



LINCOLNSHIRE WASTE PARTNERSHIP

A MEETING OF THE LINCOLNSHIRE WASTE PARTNERSHIP
WILL BE HELD ON THURSDAY, 2 MARCH 2017 AT 10.30 AM
IN COMMITTEE ROOM ONE, COUNTY OFFICES, NEWLAND, LINCOLN LN1
1YL

AGENDA

- | | | |
|----------|--|-------------|
| 1 | PARTNERSHIP MANAGEMENT ISSUES | LEAD |
| 1a | Apologies for Absence | |
| 1b | Declaration of Interests | |
| 1c | Minutes of the meeting held on 24 November 2016 (Pages 3 - 12) | |
| 1d | Action Notes from the meeting held on 24 November 2016 (Pages 13 - 14) | |
| 1e | Partner Updates
<i>(For Partners to share any developments or areas of good practice which may be of interest to the Partnership)</i> | ALL |
| 2 | CORE BUSINESS | |
| 2a | Joint Municipal Waste Management Strategy
<i>(To receive an update on the development of the strategic plan and any necessary decisions taken)</i>
(Pages 15 - 16) | LCC |
| 2b | Provision of Future Countywide Waste Services
<i>(To receive a report which sets out the expected strategic issues which could have an effect on future waste services)</i>
(To Follow) | LCC |

3 DISCUSSION ITEMS

- 3a **Clearance of road debris following a road traffic collision** **LCC**
(To receive an update on the current situation in relation to clearance of road debris following a road traffic collision)
(Verbal Report)
- 3b **Greater Consistency in Household Recycling - WRAP Support to Lincolnshire Waste Partnership** **WLDC**
(To receive an update from West Lindsey District Council in relation to the bid which was submitted to WRAP for funding to develop business cases to work towards implementing changes to collection regimes)
(Pages 17 - 22)

4 MONITORING ITEMS

- 4a **Waste Data** **NKDC**
(To receive an update on the performance of the Lincolnshire Waste Partnership's KPI's)
(Pages 23 - 28)
- 4b **Lincolnshire Waste Partnership Terms of Reference** **CoLC**
(To consider and approve the revised Terms of Reference for the Lincolnshire Waste Partnership)
(Pages 29 - 34)

22 February 2017

Rachel Wilson
Democratic Services Officer
Lincolnshire County Council
County Offices, Newland, Lincoln LN1 1YL
Tel: 01522 552107
Email: rachel.wilson@lincolnshire.gov.uk



LINCOLNSHIRE WASTE PARTNERSHIP 24 NOVEMBER 2016

PRESENT:

Councillor Reginald Alan Shore (Vice-Chairman, in the Chair)	(Lincolnshire County Council)
District Councillor Michael Brookes	(Boston Borough Council)
George Bernard	(Boston Borough Council)
Victoria Burgess	(East Lindsey District Council)
District Councillor Fay Smith	(City of Lincoln Council)
Steve Bird	(City of Lincoln Council)
District Councillor Richard Wright	(North Kesteven District Council)
Mark Taylor	(North Kesteven District Council)
District Councillor Roger Gambba-Jones	(South Holland District Council)
Emily Spicer	(South Holland District Council)
District Councillor Nick Craft	(South Kesteven District Council)
Ady Selby	(West Lindsey District Council)
Becky Allen (Communications)	Communications
Neil McBride	Environment and Economy
Ian Taylor	Environmental Services Team Leader (Waste)
Ian Yates	South Kesteven District Council
Rachel Wilson	Democratic Services

7 PARTNERSHIP MANAGEMENT ISSUES

7a Apologies for Absence

Apologies for absence were received from Councillors D Cotton (WLDC), Mrs S Harrison (ELDC) and A H Turner MBE (LCC).

An apology for absence was also received from Steve Willis, Chief Operating Officer, LCC.

7b Declaration of Interests

There were no declarations of interest at this point in the meeting.

7c Minutes of the meeting held on 15 September 2016

RESOLVED

That the minutes of the meeting held on 15 September 2016 be signed by the Vice-Chairman as a correct record.

Note: It was requested whether the minutes could be circulated to the Partnership at an earlier point than with the agenda pack. Officers agreed to work out a time scale for this.

7d Partner Updates

Members of the Partnership were provided with the opportunity to update the rest of the Partners on any developments within their individual districts which may be of interest, and the following was reported:

Lincolnshire County Council – most of the issues would be covered by items on the agenda. There was nothing further to add at this point.

East Lindsey District Council – Nothing to report

North Kesteven District Council – Tenders for the new depot had come back, and they would be evaluated in the next few days.

Boston Borough Council – the first full year with chargeable green waste collections had been completed, and it was reported that 82% of customers had signed up for the next year.

South Holland District Council – there had been 2700 subscriptions so far for the green waste collection, and 75 had been received in the previous week. The scheme had been very successful and the £49 charge plus £15 delivery fee had not put people off.

City of Lincoln Council – 8 prosecutions were being taken to court for fly tipping, with one successful prosecution so far for £440. Over 700 fixed penalty notices for littering had been issued in and around Lincoln High Street area in the last year.

South Kesteven District Council – had started to use fixed penalty notices, and the charges could be up to £400. Work was being carried out to determine a suitable level of charge.

West Lindsey District Council – an enforcement officer had recently been recruited, whose work would be focused on environmental enforcement such as fly tipping.

8 STRATEGIC ISSUES

8a Lincolnshire Waste Partnership Audit Report

Consideration was given to a draft report which contained an action plan outlining the risks identified during the audit of the Lincolnshire Waste Partnership, as well as findings, implications and recommendations for addressing each risk. The findings from the audit were presented to the meeting of the Partnership held on 15 September 2016

It was reported that there was now an agreed management action against each of the 12 findings, along with a proposed completion date and a responsible staff member. There was also an overall management response regarding the audit with the report.

Members were advised that the actions would be added into a tracker system and monitored every quarter, which would pick up every action and progress which had not been completed by that point. If the action has been completed, it would be closed, and if not the completion dates would be adjusted.

RESOLVED

1. That the updated audit report be received
2. That the actions, timeframes and management response provided be agreed
3. That the final report be agreed.

8b Lincolnshire Waste Partnership Governance Arrangements

The Partnership received a report which provided guidance and a recommendation for a new governance model for the Lincolnshire Waste Partnership (LWP) based on the considered opinions of the LWP Officer Working Group (LWPOWG).

It was reported that the LWPOWG met on 7 October 2016 to consider the issues and reach a consensus view on a governance model that it felt would provide a way forward, even if it could not meet the requirements of all the respective authorities at this time.

Six options were identified for further consideration. The option which was eventually agreed to be recommended to the LWP was Option 4 which had no decision making powers, but was formalised as a joint consultative body for all strategic waste decisions before WDA/WCA's considerations. It would have a formal role in reviewing progress against the Waste Strategy and provide advocacy on behalf of Lincolnshire. The partnership would establish a clear strategy for the county's waste and assess progress against the many strands of the Strategy. The LWP would also have a formal role where all partners agreed to refer strategic waste decisions for review, before any decisions were made on implementation. The Partnership would work collaboratively to share and support partners actions.

