



LINCOLNSHIRE WASTE PARTNERSHIP

A MEETING OF THE LINCOLNSHIRE WASTE PARTNERSHIP
WILL BE HELD ON THURSDAY, 7 SEPTEMBER 2017 AT 11.00 AM
IN COMMITTEE ROOM ONE, COUNTY OFFICES, NEWLAND, LINCOLN LN1
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AGENDA

	LEAD	
PARTNERSHIP MANAGEMENT ISSUES		
1	Apologies for Absence	
2	Declaration of Interests	
3	Minutes of the meeting held on 6 July 2017 (Pages 3 - 12)	
4	Action Notes from the meeting held on 6 July 2017 (Pages 13 - 14)	
5	Partner Updates	ALL
6	Update to the Terms of Reference (Pages 15 - 18)	LCC
STRATEGIC ISSUES		
7	Update on Waste and Recycling Action Programme (WRAP) consultancy work considering Greater Consistency in Household Waste Recycling (Pages 19 - 20)	WLDC
8	Joint Municipal Waste Management Strategy (Pages 21 - 40)	LCC

30 August 2017

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LINCOLNSHIRE WASTE PARTNERSHIP 6 JULY 2017

PRESENT:

Councillor E Poll	(Lincolnshire County Council)
George Bernard	(Boston Borough Council)
Councillor Mrs S Harrison	(East Lindsey District Council)
Victoria Burgess	(East Lindsey District Council)
Councillor F Smith	(City of Lincoln Council)
Steve Bird	(City of Lincoln Council)
Mark Taylor	(North Kesteven District Council)
Nina Camm	North Kesteven District Council
Councillor R Gambba-Jones	(South Holland District Council)
Emily Spicer	(South Holland District Council)
Ady Selby	(West Lindsey District Council)
Councillor Dr P Moseley	(South Kesteven District Council)
Ian Yates	(South Kesteven District Council)
Neil McBride	(Lincolnshire County Council)
Matthew Michell	(Lincolnshire County Council)
Ian Taylor	(Lincolnshire County Council)
Councillor A H Turner MBE JP	(Lincolnshire County Council)
Rachel Wilson	(Lincolnshire County Council)

1 ELECTION OF CHAIRMAN

RESOLVED

That Councillor E J Poll be elected as Chairman of the Lincolnshire Waste Partnership for 2017/18.

COUNCILLOR E J POLL IN THE CHAIR

Councillor Poll introduced himself to the Partnership and set out his intention for how the Partnership would move forward. He commented that it was important to mend the relationship between the county and districts as all were equal partners. The Chairman announced that he proposed to introduce a number of informal sessions for elected members in addition to the 3 formal meetings which would be held in the public domain. The Lincolnshire Waste Partnership would formally adopt the processes and ways of working which would be discussed in the informal sessions. It would be important for continuity that the same officers/members attended regular meetings.

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2 ELECTION OF VICE-CHAIRMAN

It was proposed and seconded that Councillor R Gambba-Jones (South Holland District Council) be elected as Vice-Chairman of the Lincolnshire Waste Partnership for 2016/17

RESOLVED

That Councillor R Gambba-Jones be elected as Vice-Chairman of the Lincolnshire Waste Partnership for 2017/18.

The Chairman advised that it was important that those members who attended the meetings of the Lincolnshire Waste Partnership had executive authority, and it was hoped that decisions would be supported by all members, and would be in line with the ways that authorities wanted to go forward.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Brookes (Boston Borough Council), Councillor R Wright (North Kesteven District Council) and Councillor D Cotton (West Lindsey District Council).

Apologies for absence were also received from Steve Willis (LCC), Sean Kent (LCC) and Simon Mitchell (Environment Agency).

4 DECLARATION OF INTERESTS

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

5 MINUTES OF THE MEETING HELD ON 2 MARCH 2017

RESOLVED

That the minutes of the meeting held on 2 March 2017 be signed by the Chairman as a correct record.

6 ACTION NOTES FROM THE MEETING HELD ON 2 MARCH 2017

RESOLVED

That the action notes in relation to the meeting held on 2 March 2017 be noted.

7 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 – it was reported that the Household Waste Recycling Centre contracts had now been let, and the County Council now managed 9 of the

HWRC's, this had resulted in a change of operator at 8 of these sites. Work was now underway on the haulage contracts for bringing material into the Energy from Waste facility.

North Kesteven District Council – the recruitment process for Mark Taylor's replacement had been completed and David Steels had been appointed. The transition arrangements were still being worked on.

Work had started on the new depot at Metheringham and it was hoped it would be up and running soon.

