



SOUTH LONDON WASTE PARTNERSHIP

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SOUTH LONDON WASTE PARTNERSHIP JOINT COMMITTEE Agenda

Members of the Committee

London Borough of Croydon

Councillor Stuart Collins - Deputy Leader and Cabinet Member for Clean Green Croydon

Councillor Stuart King - Cabinet Member for Transport and Environment

Reserves: Councillors Robert Canning and Pat Ryan

Royal Borough of Kingston upon Thames

Councillor Phil Doyle - Portfolio Holder - Resident Services (Chair)

Councillor Terry Paton (Vice Chair)

Reserves: Councillors David Cunningham and Richard Hudson

London Borough of Merton

Councillor Ross Garrod - Cabinet Member for Street Cleanliness and Parking

Councillor Martin Whelton - Cabinet Member for Regeneration, Environment & Housing

Reserves: Councillors Mark Allison and Nick Draper

London Borough of Sutton

Councillor Manuel Abellan - Vice-Chair of the Environment & Neighbourhood Committee

Councillor Jill Whitehead - Chair of the Environment and Neighbourhood Committee

Reserve: Councillor Nighat Piracha

A meeting of the **LONDON BOROUGHS OF CROYDON, MERTON & SUTTON AND ROYAL BOROUGH OF KINGSTON UPON THAMES SOUTH LONDON WASTE PARTNERSHIP JOINT COMMITTEE**, will be held on Tuesday 13 SEPTEMBER 2016 at **5:30pm**, Guildhall, Kingston upon Thames KT1 1EU.

This is a meeting in public and attendance by the public is encouraged and welcomed.

Welcome to this meeting.

A large print copy of the agenda can be requested in advance.

Filming - Residents and journalists/media wishing to film meetings are permitted to do so but are asked to give advance notice of this and respect any concerns expressed by people on being filmed.

Running order - Items may be taken in a different order depending on the interests of the members of the public present at the meeting. Please fill out a green form, available at the start of the meeting, if you would like to request that a particular item is heard earlier.

Contact for further information - For further about Council Committees and meetings please contact: **Ann Sweeney 020 8547 4629, e-mail: ann.sweeney@kingston.gov.uk**

Agenda

Apologies for Absence and Attendance of Substitute Members

Declarations of Interest

1. Minutes

To confirm the minutes of the meeting held on 7 June 2016.

2. CONTRACT MANAGEMENT REPORT

3. SLWP BUDGET REPORT 2016-17 UPDATE

4. SLWP DRAFT BUDGET FOR 2017/18

5. Exclusion of the Press and Public

To exclude the public from the meeting under Section 100(A)(4) of the Local Government Act 1972 on the grounds that it is likely that exempt information, as defined in paragraph 3 of Part I of Schedule 12A to the Act, would be disclosed and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

This paragraph covers information relating to the financial or business affairs of any particular person (including the authority holding that information)

6. RISK REGISTER

Next Meetings

Next meetings – all at Guildhall, Kingston upon Thames KT1 1EU, at 5:30pm:

6 December 2016

14 March 2017

6 June 2017

7. ANY URGENT ITEMS AUTHORISED BY THE CHAIR

**LONDON BOROUGH OF CROYDON, MERTON & SUTTON AND ROYAL
BOROUGH OF KINGSTON UPON THAMES**

SOUTH LONDON WASTE PARTNERSHIP JOINT COMMITTEE

**Meeting held on Tuesday 7 June 2016 at 5:30pm in Queen Anne Suite,
Guildhall, High Street, Kingston upon Thames KT1 1EU**

MINUTES - PART A

Present: **London Borough of Croydon**
Councillor Stuart Collins - Deputy Leader and Cabinet Member for
Clean Green Croydon (Chair)
Councillor Stuart King - Cabinet Member for Transport and
Environment

Royal Borough of Kingston upon Thames
Councillor Phil Doyle - Portfolio Holder - Resident Services
Councillor Terry Paton

London Borough of Merton
Councillor Ross Garrod - Cabinet Member for Street Cleanliness and
Parking
Councillor Martin Whelton - Cabinet Member for Regeneration,
Environment & Housing

London Borough of Sutton
Councillor Manuel Abellan - Vice-Chair of the Environment &
Neighbourhood Committee
Councillor Jill Whitehead - Chair of the Environment and
Neighbourhood Committee

Also present: LB Croydon: Steve Iles (Director of Streets), Sean Murphy
(Solicitor) Royal Borough of Kingston upon Thames: Linda Hall-
Brunton (Commercial Procurement Project Manager), Andrea Keys
(SLEP Contract Manager), Rachel Lewis (Head of Environment),
Laura McGoohan (Project Support Officer), Rebecca Penneck
(handing over to Linda Hall-Brunton) LB Merton: Annie Baker (SLWP
Strategic Partnership Manager), Charles Baker (Strategy &
Commissioning Manger), Chris Lee (Director of Environment &
Regeneration), Cormac Stokes (Head of Street Scene & Waste) LB
Sutton: Andreas Christophorou (Head of Communications), Matt
Clubb (Executive Head of Environment Commissioning), Michael
Mackie (Head of Finance Business Data & Reporting) Independent
Consultant: John Haynes (SLWP Communications Advisor, Brand
Narrative)