The Partnership was provided with the opportunity to discuss the options as outlined in the report and determine whether Partners could support Option 4, and some of the points raised during discussion included the following:

**LINCOLNSHIRE WASTE PARTNERSHIP
24 NOVEMBER 2016**

- Officers commented that Option 4 was welcomed, as it was believed that the LWP was originally set up for this purpose, and it had drifted from this over a number of years. There was a need to get back to this before other options could be considered.
- It was suggested that the name of the Partnership should remain as the Lincolnshire Waste Partnership, as there had been positive engagement with the public, and changing the name could cause confusion.
- The frustration of some authorities was that the Partnership was seen as little more than a 'talking shop'. At the last meeting it became apparent that there was not a proper connection between members of this Committee and the Leaders and Chief Executives. There was a need for clear lines of communication.
- It was commented that references to 'trusting partners' had no place in a public document, all partners were publicly accountable bodies, and should use a sound evidence base when making decisions. There could only be trust if there were open discussions.
- It was commented that the Districts would probably suggest that the only certain relationship with residents would be around waste, as residents knew that the Districts emptied the bins, unless residents had had any specific contact with the Council with other services. This provided councillors with a connection with their residents, and consequently it was important that a good service was provided. Any option that suggested that control of this was given away would not be supported.
- One member commented that the key tension which existed was between the County as the disposal authority and other partners as the collection authorities. It was acknowledged that the County Council had numerous other budgetary pressures, with waste disposal being just one of them. It was noted that lower tier authorities often found that when asked, their residents could only easily associate their council with one service, emptying their bins. This meant that local politicians tended to be protective of their local waste services, and extremely defensive when anything threatened to undermine these, or reduce control over them. It was commented that there was a need for the County Council to acknowledge and respect the importance of waste collection services to its lower tier partners otherwise it was felt that tensions within the partnership would continue and its capacity to make progress on other issues would be reduced.
- Boston Borough Council commented that the options had been discussed with the Leader. It was felt that Option 4, working towards Option 3 was something the Borough could live with, but could not support anything further up than that. There was a need to build up confidence in the Partnership.
- It was commented that Option 4 was a compromise, and the Partnership should be working towards Option 3. There was a need for the Partnership to work together, but Partners did not need to give up control of what they did as Authorities. There was a need to work towards a common approach on collective issues such as recycling and contamination. Authorities could work independently but collectively towards what it was felt they should be trying to achieve.
- It was felt that Option 4 was something that was achievable, and the Terms of Reference going forward would be essential in preventing the Partnership from slipping back into old ways.

- The Joint Municipal Waste Management Strategy that Authorities would be signing up to would be very important, and would set out what the Partnership was working towards.

RESOLVED

1. That the Lincolnshire Waste Partnership determine a governance model based on Option 4, as outlined in the report.
2. That the name 'Lincolnshire Waste Partnership' be retained
3. That the Lincolnshire Waste Partnership request the Lincolnshire Waste Partnership Officer Working Group to develop a new Partnership Agreement/Terms of Reference based on the chosen option, including notes in cluster working and inclusion of neighbouring authorities.
4. That the Lincolnshire Waste Partnership ask the Lincolnshire Waste Partnership Officer Working Group to develop and propose a new Standard Agenda for Lincolnshire Waste Partnership.

8c United Communications Strategy relating to Nappies

Consideration was given to a report which outlined a proposed approach to educating the community in respect of what could and could not be recycled in order to tackle the continued increase in the contamination of recycling bins across Lincolnshire.

It was reported that the focus would be on common items placed in recycling bins that could not be recycled and were causing problems by contaminating the items which could be recycled, rather than trying to communicate a lengthy list of what could be recycled as the items were not the same in all Council areas.

Partners were advised that the marketing campaign would be delivered in a number of phases – each three months and each focusing on a different item of contamination. It was suggested that the first three month period focused on nappies.

The Lincolnshire Waste Partnership was provided with the opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- It was commented that Christmas would be the perfect time to tackle food waste. Only 3% of the population would be affected by a campaign for nappies, and it was suggested that anyone that could argue that nappies were recyclable did not care about recycling. Disappointment was expressed at the decision to tackle nappies first.
- It was noted that there would be different categories of people that could be tackled in terms of food waste.
- It was noted that South Holland would not have the same process in terms of checking bins, as residents still used bags.
- It was suggested that residents should be helped to understand why they were being asked not to put particular things in the recycling bin. A more positive approach should be taken rather than just telling people what they can and cannot do. For example, tell residents how much it costs when a load was contaminated, and that it was not the Council's money that was being spent, but it was the

residents' money. If something was found in a recycling bin that should not be there, the bin was tagged and not taken. The public needed to be informed of the reasons why their bins were not taken.

- A reduction in education programmes had been seen across several districts. There was a risk of mixed messages if there was a focus on food waste. However, if people could be reminded that contamination was an issue it may make them think about what else could be contamination.
- It was suggested that education was difficult for householders, and there was a need to target schools, as children were more likely to take these things on board, and they did have an influence on parents.
- There was support for educating people about recycling and contamination, but it was suggested whether a more targeted approach for nappies would be beneficial, such as distributing information at ante-natal classes, and those places where new parents might visit.
- It was suggested that a pictorial campaign might be more successful.
- It was commented that Christmas was the one time of year when food was on everyone's mind and so a campaign on food waste could be effective. Then the campaign on nappies could be rolled out.
- It was queried whether supermarkets had been contacted, as they may be able to help to get the message out that waste nappies were not recyclable. It was thought that if the 'Big 4' supermarkets could support this, a campaign could have a significant impact.
- It was suggested that it would be better to have one campaign across Lincolnshire. It was noted that work had previously been carried out with Lincolnshire Co-op, and it was suggested that their communications department should be contacted to see if they could give any support.
- It was suggested that if the messages could be conveyed through pictures, people were more likely to see nappies as a contaminant. It was also commented that as Lincolnshire had a very diverse population, with some residents who did not have a good grasp of the English language, a pictorial campaign would be vital.
- A number of graphics for Christmas had started to be produced, along four themes, and these would be distributed out to Districts.
- In relation to recommendation 3, it was queried whether the Districts would be prepared to put a token amount forward to contribute to this campaign. There was general agreement for this proposal.
- It was suggested that a number of images for use in the campaign should be circulated to the Partnership for information.
- It was reported that a Christmas campaign around waste was planned, which would specifically include Christmas food waste. It was agreed that the materials for the campaign would be circulated to officers for agreement due to the timing of the next meeting of the Lincolnshire Waste Partnership.

RESOLVED

1. That the Lincolnshire Waste Partnership supports the marketing approach set out in the report.
2. That the Lincolnshire Waste Partnership supports the proposal to sticker/tag any bins identified as contaminated during the campaign.

3. That the Lincolnshire Waste Partnership recognises that marketing activity would require a budget allocation, and that the proposal for each district to contribute a token amount be supported.

8d Dry Recycling Collection Methodology

Consideration was given to a report which set out the new guidance from the Waste and Resources Action Programme (WRAP). The Partnership was informed that WRAP had recently issued two new guidance documents relating to recycling:

- A Framework for Greater Consistency in Household Recycling in England (Consistency Guidelines)
- Wrap Recycling Guidelines

It was reported that the Consistency Guidelines set out a vision where every household in England would recycle a common set of dry recyclable material and food waste, collected in one of three different ways. The vision also included a move to a nationally consistent colour scheme for containers to simplify communications. It was noted that the guidelines were not binding on local authorities and there was no current indication that they would be made binding in the future.