City of Lincoln Council – the revised waste enforcement policy would be going to the Executive in August for approval, and would have relevance to this Partnership in relation to contamination enforcement.

Boston Borough Council – training had been carried out by a barrister in relation to enforcement. In Boston there were many properties which were rented out where the landlords were not managing the waste presented by tenants.

West Lindsey District Council – it was reported that the Chief Executive had recently taken early retirement and the three assistant directors were currently taking on this role between them.

It was also reported that a policies document review was underway, and relevant policies would be brought to this Partnership in due course.

East Lindsey District Council – work had just commenced on a piece of work in relation to commercial waste collection in the district. The potential of using the cleansing teams for the collection of commercial waste was being looked at.

South Kesteven District Council – a big member led initiative – The Big Clean, would be commencing in August and would run for 3 months.

Partnership working with West Lindsey on One Public Estate was also taking place, which was a project looking at depots with Highways England, and feasibility work would be carried out with the district councils and county council.

South Holland District Council – a big service review was underway with 120 staff involved, and around 60 at risk. It was reported that there were a significant number of people looking to leave the authority and so the district would be going through an interview process as well as looking to recruit. Environmental services were included within this service review.

It was reported that there were three fly tipping cases going through the courts and so far one had had a positive outcome, as the defendant pleaded guilty and was fined £800.

It was also noted that there had been an increase in people advertising on Facebook offering to take away all waste for a fee, which would then be fly-tipped. It was suggested whether the Partnership could run its own Facebook campaign to warn people against using these services.

It was queried whether there was any advantage to the authorities to collect this waste for free instead of paying to collect fly tipping. It was noted that there used to be a free bulky waste collection available. It was queried how much was spent on fly tipping. It

was commented that it was a minority of people who would dump waste illegally. However, a large portion of this would be construction materials, and so there would be a need to look at how this was disposed of. It was suggested that this may need to feature in the Joint Municipal Waste Management Strategy (JMWMS).

It was noted that if a permit scheme for vans to be able to go to the HWRC was introduced, it would need to be their own household waste which was presented. There was a danger that if a strict permit scheme was introduced, this could also lead to an increase in fly tipping.

It was commented that when the free collection service had been in operation it became unmanageable, and people were still dumping waste illegally. When opening hours of HWRC's in South Kesteven were reduced, no increase in fly tipping was recorded, and it was reported that the sites were taking more waste over the four days, than when they were open seven days.

There was a duty of care on the householder to check that the person taking away their waste was licensed to do so.

One member advised that each time they came across a Facebook advert offering to take away waste for a fee they sent it onto the enforcement team. It was commented that they would like catch and prosecute the 'white van man' that carries out this activity rather than the householders.

It was reported that last year Boston Borough Council had included a leaflet with the council tax bill about disposing of bulky waste.

It was noted that this may not be about offering a free service as householders were prepared to pay someone to take away their waste, but more about offering a convenient and reliable service, which could include same day collection.

East Lindsey suggested that it may be useful to provide information in relation to the number of fly-tips by type of waste collected, rather than just the total number of fly-tips, as this may help to identify how many are potentially those types of waste the 'white van man' had collected and dumped. It was reported that East Lindsey collected information by waste type so this wouldn't be a difficult task. Other districts agreed that they would also be able to produce this information. It was agreed that this fly-tip information for the latest financial year would be brought to the next meeting of the Lincolnshire Waste Partnership.

It was commented that people were getting much more careful about ensuring that they were not leaving personal details in fly tipped waste.

8 ROAD TRAFFIC INCIDENTS

The Partnership received a report in relation to the cleaning of the highway after a road traffic accident. There had been extensive legal advice between the County Council and the District Councils concerning this responsibility for a number of years.

The report advised that so far it had not been possible to reach agreement between legal advisors and continued legal debate was not considered constructive. The Officer Working Group had sought to develop a pragmatic working arrangements based on the development of a simple Memorandum of Understanding, which would be reported to a future meeting of the Partnership once finalised.

The Partnership was provided with the opportunity to discuss this issue and some of the points raised included the following:

- It was commented that this issue had been ongoing for around 18 months, and that there were options which had not been fully explored.
- It was suggested that the issue be given back to the Officer Working Group to progress.
- When there were bigger incidents, districts were not able to deal with the aftermath.
- It was noted that districts did have a certain level of resource available instantly for clearing the road, but districts did not have the power to close the road to clean up after more serious incidents. It was queried who did have the powers and equipment to do this.
- There was a need for this to be moved to the right level so highways officers could speak to waste officers and agree a set of guidelines.
- There was a need to reach a countywide position so that some resources could be put into this.
- It was queried whether the issue needed to be escalated to the Executive Director for Environment and Economy.
- Districts were happy to collect and clear litter but it was when accidents involved bodily fluids that there was an issue as the district councils were not geared up to clear that kind of material as they did not have the power to close the road.
- Highways used to have as part of a contract a response team, with staff who would work with the police and fire and rescue together at the scene of an accident. It was understood that this had been taken out of the contract due to cost pressures. It was suggested that there was a need for this to be reintroduced, as accidents could happen at any point, 24 hours a day, 7 days a week at any point in the county.

