutmore, Mrs L Shaw, Mrs J E McPherson, D J Sperring and Cllr A L Williams, in his role as Portfolio Holder for Environment. Members of the Committee not present at the meeting would be given the opportunity to be on the working group.
- (2) That the Review Committee receive a report on the delivery options for the street cleansing service in February 2020.

### Recommended to Full Council

That a budget of up to £40,000 be made available for consultancy to assist with the procurement process and to help inform the working group.

## 167 KEY DECISION DOCUMENT

The Committee considered the Key decision document.

**7/19 Planning Enforcement Plan.** This Portfolio Holder decision had been moved back from July to October 2019 as it had become apparent that there would be merit in assessing how a charging system for pre-application advice could be captured within the plan. The Committee requested that the Portfolio Holder for Planning and the Assistant Director, Place & Environment present the draft policy document at the Committee's meeting on 8 October 2019 for review by Members of the Committee, prior to the decision being made.

**12/19 Tenancy Strategy.** The Assistant Director, People & Communities would be asked to phone Cllr Mrs C M Mason to provide a more detailed explanation of the strategy.

**168 WORK PLAN**

The Committee considered its work plan.

An item had been added to the work plan, following the resolution by Full Council on 16 July 2019 that the Review Committee be asked to set up a cross-party working group to understand the implications and recommend a policy to the Council on how it can reduce its carbon footprint and become carbon neutral by 2030. The following Members volunteered and were appointed to the working group: Cllrs C C Cannell, T G Cutmore, Mrs J R Gooding (subject to her confirmation), Mrs J E McPherson, Mrs L Shaw and Mrs C A Weston. An invitation to be on the working group would be extended to non-Review Committee Members.

The meeting closed at 8.26 pm.

Chairman .....

Date .....

If you would like these minutes in large print, Braille or another language please contact 01702 318111.