Members of the Partnership were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- The national guidance seemed like the right thing to do
- The food waste issue needed to be part of the strategic consideration going forward
- All recycling was currently co-mingled, and there was a need to be aware of this. There may be a need to think about whether authorities continue to collect co-mingled recyclables, as Districts may fail TEEP assessments in future if the current levels of contamination continued.
- WRAP needed to support authorities to assess business cases for implementing recycling collection services in line with the framework. It was reported that West Lindsey District Council was working on an expression of interest for support from WRAP on behalf of the LWP. It was hoped that there would be member buy-in, as it was felt that the business case would have more weight if it came from a group such as the Lincolnshire Waste Partnership.
- It was queried what the implications of failing a TEEP assessment were. Members were advised that to enable districts to collect co-mingled recycling there was a need to demonstrate that they could not do it any other way. The worse the quality of the recycling collected gets, the harder it would be to justify the continued collection of co-mingled recyclables.
- In relation to the vision for consistent colour schemes for bins, it would not be possible for districts to change bins, as the costs would be prohibitive. It was suggested whether a county wide sticker to put on recycling bins would work.
- It was commented that there were internationally recognised signs for recycling.
- There had been a lot of research about stickers on bins carried out, and it had been found that the information needed to be in the house to have the greatest effect.

- Recycling contamination cost the County Council approximately £1million per year, and it was suggested that if there was any reduction in contamination the authority could look at sharing any savings with the districts.
- The long term benefits of reducing contamination would be a reduction of costs to the residents of Lincolnshire.
- It was easier to reinforce a message when it was consistent.
- There was also a need for consistency in timing.
- If everyone in the Country had the same recycling mix it would be possible to communicate the message on a national basis, as there would only be one message to promote.
- The biggest concern in relation to recycling and levels of contamination was that no operators would want to deal with the County Council, and so the only place to take the material would be out of county. There was a need to carry out soft market testing with industry providers as soon as possible.
- It was proposed to hold a 'Challenge Workshop' on tackling contamination in the New Year.

RESOLVED

1. That a consistent dry recycling mix of materials, taking account of the Consistency Guidelines should be the aim of the next Joint Municipal Waste Management Strategy (JMWMS)
2. That each constituent Council consider adopting the dry recycling mix in the Consistency Guidelines (as expanded by the Recycling Guidelines) as soon as practicable.
3. That the future tendering processes for the processing of Mixed Dry Recycling be based on the dry recycling mix in the Consistency Guidelines (as expanded by the Recycling Guidelines).
4. Subject to discussion with contractors, the Recycling Guidelines be used as the basis for future recycling/contamination publicity and campaigns by all constituent Council's.
5. That the next JMWMS should include consideration of:
 - The implications of separate food waste collections and its disposal
 - The implications of potential changes to collection methodologies
 - The implications of developments in relation to consistent national colour schemes for waste containers
6. That an Expression of Interest be collectively completed and submitted on behalf of the LWP, in order to apply for WRAP funding to develop business cases to work towards implementing changes to collection regimes.

9 OPERATIONAL ISSUES

9a Mixed Dry Recyclables Contract

Consideration was given to a report which set out the options for a new mixed dry recyclables contract which would commence in April 2018. It was reported that the existing contract currently sat with a single provider of Mixed Dry Recycling (MDR)

processing services – Mid UK Recycling Ltd. This contract started in July 2015 and was due to expire on 31 March 2018, if contract extensions were not agreed by both parties.

Members of the Partnership were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- It was commented that any changes to the presented waste streams would take a while to gain any traction with the public, resulting in lower presented contamination.
- There were concerns that the option to extend the existing contract was being dismissed, as it was suggested that that this option could be used to get the message across to the public regarding reducing contamination. The county would be in a better position to negotiate a new contract.
- Issues around a potential extension to the contract with Mid-UK were discussed by the Partnership.
- It was suggested that if there were other providers interested in tendering for the contract then this would provide an element of competition for the current provider.
- There was concern about the balance of risk, and what was the greater risk – taking the contract extension now which would give Districts another year to get the contamination rates down, or the reputational risk of not being able to find another operator.
- It was commented that contamination levels in East Lindsey were the same as when the previous contract was let, but there had been two bids for the product with the lowest gate fee. This was acknowledged but it was noted that this was due to the fact that East Lindsey's recycling mix did not contain glass.
- It was noted that any contract extension would need to be mutually agreed between the County Council and the contractor.

RESOLVED

That the Lincolnshire waste Partnership Officer Working Group look in more detail at the recommendations set out in the report.

9b Revision of Joint Municipal Waste Management Strategy

It was reported that the existing Joint Municipal Waste Management Strategy (JMWMS) was published in June 2008. Therefore, this strategy had been in place for eight years, and had 10 objectives to achieve, including the delivery of a new residual waste management facility – the Energy from Waste facility which was located in Lincoln. It was reported that there had been varying levels of progression on the other nine objectives. One of these was the target of 55% recycling and composting which had not been achieved, and currently was decreasing due to a number of factors including contamination levels.

It was reported that JMWMS's should be reviewed regularly, typically every five years, and revised to ensure that the overall aim of implementing best practice in municipal waste management on a continuous basis was achieved. It was felt that following the successful delivery of a residual waste treatment facility, the current high levels of contamination experienced in the processing of mixed dry recyclables and the

approaching need for a new MDR contract from April 2018, it was the right time to review the strategy to identify new objectives and set out how they would be delivered.

The Partnership was advised, that it seemed reasonable to run the review of the strategy in parallel with planned works to procure a new MDR contract. Members were advised that the Group Manager Environmental Services would be the accountable officer for the Strategy, with additional identified resource and support, as required.

RESOLVED

1. That a Joint Municipal Waste Management Strategy working group be established, with representatives from the County Council and District partners to start the review of the strategy and for this to run in parallel with works being undertaken on a new MDR contract.
2. That the resourcing of the JMWMS working group be confirmed by the Lincolnshire Waste Partnership following engagement with their respective councils and confirming an appropriate resource.
3. That the JMWMS working group regularly report progress to the Lincolnshire Waste Partnership
4. That the strategy be informed by latest best practice guidance, such as the recent WRAP report on greater consistency in household recycling in England.

The meeting closed at 12.20 pm

Lincolnshire Waste Partnership – Actions since 24 November 2016

Meeting Date	Minute No	Agenda Item & Action Required	Update and Action Taken
24.11.16	8b	<p>LINCOLNSHIRE WASTE PARTNERSHIP GOVERNANCE ARRANGEMENTS The LWPOWG was asked to develop a new Partnership agreement/terms of reference based on the chosen option.</p> <p>The LWPOWG to develop and propose a new Standard Agenda for the LWP</p>	<p>The revised terms of reference are to be submitted for approval at the meeting on 2 March 2017</p> <p>New standard agenda being developed for use</p>
	8d	<p>DRY RECYCLING COLLECTION METHODOLOGY That an expression of interest be collectively completed and submitted on behalf of the LWP, in order to apply for WRAP funding to develop business cases to work towards implementing changes to collection regimes</p>	<p>Update to be provided to the meeting on 2 March 2017</p>
	9a	<p>MIXED DRY RECYCLABLES CONTRACT That the LWPOWG look in more detail at the recommendations set out in the report</p>	
	9b	<p>REVISION OF THE JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY That a Joint Municipal Waste Management Strategy working group be established.</p>	

This page is intentionally left blank



LINCOLNSHIRE WASTE PARTNERSHIP

2 March 2017

SUBJECT :	JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY
REPORT BY:	Neil McBride
CONTACT NO:	01522 554814

BACKGROUND INFORMATION

One of the recommendations from the Audit report presented to the Lincolnshire Waste Partnership meeting in September 2016 is that a Joint Municipal Waste Management Strategy (JMWMS) be produced to provide strategic direction for delivery of waste services across Lincolnshire so that a coherent vision is followed to avoid the need for knee jerk responses to provide a quick fix to short-term events. In order to address this audit recommendation work has now started on the JMWMS.