RESOLVED

That this issue be escalated to the County Council's Executive Director for Environment and Economy.

9 WRAP UPDATE

The Lincolnshire Waste Partnership received an update in relation to the funding which had been awarded by WRAP to look at collection methodologies. The bid had been put forward by West Lindsey District Council with the support of the Partnership and had gone through a procurement process and had now appointed a company to carry out this work. A project inception meeting had recently taken place. A report would be drafted for consideration by the Partnership in December. It was worth noting how timely this work was with work commencing on the Strategy.

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It was commented that it was not thought that one size would fit all, and it was important for districts to maintain the systems that worked best for them, but there was a need to look for opportunities for joint working, such as the acquisition of fleet vehicles.

RESOLVED

1. That the update be noted.
2. That a further report on progress be brought back to the Lincolnshire Waste Partnership before the end of 2017.

10 CHARGING FOR WASTE COLLECTIONS

Consideration was given to a report from North Kesteven District Council which sought to seek the view of the Lincolnshire waste Partnership on proposals to align policies for charging for the collection of various categories of household waste. It was reported that this report was the culmination of some very good work which had been done, as it was something which had not been looked at for several years, and there was a consensus around the table of the types of waste which should be charged for.

It was reported that this would be going to NKDC's Executive for a final decision following consultation. It was noted that this was a good example of joint working. It was highlighted that this was not about how much should be charged but agreeing an approach on what types of waste should be charged for.

It was commented that the County Council would not be putting out any press releases about waste unless all districts were in agreement, and it was hoped that districts would take the same approach to help get a consistent message out.

RESOLVED

That the Lincolnshire Waste Partnership endorse the proposal to move towards closer alignment of policies for charging for collection of various categories of household waste.

11 HEALTH AND SAFETY

Consideration was given to a report which highlighted the work of the Lincolnshire Waste Health and Safety Group and examined where it fitted with the national picture and provided an example of the work of the group in supported the waste operations in Lincolnshire.

Members were advised that the group was made up of waste operation officers and health and safety officers from each district and it aimed to draw together best practice. The Partnership was advised that it was considered important to bring a report on the work of the Group to the LWP on an annual basis to make members aware of the work which was being done.

The Partnership was provided with the opportunity to discuss the information contained within the report, and some of the points noted during discussion included the following:

- It was commented that a similar piece of work had recently been carried out by South Holland District Council and it was queried why this work had not been fed into the Health and Safety group.
- It was noted that the Waste Health and Safety Group had been in operation since 2011 and had now set up a working group on how districts worked on the highways. It was noted that all districts were each doing something differently based upon best practice around risk assessments but the aim was to set a consistent approach for all districts to work to. The example of working practices being used in South Holland was very positive.
- Partners were advised that the Waste 24 document was a national document, which was very complex, and the Group was looking at how best to implement it.
- It was noted that a trial of working practices on a high speed road in South Holland had taken place, and officers would now be looking to work with local authority partners on how this could be rolled out.
- It was suggested that there was a need for an interlinking between waste operations and highways when designing roads.
- It was suggested that a report be brought to a future meeting on the Waste 24 report.
- It was commented that the Lincolnshire Waste Partnership was operating at a strategic level and it had not had any reports about health and safety at an operational level for some time. It was considered important that the Partnership had visibility of the excellent work that was taking place by colleagues.

RESOLVED

1. That the work of the Lincolnshire (Health and Safety) Waste and Refuse Forum be noted and endorsed by the Lincolnshire Waste Partnership.
2. That a report on the work of the Lincolnshire (Health and Safety) Waste and Refuse Forum be presented to the Lincolnshire Waste Partnership annually.

12 PACKAGING

The Lincolnshire Waste Partnership received a report which provided information on work which was carried out by Trading Standards between 2008 and 2011 to tackle the issue of excessive packaging. It was reported that was an educational campaign which ran alongside the enforcement. However, the legislation had not been enforced since 2011 and the focus of Trading Standards was now more around tackling rogue traders, but officers would look into the issue of excessive packaging again if more funding was made available.