Absent: Jo Negrini (Executive Director of Place, LB Croydon)

Apologies: Jo Negrini (Executive Director of Place, LB Croydon)

MINUTES - PART A

A7/16 Appointment of Chair and Vice-Chair 2016/17

The retiring Chair, Cllr Stuart Collins, requested nominations for the Chair for the Municipal Year 2016-17. Cllr Phil Doyle was nominated by Cllr Jill Whitehead and seconded by Cllr Terry Paton. There were no other nominations, so Cllr Phil Doyle was elected unanimously as the Chair.

Cllr Phil Doyle then requested nominations for the Vice-Chair. Cllr Jill Whitehead was nominated by Cllr Terry Paton and seconded by Cllr Stuart Collins.

There were no other nominations, so Cllr Jill Whitehead was elected unanimously as the Vice-Chair.

A8/16 Disclosure of Interest

There were no disclosures of pecuniary interest not already published on the websites of the four boroughs.

A9/16 Minutes of the meeting held on Wednesday 9th March 2016

The Minutes of the meeting held on 9 March 2016 were agreed as an accurate record, with the following amendment on Page 2:
Revision to the bullet point relating to the recycling campaign in Merton – this should be Sutton.

A10/16 Urgent Business (if any)

There was no urgent business.

A11/16 Exempt Items

The Joint Waste Committee **RESOLVED** that the allocation of business between Part A and Part B of the Agenda be confirmed.

As no members of the public or press were in attendance, Part B items were discussed first.

A12/16 Contract Management Reporting

Some concerns were expressed about the continued issues with the recycling rate.

Cllr Jill Whitehead asked for an update on the market situation for recycling plastics. The plastics market is improving slowly. The

Partnership is working with the Contractor and the rigid plastic re-processors who recycle the material. Currently contamination has to be picked out of this waste stream to meet criteria. The rigid plastic recycling rate should improve for next year.

A decrease in green waste was also noted at the HRRC sites. This is also mirrored at the kerbside. However, there is a possibility that site layout reconfiguration works have affected recent recycling rates. An improvement should be seen in Qtr 1 and 2.

Cllr Ross Garrod mentioned the Beddington Community Fund and asked about accessing this fund for the partnership. It was explained that a Panel will agree this as part of the Section 106 Agreement. Core members of the panel will flesh out the criteria for applying for funding. The terms of reference will define the geographical area. The 106 agreement will be circulated to Committee Members.

The Joint Waste Committee **NOTED** the content of the report.

A13/16 South London Waste Partnership Budget Update

Michael Mackie introduced the report:

- Core activities is a £142k underspend for the year
- The most significant variation since the budget update in March is that the Communications budget of £25,000 was not spent due to the Communications Officer not being in post until February
- The outturn for the HRRC Procurement is confirmed at £116k
- The outturn for all activities is a £198,000 underspend (£50k per authority)

Members of the Committee asked if the committee can decide on improvements for the public, such as cameras so people can see how long queues for recycling are. The SLWP budget is a notional budget that is funded by equal contributions from the 4 partners. These contributions are only a part of each authority's service budget and the underspends on SLWP activities may be offset by overspends on other budgets, therefore the underspend does not remain within the SLWP, so cannot be accessed for SLWP activities .

The Joint Waste Committee **NOTED** the report.

A14/16 SLWP Environmental Services Procurement Preferred Bidder Endorsement Report

The Committee noted that the Contracts were initially for an 8 year period. The contract would allow strict monitoring of the Contractors' performance, which will be reported back to the Waste Partnership.

The Joint Waste Committee **RESOLVED** to

- Endorse the appointment of Veolia ES (UK) Limited as Preferred Bidder in relation to the procurement exercise that has been undertaken by the South London Waste Partnership for waste collection, street cleaning, winter maintenance and vehicle procurement and maintenance (Lot 1);
- Endorse the appointment of Amey LG Limited as the Reserved Bidder for the Lot 1 services;
- Endorse the appointment of The Landscape Group Limited as Preferred Bidder in relation to the procurement exercise that has been undertaken by the South London Waste Partnership for parks and grounds maintenance (Lot 2 - Sutton and Merton only*)
- Endorse the appointment of Veolia ES (UK) Limited as the Reserved Bidder for the Lot 2 Services.

(*N.B. Lot 2 - Croydon and Kingston have the option to join the scheme later)

A15/16 Any Other Business

The next meeting will be on 13 September at Kingston.