DISCUSSIONS

This paper provides the Lincolnshire Waste Partnership with the first update on the preparation of the JMWMS, and expected timetable for its production.

Whilst some initial preparation took place prior to the 1st February 2017 a dedicated resource has only been in place for the past month to allow work on a scoping report for the JMWMS to commence. This earlier work identified a list of tasks that are necessary to produce a Strategy and estimated timescale for undertaking this work. This scoping document for the JMWMS is currently being prepared by the County Council and will be shared with the Waste Collection Authorities for comment shortly. A timetable for the production of the JMWMS is also being finalised which will be provided at the next meeting of the Lincolnshire Waste Partnership. The current expectation is that the JMWMS will be completed by summer 2018.

It is the intention that a progress report for the JMWMS will be a regular agenda item for the Lincolnshire Waste Partnership meeting as work on the Strategy progresses.

RECOMMENDATIONS

That the report is noted and that a progress report for preparation of the JMWMS is brought to each Lincolnshire Waste Partnership meeting to ensure the Partnership is kept informed of progress.



WRAP Local Authority Support – Resource Management

Agreement for provision of support to: Lincolnshire Waste Partnership

This Agreement is made on **XX MONTH** 2017

Between	The Waste Resource Action Programme, whose registered office is at Second Floor, Blenheim Court, 19 George Street, Banbury, Oxon, OX16 5BH
And	West Lindsey District Council with and on behalf of the authorities forming the Lincolnshire Waste Partnership (the LWP) c/o Guildhall, Marshalls Yard, Gainsborough, Lincolnshire DN212NA
WRAP lead advisor:	Mike Gardner, Local Authority Account Manager, Email: mike.gardner@wrap.org.uk Tel: 01295 819914
Councils lead contact:	Adrian Selby, Head of Trading and Operations, Email: ady.selby@west-lindsey.gov.uk Tel: 01427 675154
Aim and objectives of support	<p>WRAP shall provide technical support that will enable the LWP to meet the following aims:</p> <ul style="list-style-type: none"> • To explore the options for the member authorities of the LWP with the overall aim of identifying preferred options that would: <ul style="list-style-type: none"> ○ increase household waste recycling and composting percentages ○ reduce contamination in recycling ○ reduce residual household waste; ○ maximise efficiencies <p>Objectives:</p> <ul style="list-style-type: none"> • To investigate and identify barriers to the member authorities of the LWP collecting a consistent suite of materials for recycling from the kerbside, in line with the 'Framework for greater consistency in household recycling', so as to meet the aims set out above. • To identify options for the disposal/treatment of household food waste separately collected in Lincolnshire; • Mindful of the outcomes from the above, to suggest a range of collection profiles that meet the requirements of the 'Framework for greater consistency in household recycling', including options that include the separate collection of food waste and to : <ul style="list-style-type: none"> ○ identify the costs for each authority which might arise from making a change to a preferred method; ○ suggest the anticipated performance arising from adopting a preferred method ; ○ indicate any wider resource implications;

	<ul style="list-style-type: none"> ○ To identify the likely impact of the modelled collection profiles on the other waste streams.
WRAP's role	<ul style="list-style-type: none"> • To procure a qualified contractor(s) appointed through the WRAP Framework Contract procedure to provide appropriate technical advice that supports the LWP's aims and objectives as stated above whilst enabling the business case for greater consistency in waste and recycling service provision in England to be tested at a local level. • To provide a seamless procurement of skilled technical input from a Framework Contractor, supplemented with WRAP Adviser support both during the procurement exercise and during the project execution. • To manage the relationship between the LWP and the Contractor to ensure that the outputs are of a good level of technical robustness and are delivered, in a timely manner, to the satisfaction of the LWP. • To assist the LWP to assess the findings of the support.
Advice to be provided:	<p>The advice to be provided to the LWP will include the following:</p> <ul style="list-style-type: none"> • A review of baseline data in order to benchmark the performance of the household waste collection services provided by the member authorities of the LWP alongside a review of existing collection policies to provide an objective assessment of how the member authorities' waste collection services compare with that of their peers. The services to be benchmarked will include: <ul style="list-style-type: none"> ○ Residual waste collection services; ○ Kerbside dry recycling services; ○ Kerbside garden waste collection services; • An 'Options appraisal' exercise to model the 'whole system' costs (i.e. collection and disposal costs), resource requirements and performance of an agreed suite of potential future household waste and recycling service development options for the member authorities of the LWP as detailed in Appendix 1. In addition to quantifying the costs and performance of the options to be assessed, the exercise will consider: <ul style="list-style-type: none"> ○ An assessment of the likely contractual and operational implications of the modelled options on the existing household waste collection services delivered by the member authorities of the LWP; ○ An assessment of the likely contractual, financial and operational implications of the modelled options on the Waste Disposal Authority's existing contracts and arrangements for the disposal of residual and recyclable household wastes; ○ An assessment of the likely impact of the modelled options on contamination levels in dry recyclate collected by the member authorities of the LWP; ○ An assessment of the likely impact of the modelled options on the Waste Disposal Authority's HWRC network. ○ An assessment of the options for the treatment of food waste separately collected by the member authorities of the LWP. • Regular project updates and reports to include: <ul style="list-style-type: none"> ○ an interim report detailing the findings of the bench-marking review and the assumptions and other information to be used as inputs to the 'Options appraisal' exercise; ○ a draft modelling report for the 'Options appraisal'; ○ a final report detailing the findings of the 'Options appraisal' and the wider assessment as detailed above.