Partners 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:

- At the last meeting there had been some discussion around the amount of waste packaging which was appearing in the waste stream.

- Work was being carried out with local businesses and part of that work did involve discussions around packaging of their products.
- It was queried whether the amount of packaging being seen had increased since the project finished in 2011.
- Partners were advised that there was always conflict around reducing packaging and recycling targets, but there were still some really bad examples of too much packaging being used. However, maybe now most could be recycled. It was commented that things had changed a lot in this area over the last 10 years.
- At this time there were more pressing issues to consider. In relation to packaging in the waste stream, a lot of it was recyclable, but there was a need to ensure that households were putting the materials in the right bin. It may become an issue in the future as the EfW reached capacity if there was too much packaging material in the waste stream going to the EfW.
- It was suggested that the Partnership waited to see what the Waste Strategy would deliver, and maybe look at the issue again in the future if necessary.
- It was stated in the Terms of Reference that one of the roles of the Partnership was to lobby government, and the use of excess packaging could be one of those issues.

RESOLVED

That the past progress made be noted, and that the Lincolnshire Waste Partnership acknowledge that without continuing resources, there were higher service priorities for Trading Standards to manage.

13 JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY

The Lincolnshire Waste Partnership received a report which provided Partners with an update on the work which had taken place to date on the Joint Municipal Waste Management Strategy (JMWMS).

It was reported that since March 2017, detailed work had taken place in preparation for 2 workshops, the first of which was scheduled to take place after the close of this Lincolnshire Waste Partnership meeting and would focus on "What do we want to achieve?" and would aim to agree the broad brush objectives for the JMWMS. The second workshop was scheduled to take place on 20 July and would focus on "How do we achieve it?" which would involve developing a framework for an action plan.

Partners were also informed that work had so far been undertaken on the following tasks:

- Introductory chapters – several non-contentious sections had been drafted
- Review of the current situation – information received from each WCA had been combined with tonnage data into a summary chapter
- Analysis of residual waste composition – A procurement exercise was underway for a sampling exercise and it was hoped that a contractor would be appointed soon.
- Strategic Environmental Assessment (SEA) – initial discussions were underway with Mouchel to revive the work that they undertook on this which was shared with the LWP in 2013.

It was confirmed that the WRAP work being undertaken on collection methodologies would be included within the Strategy.

RESOLVED

1. That the Lincolnshire Waste Partnership note the proposed process, seen by each Chief Executive, for developing a Joint Municipal Waste Management Strategy for Lincolnshire
2. That the Lincolnshire Waste Partnership and its Officer Working Group be the main channels for Waste Collection Authorities input into the development of the Joint Municipal Waste Management Strategy and its accompanying Action Plan.
3. That the Lincolnshire Waste Partnership note the progress which had been made with the preparation of the Joint Municipal Waste Management Strategy against the project plan.

The meeting closed at 11.43 am

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Lincolnshire Waste Partnership – Actions since 6 July 2017

Meeting Date	Minute No	Agenda Item & Action Required	Update and Action Taken
06.07.17	7	PARTNER UPDATES East Lindsey to report information types of fly-tipped waste collected	To be reported at the meeting on 7 September 2017
	9	WRAP UPDATE The Partnership to receive a report on progress	To be presented before the end of 2017
	11	HEALTH AND SAFETY That a report on the work of the Lincolnshire (Health and safety) Waste and Refuse Forum be presented to the Lincolnshire Waste Partnership annually	To be scheduled for the meeting in June/July meeting 2018
02.03.17	10e	PARTNER UPDATE SHDC Officers to report back to the June 2017 meeting on the renewal rates for the Green Waste Service	To be reported at the meeting on 6 July 2017
	11b	PROVISION OF FUTURE COUNTYWIDE WASTE SERVICES A report to be brought back to a future meeting in relation to the costs associated with disposal of contaminated recycling loads	To be scheduled
	12a	CLEARANCE OF ROAD DEBRIS FOLLOWING A ROAD TRAFFIC COLLISION That a written report be brought to the meeting of the LWP scheduled for 8 June 2017	Report to be presented at meeting on 6 July 2017
	12b	GREATER CONSISTENCY IN HOUSEHOLD RECYCLING – WRAP SUPPORT TO LINCOLNSHIRE WASTE PARTNERSHIP That the agreement for provision of support to Lincolnshire Waste Partnership by WRAP be signed on behalf of the LWP	The agreement was signed following the meeting and an update will be provided at the meeting on 6 July 2017