A16/16 PART A SUMMARY OF PROCEEDINGS OF EXEMPT PART

B1 – Risk Register

There were no questions.

B3 - Interim Residual Waste Procurement

The Joint Waste Committee **AGREED**:

- to approve the principle of the SLWP progressing an interim residual waste disposal contract based on the strategy set out in the report
- to delegate the implementation of the procurement strategy, including the detail, to the Chair of the Management Group acting in consultation with the wider Management Group, the Chair of the Joint Waste Committee and the Legal Lead of the Partnership

The meeting ended at 6:40pm



Report to: South London Waste Partnership (SLWP)
Joint Waste Committee

Date: 13 September 2016

Report of: SLWP Management Group

Author(s):
Andrea Keys, Contract Manager

Chair of the Meeting:
Councillor Phil Doyle, Chair SLWP Joint Waste Committee

Report title:

Phase A & B Contract Management Report

Summary:

This report provides Joint Waste Committee with an update on the performance of the three Phase A Contracts applicable to the South London Waste Partnership:

- i. Contract 1 - Transport and Residual Waste management
- ii. Contract 2 - HRRC services - HRRC site management and material recycling
- iii. Contract 3 - Marketing of recyclates and treatment of green and food waste

This report provides quarter 1 performance data for the period 1st April 2016 until the 31st June 2016.

This report also provides Joint Waste Committee with an update on the Phase B Contract.

Recommendations:

The Joint Waste Committee is asked to note the contents of this report, and comment on any aspects of the performance of the Partnership's Phase A & B contracts.

Background Documents:

Contract Performance Monitoring updates have been presented to the Joint Waste Committee since 22 July 2010. The most recent reports were presented at the meeting on 7th June 2016 by the Contract Manager.

PHASE A BACKGROUND

- 1.1. Contract 1 is operated by Viridor Waste Management Ltd and includes the bulk haulage of material and the disposal of residual waste.
- 1.2. Contract 2, the HRRC service is operated by Veolia (ES) (UK) Ltd. The contract commenced on the 1st October 2015 and includes the management of the 6 Partnership HRRC sites in addition to the marketing of recyclates collected at each of the sites.
- 1.3. Contract 3 is operated by Viridor and includes the marketing of recyclates and the treatment of green and food waste.
- 1.4. The London Boroughs of Croydon, Sutton and Merton direct deliver kerbside collected waste, organics, and recyclates into the Beddington site, operated by Viridor.
- 1.5. The Royal Borough of Kingston (RBK) direct delivers kerbside collected waste, organics, and recyclates into the Kingston Villiers Road Waste Transfer Station (WTS). Viridor operate Villiers WTS on behalf of RBK under Contract 1.

2. PERFORMANCE DETAIL

- 2.1. **Contract 1: Transport and Residual Waste Management (Viridor Waste Management Limited)**
- 2.2. Under Contract 1, during the quarter one period from 1st April 2016 until 31st June 2016, the Partnership managed just under 62,000 tonnes of residual waste. Please see Appendix A Section 2 for further detail.
- 2.3. Landfill Diversion: Year to date just over 6,700 tonnes of Partnership residual waste was diverted from landfill via the Lakeside ERF. This equates to 11% diversion from landfill. Viridor have direction on which Borough's waste is diverted to Lakeside, largely determined by the location and capacity at the facility receiving the waste. Please see Appendix A Section 3 for further tonnage data.
- 2.4. The Contract is operating effectively. There were no major operational or performance issues, and no formal complaints were reported under Contract 1. There were no KPI failures reported under Contract 1.
- 2.5. **Contract 2: Management of the Household Reuse and Recycling Centres (Veolia (ES) (UK) Ltd)**
- 2.6. Contract Management: the scope of the HRRC services can be summarised in three parts: the general management of the sites including staffing, plant, equipment, and site layouts; the transportation of materials; and the recycling, treatment, and/or disposal of waste collected at the HRRC sites (excluding green and residual waste).