LWP's role and agreed cooperation:	<p>The member authorities of the LWP hereby agree to cooperate with WRAP and any agent of WRAP in the provision of the support to ensure that the key milestones are met. Such cooperation shall include, but shall not be limited to, the following:</p> <ul style="list-style-type: none"> • ensuring that any necessary internal authority approvals are obtained before support is provided; • providing available data and other information reasonably requested by WRAP or any agent of WRAP promptly and within the deadlines agreed; • making available the necessary personnel for attendance at meetings; • providing comments and feedback on draft documents and any other interim reports or information provided promptly and within the deadlines agreed; • keeping colleagues and partners informed of the progress and outcomes of the support; <p>The member authorities of the LWP acknowledge that failure to comply with any of the above may lead to the delayed completion of the support, or limit the support that can be provided by WRAP and/or its agent.</p>																
Confidentiality	WRAP is mindful that much of the information involved in undertaking this review is commercially sensitive. As such, all information provided to WRAP by the member authorities of the LWP for the purposes of providing the advice detailed above shall remain confidential to WRAP and the member authorities of the LWP and will not be disclosed to any third party.																
Dates of allocation	The support outlined in this agreement is to be delivered between 1 st April 2017 and 31 th December 2017 with monitoring completed by 31 st March 2018.																
Key milestones	<table border="1" data-bbox="497 1115 1481 1599"> <thead> <tr> <th data-bbox="497 1115 536 1146"></th> <th data-bbox="539 1115 1238 1146">Milestone Description</th> <th data-bbox="1241 1115 1481 1146">Target date</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 1151 536 1240">1</td> <td data-bbox="539 1151 1238 1240">Procurement of consultancy support from WRAP framework;</td> <td data-bbox="1241 1151 1481 1240">30th April 2017</td> </tr> <tr> <td data-bbox="497 1245 536 1402">2</td> <td data-bbox="539 1245 1238 1402">Interim report detailing the findings of the benchmarking review and the assumptions and other information to be used as inputs to the 'Options appraisal' exercise;</td> <td data-bbox="1241 1245 1481 1402">30th June 2017</td> </tr> <tr> <td data-bbox="497 1406 536 1496">3</td> <td data-bbox="539 1406 1238 1496">Draft modelling report for the 'Options appraisal' ;</td> <td data-bbox="1241 1406 1481 1496">30th September 2017</td> </tr> <tr> <td data-bbox="497 1500 536 1599">4</td> <td data-bbox="539 1500 1238 1599">Final report detailing the findings of the 'Options appraisal' and wider assessment as detailed above</td> <td data-bbox="1241 1500 1481 1599">31st December 2017</td> </tr> </tbody> </table>			Milestone Description	Target date	1	Procurement of consultancy support from WRAP framework;	30 th April 2017	2	Interim report detailing the findings of the benchmarking review and the assumptions and other information to be used as inputs to the 'Options appraisal' exercise;	30 th June 2017	3	Draft modelling report for the 'Options appraisal' ;	30 th September 2017	4	Final report detailing the findings of the 'Options appraisal' and wider assessment as detailed above	31 st December 2017
	Milestone Description	Target date															
1	Procurement of consultancy support from WRAP framework;	30 th April 2017															
2	Interim report detailing the findings of the benchmarking review and the assumptions and other information to be used as inputs to the 'Options appraisal' exercise;	30 th June 2017															
3	Draft modelling report for the 'Options appraisal' ;	30 th September 2017															
4	Final report detailing the findings of the 'Options appraisal' and wider assessment as detailed above	31 st December 2017															
Monitoring and Evaluation	<p>The member authorities of the LWP agree to contribute to monitoring and evaluation of the effectiveness of technical support to assess the business case for service changes in line with the Framework.</p> <ul style="list-style-type: none"> • WRAP will carry out primarily qualitative process evaluation to establish how helpful the advice was and whether the recipients believe it will lead to any change; this will be done in 2017/18 financial year. The member authorities of the LWP will be required to participate in interviews with key personnel within the local authority(s) involved in the project such as service managers/directors, elected representatives and contractors. • A second phase of evaluation will be a longer term initiative, taking account of the timescales to deliver service change. Evaluation will be specified in detail during 2017/18 as the scope will depend in part on the nature and timing of the support provided. It is likely to involve a mixture of interviews with key personnel (local authority officers, consultants, waste companies and elected representatives), reference to waste data and any survey data 																

local authorities gather from their residents. The member authorities of the LWP will be required to contribute, where appropriate, to the longer term evaluation of the funding.

Important: Whilst WRAP makes every effort to provide accurate and appropriate advice, the member authorities of the LWP recognise that WRAP is reliant upon third party sources (including the member authorities of the LWP themselves) for gathering of information and for judgements about local circumstances. The member authorities of the LWP should take steps to satisfy themselves on the appropriateness of the advice to their circumstances before relying upon it. All support provided by WRAP is given in good faith is based on market conditions prevailing at that time.

Signed on behalf of **WRAP**

Sign

Print:

Position

Date XX Month 2017

Signed on behalf of the member authorities of the **Lincolnshire Waste Partnership**

Sign

Print:

Position

Date

The person named above is authorised to sign on behalf of the member authorities of the Lincolnshire Waste Partnership.

Appendix 1

Lincolnshire Waste Partnership

Option	WCA	Residual waste	Dry recycling	Garden waste	Food waste
Current (Baseline)	Boston	Fortnightly via 240 litre wheeled bin;	Fortnightly comingled via 240 litre wheeled bin	Fortnightly chargeable via 240 litre wheeled bin;	None
Current (Baseline)	East Lindsay	Fortnightly via 180 litre wheeled bin;	Fortnightly comingled via 240 litre wheeled bin	Fortnightly chargeable via 240 litre wheeled bin;	None
Current (Baseline)	Lincoln	Fortnightly via 240 litre wheeled bin; (Weekly via 180 litre bin for city centre hh)	Fortnightly via 240 litre wheeled bin; (Fortnightly via 180 litre bin for city centre hh)	Fortnightly chargeable via 240 litre wheeled bin;	None
Current (Baseline)	North Kesteven	Fortnightly via 180 litre wheeled bin;	Fortnightly comingled via 360 litre wheeled bin	Fortnightly chargeable via 240 litre wheeled bin;	None
Current (Baseline)	South Holland	Weekly black sack	Weekly comingled via sack	Fortnightly chargeable via 240 litre wheeled bin;	None
Current (Baseline)	South Kesteven	Fortnightly via 240 litre wheeled bin;	Fortnightly comingled via 240 litre wheeled bin	Fortnightly chargeable via 240 litre wheeled bin;	None
Current (Baseline)	West Lindsay	Fortnightly via 180 litre wheeled bin;	Fortnightly comingled via 240 litre wheeled bin	Fortnightly free service via 240 litre wheeled bin;	None
Stage one modelling					
1a	All	As current	As current	As current	Separate weekly via dedicated 7.5 tonne vehicles to all hh
1b	All	As current except utilising 26 tonne RCVs with food waste pods	As current except utilising 26 tonne RCVs with food waste pods	As current	Separate weekly co-collected with residual and dry recyclables in RCV food waste pods to all hh
2a	All	As current	Fortnightly two-stream (Card & paper separate) via 240 litre wheeled bins and sack; 26 tonne split body RCVs	As current	Separate weekly via dedicated 7.5 tonne vehicles to all hh
2b	All	As current except utilising 26 tonne RCVs with food waste pods	Fortnightly two-stream (Card & paper separate) via 240 litre wheeled bins and sack; 26 tonne split body RCVs with food pods	As current	Separate weekly co-collected with residual and dry recyclables in RCV food waste pods to all hh
3	All	As current	Weekly via multi-stream collection utilising Resource Recovery Vehicles	As current	Separate weekly co-collected with multi-stream dry recyclables utilising Resource Recovery Vehicle to all hh
Stage two modelling					
sensitivity a	All except South Holland	3 weekly via either 180 or 240 litre wheeled bins	As per preferred option	As per preferred option	As per preferred option
Sensitivity b	South Holland only	Fortnightly via 180 litre wheeled bin;	As per preferred option	As per preferred option	As per preferred option
Sensitivity c	All	As current	As option 1a	As option 1a	As option 1a but with limited number of hh receiving separate food waste collection
Sensitivity d	West Lindsay only	As current	As per preferred option	Fortnightly chargeable via 240 litre wheeled bin;	As per preferred option
Sensitivity e	All	As current	As per preferred option with varying contamination levels	As per preferred option	As per preferred option

This page is intentionally left blank



LINCOLNSHIRE WASTE PARTNERSHIP

2 MARCH 2017

SUBJECT :	WASTE DATA
REPORT BY:	MARK TAYLOR, NORTH KESTEVEN DISTRICT COUNCIL
CONTACT NO:	

PURPOSE OF REPORT

To consider a proposal for the provision of regular data regarding performance of the waste service at a Lincolnshire level.

BACKGROUND INFORMATION

Waste officers have been considering how to keep the Lincolnshire Waste Partnership informed regarding some of the key areas of waste performance so as to inform debate regarding strategic waste issues.

Two performance indicators have been identified:

1. Total recycling, reuse and composting

This remains a key performance indicator due to the existence of the 50% statutory target (by 2020) and the 55% target in the current Joint Municipal Waste Management Strategy.

It is considered that it is useful to break down the performance against this indicator in 2 ways:

- a. By waste stream (i.e. reuse/recycling and composting)
- b. By collection methodology (i.e. kerbside collection and HWRCs)

2. Total residual waste

This indicator is considered particularly important in relation to the available capacity for waste disposal. It takes account of changes in waste per household and waste growth due to growth in households/population.

It is considered that it is useful to break down the information into 3 categories:

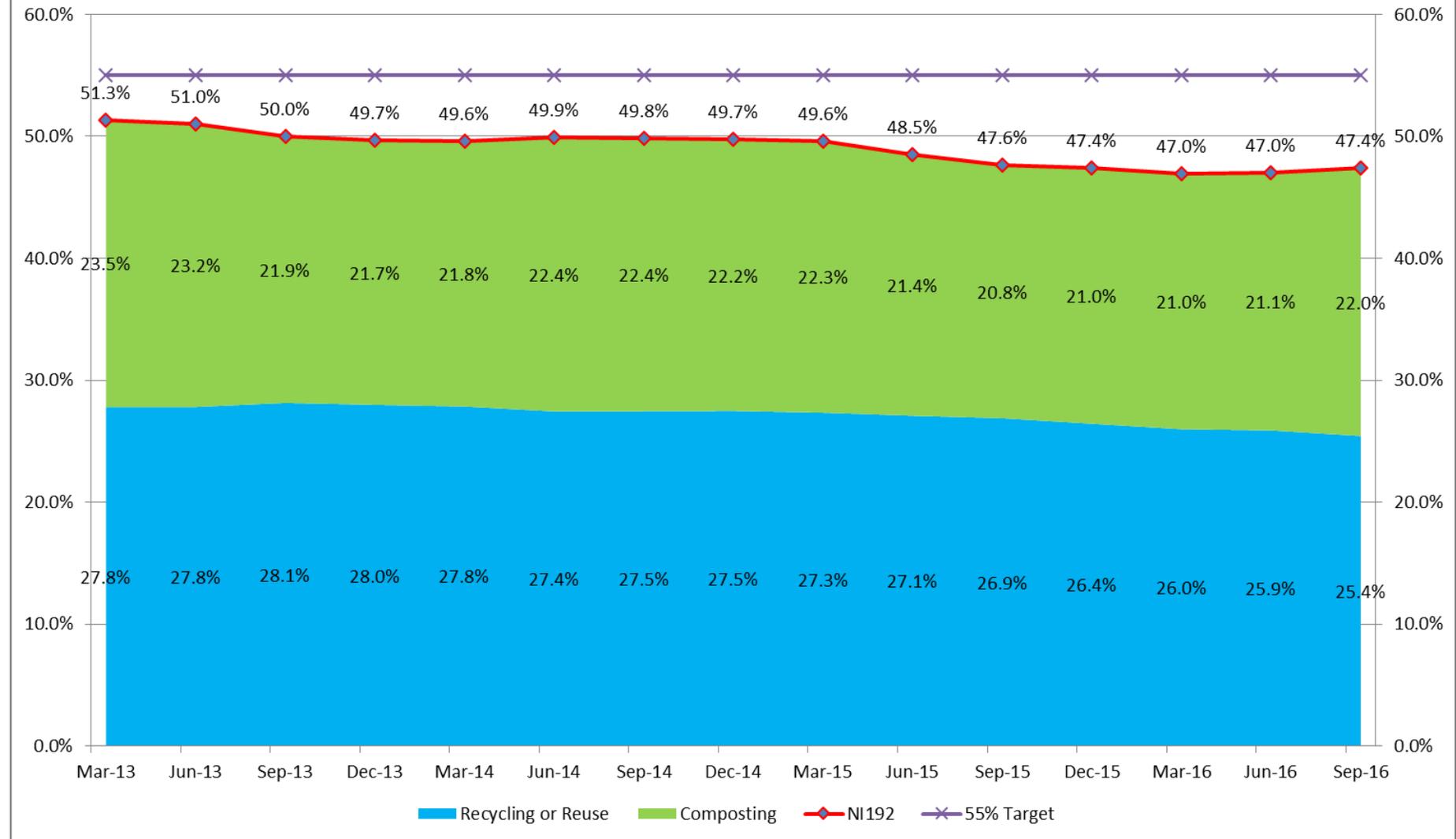
- a. Waste disposed of through the EfW;
- b. Waste disposed of at landfill;
- c. Waste disposed of from the dry recycling contract (contamination)

Graphical representations of the performance indicators are given in Appendix 1, for the period to end September 2016.