- 2.7.** HRRC Site Reconfigurations: site works commenced in November 2015 and subject to snagging, upgrades are complete at the Kingston, Merton and Sutton sites. The Factory Lane site reconfiguration is now also complete. Upgrades at the Fishers Farm HRRC site are required by the Environment Agency and are not part of the contractor proposals, but Veolia are supporting on this project. Purley Oaks site reconfiguration will require the site to close for two weeks due to the small size of the site. Following public consultation at Purley Oaks, site users supported the proposal and requested for the site closure to take place in winter 2016/17.
- 2.8.** Key Performance Indicators: the contract specification focuses on three key performance categories; site user experience, health and safety, and material recycling. Appendix A Section 4 provides a summary of the contract KPIs.
- 2.8.1.** Key Performance Indicators - Recycling Performance
- Section 6 of Appendix A details the quarter one cumulative recycling percentage at each site and section 7 summarises the monthly recycling figures. This data shows that all three Croydon sites have performed well above the previous quarter 1 levels. This is mainly due to an additional 55% or 900 tonnes of seasonal green waste handled at the LBC HRRCs in quarter one of this fiscal year compared to the same period last year.
- 2.9.** The Kimpton recycling rate dropped by 1% on last year, meaning that the site recycled approximately 8.3 tonnes per month less in this first quarter compared to last year. No single material contributed to this shift. Kimpton has handled a total of 4,300 tonnes during this first quarter, which equated to 10% more waste than last year.
- 2.10.** Garth Road saw a 3% drop in recycling for quarter one and saw the biggest drop in total throughput; 8% less than last year. The drop in recycling can be attributed to less green and wood waste being collected at the site, and also an 8% increase in residual waste. The site performed exceptionally well in driving down rubble and hardcore tonnes, this does not affect the recycling rate and lowers the management cost of the service.
- 2.11.** Villiers Road saw a 1% drop in recycling, which equates to just over 8 tonnes per month less material recycled. The Kingston HRRC site handled just under 3,900 tonnes during this first quarter, which was 185 tonnes (or 4%) less than last year.
- 2.12.** Whilst the movement in HRRC recycling rates are relatively minor, the recycling markets themselves continue to fluctuate and there are on-going issues with the reliability of existing outlets. SLWP will continue to work with the contractor to explore new outlets to ensure continuity of service. The carpets and mattress trials were not successful and the rigid plastics markets are proving unreliable. To address the impact this may have, the

Contractor is now looking to develop new operational strategies in order to target materials that can be recycled that might be left in the residual waste stream.

- 2.13.** Recycling Markets: the recycling market has not shown improvement, and the value of the recycling collected at the HRRC sites has dropped significantly over the last 12 months. Whilst the Partnership HRRC contract protects Boroughs from any direct financial impact, the issues in the market will place increased pressure on the contractor.
- 2.14. **Contract 3 – Materials Recycling Services, Composting, and additional treatment services (Viridor Waste Management Limited)****
- 2.15.** Green waste is delivered to the Viridor Beddington facility where it is bulked and hauled off-site for treatment in the following facilities: KPS Isfield and Pease Pottage, Woodhorn Runcton and Tangmere, Tamar Beddingham and Swanley, and Birch Airfield.
- 2.16.** The green waste is processed in order to produce a BSI PAS100 compost product. Contamination at the kerbside has increased marginally for this material type, however we are still operating to within the Waste Acceptance Criteria thresholds. Green waste tonnage data can be found in Appendix A Section 8.
- 2.17.** Food waste is delivered to either the Beddington facility or the Villiers Road Transfer Station facility. From both sites the food is transferred by Viridor to the Agrivert Trumps Farm Anaerobic Digestion (AD) facility located in Surrey. The Agrivert facility produces a BSI PAS 110 compost product. There are no performance issues with this element of the Contract 3 service. Appendix A Section 8 contains further food waste information.
- 2.18.** Comingled recyclates are delivered to the Viridor Beddington facility and then transferred to the Viridor Materials Recycling Facility (MRF) located in Crayford. Contamination rates continue to fluctuate, and work is underway at each of the Boroughs to manage and reduce contamination and bring the material back within the specification required under the C3 contract. Please refer to Appendix A section 9.
- 2.19.** Following a change to the Royal Borough of Kingston (RBK) collection methodology (the collection contract sits outside of the Partnership suite of contracts) RBK moved to a ‘twin stream’ material. A separate RBK-led procurement has led to a contract award to Veolia for the marketing and reprocessing of this material. The procurement was supported by the Partnership.
- 2.20.** The twin stream recyclates collected by RBK are still delivered to the Villiers Road Waste Transfer Station under Contract 1 and then transferred by Viridor to the new material processing contractor Veolia.

- 2.21.** The recycling market continues to face pressure from falling oil prices, a significant increase in glass recycling costs, and a general downturn in demand. Year to date the Partnership has generated just over £30k of revenue from the sale of recyclable materials from Sutton and Merton.

3. PHASE B UPDATE

3.1. Background

- 3.1.1.** Viridor South London Limited ('Viridor') was formally awarded a contract for the treatment and disposal of residual waste in November 2012. The Contract involves Viridor designing, building and operating an Energy Recovery Facility (ERF) which will remain in its ownership and through which it will dispose of municipal residual waste arising in the South London Waste Partnership area.

- 3.1.2.** Full planning consent was granted for the Construction of the ERF in March 2014, the Judicial Review concluded on the 28th April 2015, following which Viridor confirmed that Satisfactory Planning, free from legal challenge, was achieved on the 1st June 2015.