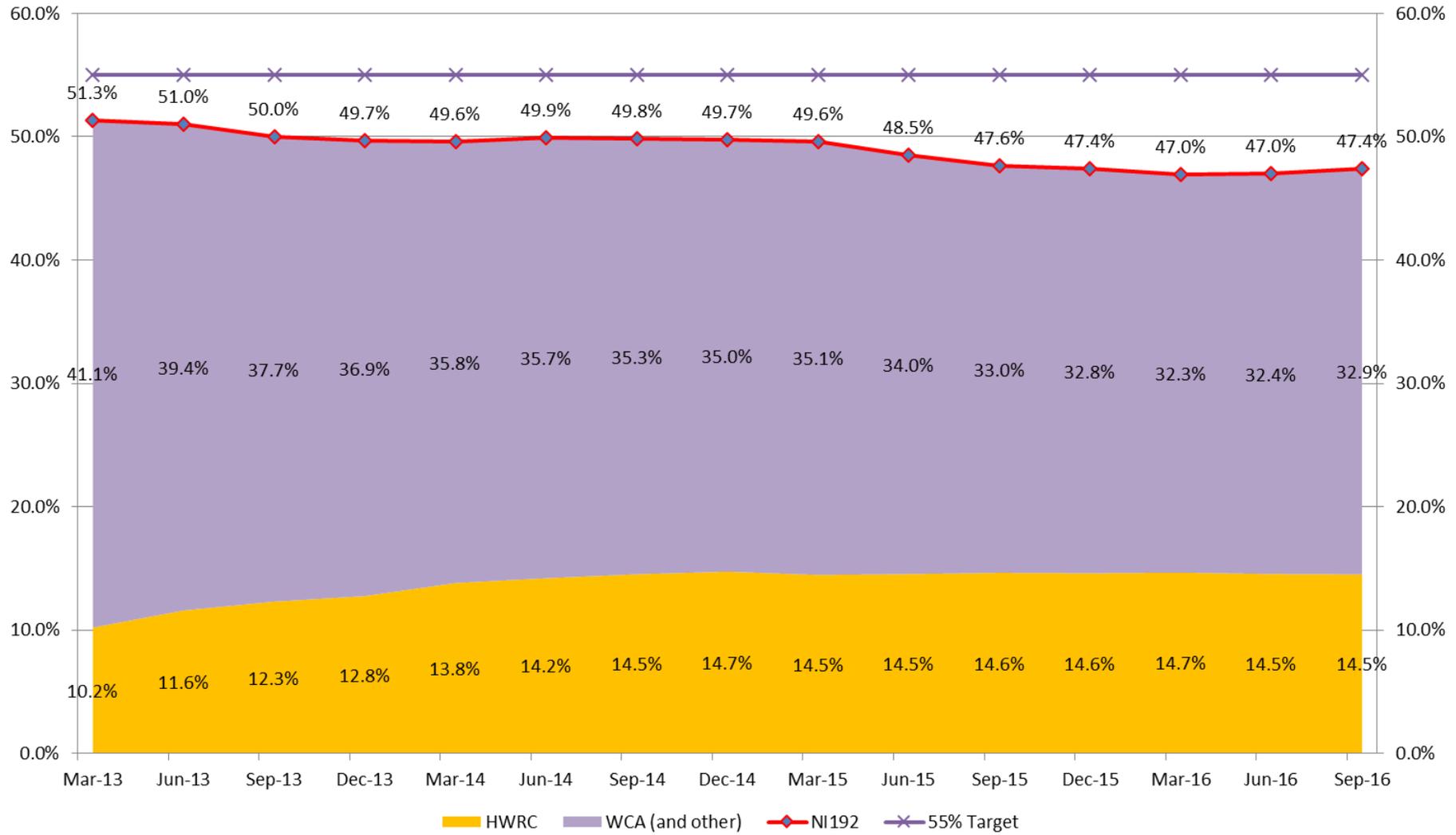
RECOMMENDATIONS

1. That the performance indicators presented be accepted;
2. That a report identifying the current data be presented to the LWP twice annually.

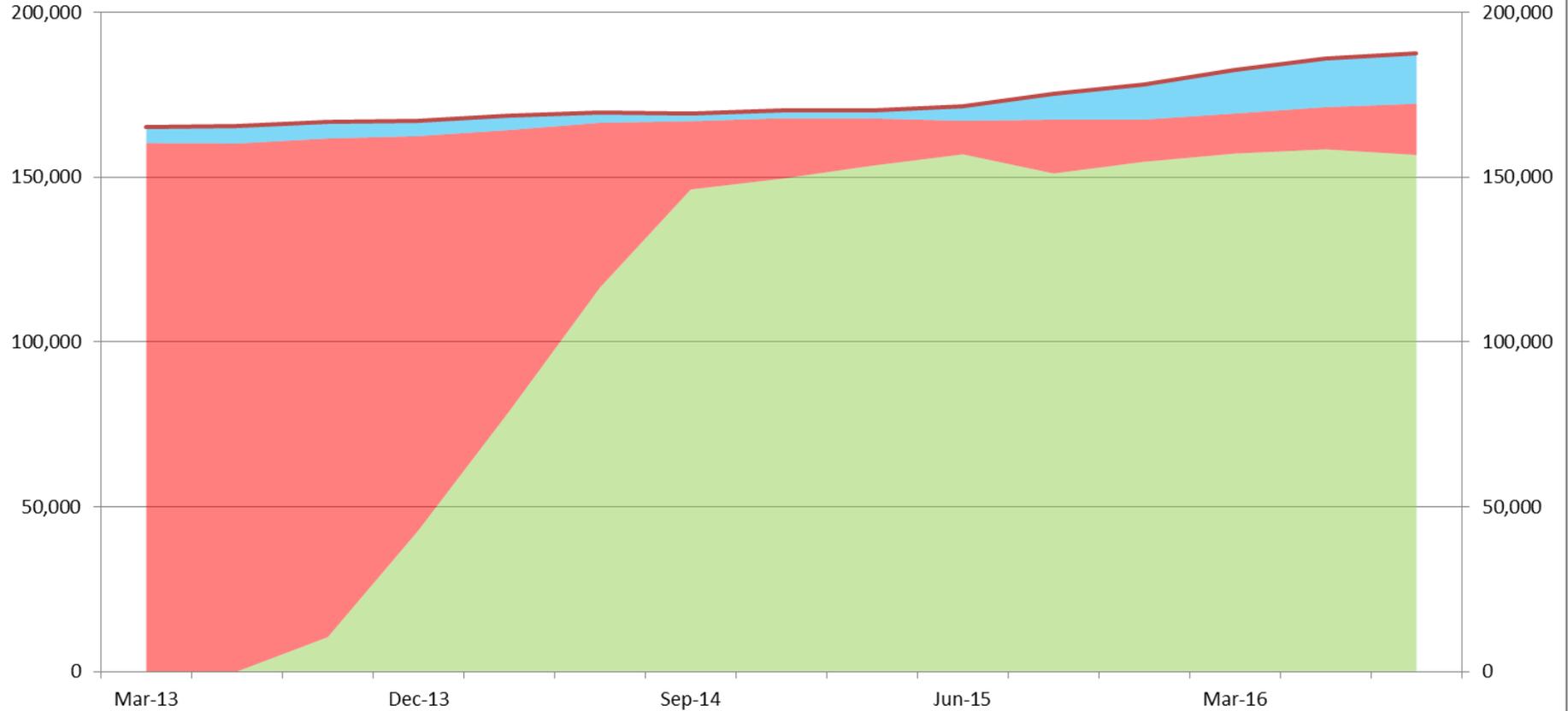
LWP Total Reuse, Recycling or Composting (NI192) Rolling 12 Months to date shown



LWP Total Reuse, Recycling or Composting (NI192) Rolling 12 Months to date shown



LWP Total Residual Waste Tonnages Rolling 12 Months to date shown



	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16
■ MRF Rejects (to other EfW)	4,767	5,434	5,155	4,638	4,322	3,251	2,420	2,461	2,379	4,412	7,776	10,574	13,234	14,622	15,230
■ Landfill	160,291	160,172	151,249	119,567	85,291	49,975	20,711	18,355	14,324	10,181	16,317	12,792	12,166	12,809	15,539
■ Hykeham EfW	0	0	10,439	42,851	78,974	116,489	146,235	149,494	153,436	156,886	151,095	154,646	157,123	158,411	156,690
— Total Residual Waste	165,058	165,606	166,843	167,055	168,587	169,715	169,367	170,309	170,139	171,479	175,188	178,012	182,523	185,843	187,459

This page is intentionally left blank



LINCOLNSHIRE WASTE PARTNERSHIP

2 MARCH 2017

SUBJECT :	LINCOLNSHIRE WASTE PARTNERSHIP TERMS OF REFERENCE
REPORT BY:	STEVE BIRD , CITY OF LINCOLN COUNCIL
CONTACT NO:	(01522) 873421

PURPOSE OF REPORT

To recommend a new set of Terms of Reference (ToR) for the Lincolnshire Waste Partnership (LWP), so as to address audit requirements 8.

DISCUSSIONS

Summary

A recent audit report identified a number of issues for the LWP to address.

Audit report recommendation 8 sought a review of the Terms of Reference.

Attached as appendix B is a revised set of Terms of Reference for LWP consideration.

Background and Proposal

In 2016 the County Council invited Assurance Lincolnshire to review the operation and effectiveness of the LWP.

On 26 August 2016 Assurance Lincolnshire published its report, which included for twelve action points. Action point 8; *the LWP Terms of Reference to be revisited to ensure they are still relevant and accurate.*

The LWP Officer Group has now considered the existing ToR, attached as appendix A, and recommends a revised version, attached as appendix B.

The revised ToR have been submitted to Assurance Lincolnshire for consideration

and they have confirmed that they are adequate to meet the requirements of action point eight, subject to them being reviewed periodically.

Risk Implications

Options Explored

- Retain the existing ToR
- Replace with a revised ToR

Key risks associated with the preferred approach

The preferred option is to replace with a new set of ToR. There are no noted risks.

RECOMMENDATIONS

1. That the Lincolnshire Waste Partnership adopts the Terms of Reference as set out in Appendix B
2. That the Lincolnshire Waste Partnership asks that the Terms of Reference be reviewed annually.

Agenda Item 7

LINCOLNSHIRE WASTE PARTNERSHIP

TERMS OF REFERENCE

1. The main roles of the Lincolnshire Waste Partnership shall be to:
 - i) oversee the implementation of the Lincolnshire Municipal Waste Management Strategy;
 - ii) undertake other project activity through the use of focused workshops and/or short life working groups in support of the delivery of integrated waste management within Lincolnshire;
 - iii) support through endorsement where appropriate the procurement activity of any individual authority;
 - iv) co-ordinate waste collection and waste disposal activities within Lincolnshire to maximise benefits to the residents of the County.
2. The Waste Partnership shall be comprised of one Member and one Officer from each Council outlined below; but each Local Authority shall have only one vote:-

Boston Borough Council
City of Lincoln Council
East Lindsey District Council
Lincolnshire County Council
North Kesteven District Council
South Holland District Council
South Kesteven District Council
West Lindsey District Council
3. A representative from the Environment Agency, ~~the Local Education Authority and the East Midlands Regional Assembly Waste Strategy Officer~~ shall be invited to attend Waste Partnership meetings as observers.
4. The quorum for the Lincolnshire Waste Partnership shall be five Elected Members.
5. Substitute Members from each Council are permitted.
6. A Chairman and Vice-Chairman shall be elected on an annual basis, rotated between the Lincolnshire County Council Member and a District Council Member. Where there is no opposition, the Chairman's and Vice-Chairman's terms of office may be extended so that they serve for a second continuous year.
7. The Vice-Chairman will succeed the Chairman in the forthcoming year.

8. The Waste Partnership shall operate within a framework of joint working, agreement and partnership. Each Local Authority represented on the Waste Partnership shall be represented by a person with executive authority to take decisions on behalf of his/her Local Authority in relation to matters to be considered by the Waste Partnership, **with the exception of West Lindsey District Council who shall be represented by the Chairman of the Community and Waste Services Committee.** Decisions can be taken in accordance with the majority of votes cast but those decisions shall only be binding on all Local Authorities in the Waste Partnership where there has been a unanimous vote of those Local Authorities.
9. The Waste Partnership can set up working parties to look at and report back on particular issues. The working parties will, where appropriate, include individuals drawn from outside the Waste Partnership.
10. Lincolnshire County Council will provide secretariat support for the Waste Partnership.
11. The Waste Partnership shall meet on a quarterly basis with additional meetings being held as necessary. All meetings for the year ahead shall be diaried at the start of the Municipal Year.
12. The Annual General Meeting of the Lincolnshire Waste Partnership will be the first scheduled meeting after the AGM of Lincolnshire County Council. The Chairman and Vice-Chairman for the forthcoming year will be elected at this meeting.
- ~~42~~13. The Waste Partnership will be supported by the Waste Officer Group which will meet not less frequently than four weeks before and four weeks after a meeting of the Waste Partnership, and these meetings will be diaried for the year ahead.
- ~~43~~14. Provisions of the Local Government Access to Information Act 1985 shall be applied to meetings of the Waste Partnership and consequently, meetings of the Waste Partnerships shall be open to the public and press, except when matters relating to confidential and exempt information, as defined in the Act, are likely to be disclosed.

Amended June 2006.

LINCOLNSHIRE WASTE PARTNERSHIP

TERMS OF REFERENCE

Updated March 2017

DRAFT

1. The main roles of the Lincolnshire Waste Partnership shall be to:
 - a. To focus all Stakeholders on the delivery of the objectives set out in an agreed Joint Municipal Waste Strategy.
 - b. Monitor performance against the objectives set out in the agreed waste strategy
 - c. To provide a mechanism through which to assess the impacts of change on all stakeholders in the control and management of waste, be that residents, business, or other third parties, are fully considered before individual decisions are taken.
 - d. To ensure close communication between partners, and consistent messages to Stakeholders.
 - e. To agree a Lincolnshire position in respect of national waste management issues, and to lobby in support of this position when required.
 - f. To provide a framework for sharing and learning
 - g. To establish a culture with values in support of the agreed waste strategy.
 - h. By way of a clear voting structure, make clear the majority view of the Partnership, so that all partners can determine their own authority's actions in that context.
2. The Lincolnshire Waste Partnership shall be comprised of one member and one officer from each Council outlined below; but each Local Authority shall have only one vote.
 - a. Boston Borough Council
 - b. City of Lincoln Council
 - c. East Lindsey District Council
 - d. Lincolnshire County Council
 - e. North Kesteven District Council
 - f. South Holland District Council
 - g. South Kesteven District Council
 - h. West Lindsey District Council
3. The Councillor representative from each council may be of any level within the authority, but must be authorised to represent the views of that authority, such that the group may take it that any view they express individually shall represent the position of the authority, unless caveated appropriately for the record.
4. Substitutes for councillors are permitted. Where a Councillor cannot attend, and cannot find a councillor substitute, they may make their views known through the attending officer, who will, if authorised by the councillor, be able to cast a vote on behalf of the absent councillor.
5. A representative from the Environment Agency shall be invited to attend the Lincolnshire Waste Partnership meeting as observer, and to provide technical guidance.
6. Members of the partnership shall be required to:

- Attend meetings prepared and briefed
 - Act in support of clause 1 of the ToR
 - Act in a supportive manner to colleagues of the partnership
 - Challenge constructively
 - Declare any concerns on issues, stating how they would wish to see them resolved
 - Respect confidences
7. Membership of the partnership is open to any neighbouring authority where, by majority vote, the partnership feel it would be of benefit.
 8. A Chairman and Vice Chairman shall be elected on an annual basis, rotated between a Lincolnshire County Council Member and a District Council Member. Where there is no opposition, the Chairman's and Vice Chairman's terms of office may be extended so that they serve for a second continuous year in their respective posts.
 9. The Vice-Chairman will succeed the Chairman when the term of office expires.
 10. The Lincolnshire Waste Partnership can set up working parties to look at and report back on particular issues. The working parties will, where appropriate, include individuals drawn from outside the Partnership.
 11. Lincolnshire County Council will provide Secretariat support for the Partnership, and minutes will be distributed not later than three weeks after each meeting.
 12. The Partnership shall meet on a quarterly basis, with additional meetings being held as necessary. All meetings for the year ahead shall be diared at the start of the Municipal Year.
 13. The Annual General Meeting of the Lincolnshire Waste Partnership will be the first scheduled meeting after the AGM of Lincolnshire County Council. The Chairman and Vice-Chairman for the forthcoming year will be elected at this meeting.
 14. The Partnership will be supported by the Lincolnshire Waste Partnership Officer Working Group which will meet not less frequently than four weeks before and four weeks after a meeting of the Partnership, and these meetings will be diared for the year ahead.
 15. The Lincolnshire Waste Partnership will biannually review its governance and the Terms of Reference in the spirit of robust self-assessment and identify where/if changes are appropriate in order to permit the partnership to better meet its main roles.
 16. Provisions of the Local Government Access to Information Act 1985 shall be applied to meetings of the Partnership and consequently, meetings shall be open to the public and press, except when matters relating to confidential and exempt information, as defined in the Act, are likely to be disclosed.

Amended March 2017