- 3.1.3.** Financial close took place on 9th June 2015, at which point the Sterling Euro exchange rate for the construction capital was agreed and fixed, in addition, the construction indexation was also fixed. Following the agreement of the variable rates detailed above, an updated base case Financial Model was agreed by all parties and the model was locked. Completion of the financial close stage provided a revised and more beneficial ERF gate fee for the Partnership.

3.2. Construction Phase

- 3.2.1.** Notice to Proceed (NTP) was issued by Viridor to their engineering, procurement and construction contractors on the 1st July 2015. Following the issue of NTP construction works are deemed to have started, and this is termed the Works Commencement Date. The key dates in relation to the Phase B ERF construction are below:

Estimated date	Activity
Jul-15	Notice to proceed is issued 1st July 2015
Aug-15	Preparation of piling for walls
Sep-15	Demolition of existing buildings
Oct-15	Work will start on the waste bunker
Feb-16	New road and roundabout works commence
Apr-16	Waste Bunker construction becomes visible
Apr-16	Process equipment starts to arrive and visible construction is on-going
Aug- 18	ERF operational

3.3. Communications

3.3.1. A communication plan has been worked up with the Partnership's Communications Lead, and shared with the Heads of Communications at each Borough. The communications plan has been updated for the next stage of the construction project, which includes the key construction activities that may be experienced by the immediate residents around the site.

3.3.2. Recent and planned activity:

- Community Liaison Group (CLG) – these meetings are scheduled quarterly and the fourth CLG was held on 21st July 2016.
- Beddington Community Fund (BCF) - the first BCF meeting took place on Thursday 4th August with Viridor and the core panel members. Total funding available will be £250,000 in year one, followed by a further £25,000 per annum for the life of the project.
- The next ERF newsletter is being drafted for release in October 2016 in order to precede the November 2016 installation of the flue stack which will be visible to the immediate residents around the site.
- A rolling 3 month communications plan (linked to the construction plan) is being monitored by the SLWP communications lead.
- Viridor are in the process of updating the Viridor Beddington ERF website to include details of the construction and the landfill restoration plans.

Follow the attached link:

<http://viridor.co.uk/our-developments/beddington-erf/>

4. RECOMMENDATIONS

4.1. It is recommended that the Joint Waste Committee:

- a) Note the contents of this report, and comment on any aspects of the performance of the Partnership's Phase A & B contracts.

5. IMPACTS AND IMPLICATIONS

Legal

5.1. None

Finance

5.2. None

6. Appendices

6.1. Appendix A provides data on the performance of the Phase A contracts for the quarter 1 reporting period 1st April 2016 to 31st June 2016.

Appendix A

Phase A: Contract Performance Data for the period 1st April to 31st June 2016:

1. Contract 1 Key Performance Indicators:

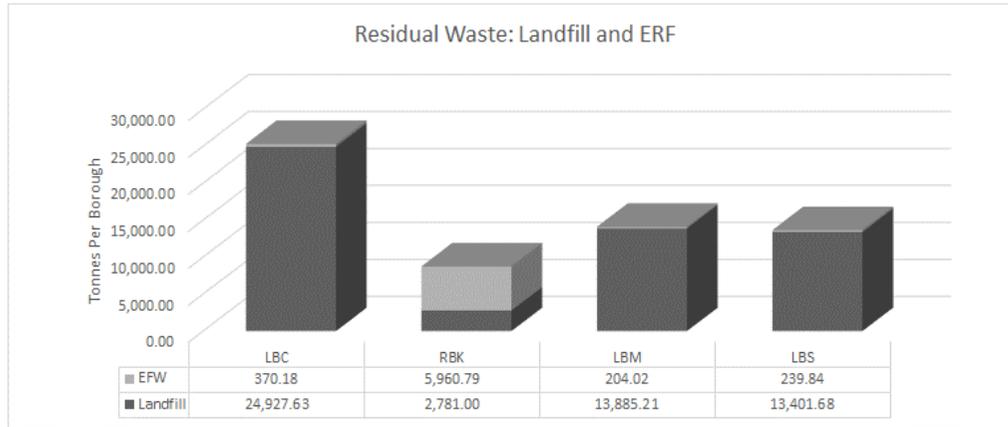
KPI	Description
Turnaround times	Failure to achieve a maximum average turnaround time at the facility of 15 minutes
Cleanliness	Failure to remove litter attributed to the Contractors operations within 50m of facility within 1 day
Statutory Nuisance	Each warning letter or notice issued by a relevant statutory authority related to the Service
Correspondence	Failure to deal with correspondence in accordance with the Output Specification.
Environment, Quality, H&S	Failure to meet submission standards, report issues, good practice and applicable legislation.
Corrective action	Failure to deal with complaints in accordance with the Specification.
Monthly Summary Report	Failure to submit Summary Report within 5 Business Days of end of the previous Month.
KPI Reporting	Failure to notify the Council of any performance failures within the relevant Reporting Period.

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2. C1 Cumulative Residual Waste Growth 2016/17 against 2015/16, 2014/15 and 2013/14:



3. C1 Residual Waste Disposal for the Q1 period 1st April 2016 to 31st June 2016:



Residual Waste year to date	Total Partnership Diversion	LBC	RBK	LBM	LBS
Landfill	54,995.52	24,927.63	2,781.00	13,885.21	13,401.68
ERF	6,774.83	370.18	5,960.79	204.02	239.84
Total Tonnes	61,770.35	25,297.81	8,741.79	14,089.23	13,641.52
% diverted	11%	1%	68%	1%	2%

4. C2 HRRC Key performance indicators:

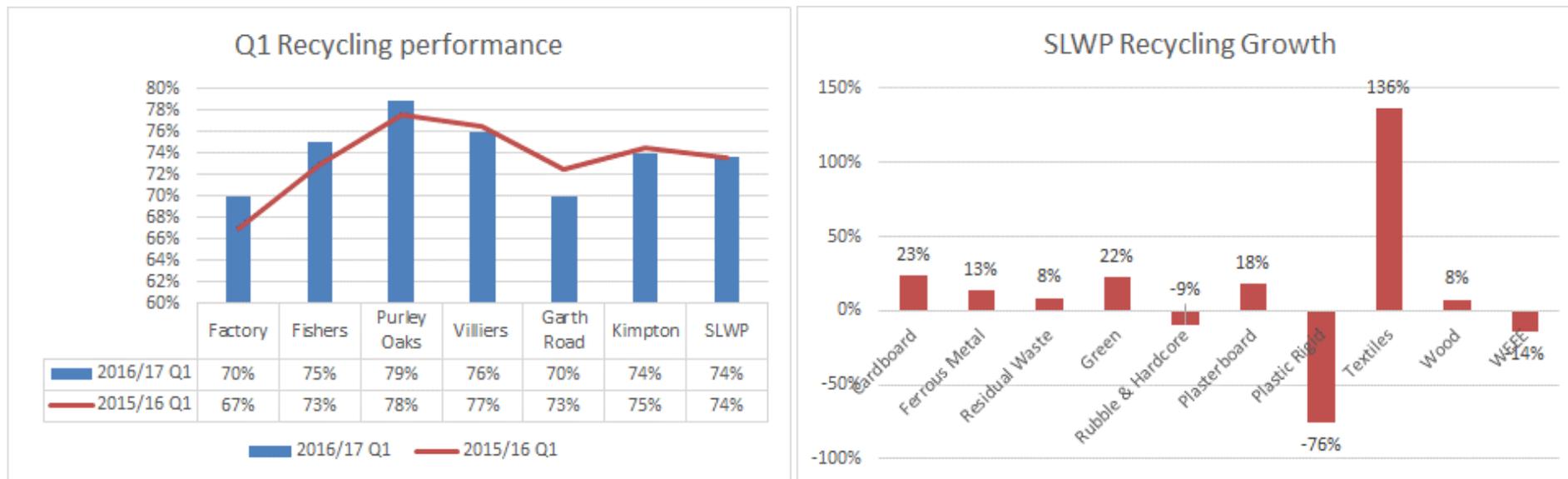
1	H&S	Failure to comply with agreed health & safety procedures at all Sites
2	Contamination	Failure to minimise contamination resulting in materials being rejected by processors
3	Customer satisfaction	Failure to achieve customer satisfaction levels of 80% at each of the Sites per quarter
4	Staff Training	Failure to ensure Staff are trained and execute duties in a professional and safe manner.
5	Containers	Failure to provide adequate numbers of containers
6	Staff Numbers	Failure to provide a suitably trained "meet and greet" Site employee at each Site
7	Data	Failure to maintain, and agree systems for the accurate storage of tonnage data
8	Correspondence	Failure to provide a full response to correspondence within 5 Business Days of receipt.
9	Site Availability	Failure to receive Contract Waste at any HRRC site during operating hours.
10	Site Security	Failure to comply with the security requirements specified for each HRRC
11	Recycling target	70% average recycling rate (calculated annually)

5. Customer satisfaction and Correspondence:

The rolling quarterly Customer satisfaction questionnaires have started and results will be reported against KPI 3.

6. C2 – KPI 11 Cumulative recycling performance target 70%:

Table 6 - Quarter one recycling rates*:



*Please note that the data collection process is under review at all HRRC sites and figures will be verified once the audit is complete.

7. C2 Recycling performance by month:

Quarter one by month 2016/17

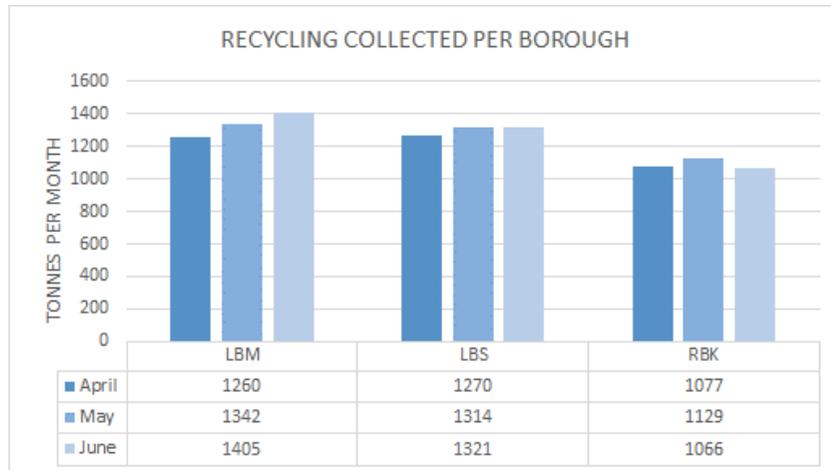
Quarter one by month 2015/16

2016/17	Factory	Fishers	Purley Oaks	Villiers	Garth Road	Kimpton		2015/16	Factory	Fishers	Purley Oaks	Villiers	Garth Road	Kimpton
Apr-16	67.8%	72.3%	77.3%	72.4%	71.4%	71.6%		Apr-15	68.0%	75.4%	77.7%	75.8%	70.9%	73.7%
May-16	71.9%	76.5%	79.0%	76.2%	67.8%	74.8%		May-15	68.6%	70.5%	76.5%	77.5%	72.8%	75.0%
Jun-16	71.6%	75.7%	80.2%	79.3%	71.4%	75.3%		Jun-15	66.4%	73.8%	78.6%	76.1%	73.8%	74.9%

8. C3 Green Waste Tonnage and Food waste



9. C3 Recycling data



Resident communication, kerbside collection, and the quality control at the kerbside of green, food and recyclables, are managed by the Boroughs through the kerbside collection arrangements.



Report to: South London Waste Partnership (SLWP)
Joint Waste Committee
Date: Tuesday 13 September 2016

Report of: South London Waste Partnership Management Group

Author(s):

Michael Mackie, Finance Lead

Chair of the Meeting:

Cllr Phil Doyle - Portfolio Holder - Resident Services

<p>Report title:</p> <p style="text-align: center;">SOUTH LONDON WASTE PARTNERSHIP BUDGET UPDATE</p>
<p>Summary This paper provides an update on the Partnership’s budget position at quarter 1 of the financial year and the projected outturn for the 2016/17 financial year.</p>
<p>Recommendations To note the content of this report.</p>
<p>Background Documents and Previous Decisions Previous budget reports.</p>

1. Background

- 1.1 The Partnership sets its budget in September for the forthcoming financial year.
- 1.2 The budget is monitored by Management Group quarterly to allow the budgets to be flexed where appropriate in order to respond to any budget pressures.

2. Financial Position 2016/17

- 2.1 The table below refers to the Partnership’s budget position for its core activities for quarter 1 (April to June) of the 2016/17 financial year. It relates to expenditure in the following areas; procurement, project management, administration, contract management and communications.

Item	Approved Budget £	Actuals £	Anticipated Outturn £	Variance £
<i>Internal and External Advisors</i>	125,000	2,500	125,000	0
<i>Project & Contract Management</i>	325,000	65,368	423,800	98,800
<i>Document and Data Management</i>	20,000	0	24,000	4,000
<i>Audit Fee</i>	2,500	0	0	(2,500)
<i>Communications</i>	25,000	0	25,000	0
TOTAL	497,500	67,868	597,800	100,300
COST PER BOROUGH	124,375	16,967	149,450	25,075

2.2 The Partnership's budget for core functions forecasts an over spend for the year of £100,300 (£25,075 per borough). The major variances are detailed below.

2.3 Underspend on salaries of £14k due to the Contract Data Officer post being held vacant until 31 August 2016, offset by a £112k overspend for additional clienting costs for managing the Environmental Services contract as agreed at the Strategic Steering Group in May. The forecast outturn anticipates the recruitment of the following new posts:-

Post	Comment	Cost in 16/17	From
Contract Manager Lot 1	Permanent	£39,900	1/10/16
Contract co-ordinator Lot 2	Permanent	£26,600	1/11/16
Fleet co-ordinator	Permanent	£22,100	1/11/16
Contract Data Officer	Permanent	£13,300	1/12/16
Contract Compliance Officer	Fixed term	£10,000	3/01/17

2.4 Document and Data Management is forecasting a £4k overspend due to work required for transferring HRRC contract documentation to Affinitex.

2.5 The partnership is currently undertaking 1 project

1). a procurement exercise for Residual Waste

The forecast position for 2016/17 for the this project is illustrated below.

Residual Waste Procurement

Item	Estimate £	Actuals £	Anticipated Outturn £	Variance £
<i>Advisor Consortium</i>	55,000	0	55,000	0
<i>Internal Legal Advice</i>	4,500	0	4,500	0
TOTAL	59,500	0	59,500	0
COST PER BOROUGH	14,875	0	14,875	0

2.10 The budget position for all activities for 2016/17 is shown below and forecasts an over spend for all activities of £100,300 (£25,075 per borough).

Item	Approved Budget £	Outturn Forecast £	Variance £	Variance per borough £
<i>Core Activities</i>	497,500	597,800	100,300	25,075
<i>Residual Waste Procurement</i>	59,500	59,500	0	0
TOTAL	557,000	657,300	100,300	25,075
COST PER BOROUGH	139,250	164,325	25,075	

3. Recommendations:

3.1 To note the content of this report.

4. Impacts and Implications:

Finance

4.1 Contained within report.



Report to: South London Waste Partnership (SLWP)
Joint Waste Committee

Date: 13 September 2016

Report of: South London Waste Partnership Management Group

Author(s):
Michael Mackie, Finance Lead

Chair of the Meeting:
Cllr Phil Doyle - Portfolio Holder - Resident Services

<p>Report title: SOUTH LONDON WASTE PARTNERSHIP DRAFT BUDGET FOR 2017/18</p>

<p>Summary This paper provides the proposed budget for the Partnership for 2017/18 for its core activities.</p>
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<p>Recommendations</p>

- | |
|---|
| <ol style="list-style-type: none"> 1. To agree the proposed draft budget for the core activities of the Partnership as set out in 2.1 and request individual boroughs to consider and agree the resources required in consultation with borough Finance Directors. |
|---|

<p>Background Documents and Previous Decisions Previous budget reports.</p>
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1. Background

- 1.1. The Partnership is required to produce a draft budget for consideration by the Joint Waste Committee by 31st October each year. In accordance with the Inter Authority Agreement (IAA) the agreed draft budget is then subjected to consideration by the individual boroughs before a finalised budget is taken to the Joint Waste Committee for approval. The IAA sets out that the final budget must be approved by 31st December each year.

2. Issues

- 2.1. The table below gives an early indication of the draft budget requirement of the Partnership for 2017/18 together with the approved 2016/17 budget for comparison.

Core Activities

Item	2016/17 Approved Budget £	2017/18 Proposed Budget £
<i>Internal & External Advisors and Accounting</i>	125,000	125,000
<i>SLWP Staff Resources</i>	325,000	556,600
<i>Document and Data Management</i>	20,000	24,000
<i>Audit Fee</i>	2,500	0
<i>Communications</i>	25,000	25,000
TOTAL	497,500	730,600
COST PER BOROUGH	124,375	182,650

- 2.2. The Internal & External Advisors and Accounting budget allows the Partnership to engage external and internal advisors to provide expert legal, financial and technical advice in respect of all the partnerships contracts (Phase A, Phase B, HRRC's and Environmental Services). This also includes costs from Kingston for providing finance activities for managing Phase A transactions (£25k), costs from Croydon for providing finance activities for Phase B, the HRRC and the Environmental Services contract transactions (£25k).
- 2.3. The SLWP Staff Resources budget contains provision for ten posts. Five existing posts:-
1. Strategic Partnership Manager (permanent)
 2. Contract Manager (permanent)
 3. Project Support Officer (permanent)
 4. Contract Data Officer (permanent)
 5. Communications officer (fixed term)
- and four posts established during 2016/17 to manage the Environmental Services contract:-
1. Contract Manager Lot 1 (permanent),
 2. Contract co-ordinator Lot 2 (permanent),
 3. Contract Data Officer (permanent),
 4. Contract compliance officer (fixed term).

- 2.4. Document and Data Management provides data storage for the Partnership's data room to allow the sharing of documents across the Partnership and for storage of project documentation in an online library which is available on-licence to authorised stakeholders.
- 2.5. Following changes in the Accounts and Audit regulations an external audit of the activities of the partnership is no longer required resulting in a reduction of £2,500 for audit fees. The partnerships activities and processes continue to be reviewed by internal audit.
- 2.6. The communications budget of £25k is for planning and delivering communications activities.

3. Recommendations

- 3.1. To agree the proposed draft budget for the core activities of the Partnership as set out in 2.1 and request individual boroughs to consider and agree the resources required in consultation with borough Finance Directors.

4. Impacts and Implications:

Finance

- 4.1 Contained within report.

Legal

- 4.2 Section 9 of the Inter Authority Agreement sets out the budget setting process for the Joint Waste Committee. This is referred to within the body of the report

5 Appendices

- 5.1 None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A¹
of the Local Government Act 1972.

Agenda Item 6

Document is Restricted