Lincolnshire Waste Partnership – Actions since 6 July 2017

	13a	WASTE DATA That a performance report be brought to the LWP every 6 months	Next report scheduled for the September 2017 meeting
	13b	LINCOLNSHIRE WASTE PARTNERSHIP TERMS OF REFERENCE The revised Terms of Reference be amended as set out in the minutes The amended Terms of Reference to be circulated to the LWP in advance of the next meeting	
24.11.16	8b	LINCOLNSHIRE WASTE PARTNERSHIP GOVERNANCE ARRANGEMENTS The LWPOWG was asked to develop a new Partnership agreement/terms of reference based on the chosen option. The LWPOWG to develop and propose a new Standard Agenda for the LWP	The revised terms of reference are to be submitted for approval at the meeting on 2 March 2017 - complete New standard agenda being developed for use
	8d	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	Update to be provided to the meeting on 2 March 2017 - complete
	9a	MIXED DRY RECYCLABLES CONTRACT That the LWPOWG look in more detail at the recommendations set out in the report	
	9b	REVISION OF THE JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY That a Joint Municipal Waste Management Strategy working group be established.	

Agenda Item 6



LINCOLNSHIRE WASTE PARTNERSHIP

7 SEPTEMBER 2017

SUBJECT : Update to the Terms of Reference

REPORT BY: DEMOCRATIC SERVICES (LCC)

CONTACT NO: 01522 552107

BACKGROUND INFORMATION

An amended Terms of Reference (attached at Appendix A) for the Lincolnshire Waste Partnership was agreed at the meeting held on 2 March 2017.

It was included within these Terms of Reference that the Lincolnshire Waste Partnership was "biannually review its governance and term of reference in the spirit of robust self-assessment and identify where/if changes are appropriate....". Therefore the Terms of Reference are now brought to the Partnership for review in line with this paragraph.

DISCUSSION

At the meeting held on 6 July 2017, the Chairmanship of the Lincolnshire waste Partnership reverted back to the County Council and Councillor E Poll, the new portfolio holder for Commercial and Environmental Management, took the Chair. He set out his intention for a new start for the Partnership and indicated he would like the Partnership to hold three formal meetings per year and introduce a series of informal workshops for elected members to inspire closer working between the Partners and to encourage the development of innovative ways of working.

It is proposed that the Lincolnshire Waste Partnership amend its current Terms of Reference to reflect this new way of working and that it states instead that the Partnership will meet three times per year in public, with focused workshops also being held in support of the delivery of integrated waste management within Lincolnshire.

Partners are also asked to consider whether there are any further amendments to the Terms of Reference that are needed at this time.

RECOMMENDATIONS

1. That from 2018 the Lincolnshire Waste Partnership meet three times per year.
2. That the Terms of Reference be amended to reflect this change, as outlined above.
3. That officers be requested to develop a timetable of formal meetings and workshops for the year ahead and to submit this to the Partnership for approval at the meeting on 24 November 2017.

LINCOLNSHIRE WASTE PARTNERSHIP

TERMS OF REFERENCE

Updated March 2017

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 Council member from each authority may represent that council, regardless of its structure, but they must be authorised to represent the views of that authority as a whole, 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, a councillor substitute must be provided in order to have voting rights. An authority may make their views known through their attending officer, but they will not be able to cast a vote on behalf of an 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. The quorum for the Lincolnshire Waste Partnership shall be five elected members.
 9. 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.
 10. The Vice-Chairman will succeed the Chairman when the term of office expires.
 11. 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.
 12. Lincolnshire County Council will provide Secretariat support for the Partnership, and minutes will be distributed not later than three weeks after each meeting.
 13. The 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.
 14. 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.
 15. 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 diaried for the year ahead.
 16. 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.
 17. 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

Agenda Item 7



LINCOLNSHIRE WASTE PARTNERSHIP

7 SEPTEMBER 2017

SUBJECT :	Update on Waste and Recycling Action Programme (WRAP) consultancy work considering Greater Consistency in Household Waste Recycling
REPORT BY:	ADRIAN SELBY
CONTACT NO:	01427 675154

BACKGROUND INFORMATION

Waste and Recycling Action Programme (WRAP) announced some funding earlier this year which could help authorities understand the potential to move to one of four collection methodologies. A bid was approved through LWP and the Lincolnshire bid was approved following a rigorous selection process

DISCUSSIONS

A procurement process took place and a nationally renowned consultant, Ricardo Energy and Environmental, were appointed to carry out this piece of work.

There was a project inception meeting where partners outlined the current reality with regard to waste collection and disposal in Lincolnshire, also Ricardo went through how the programme of work would be undertaken.

Since then authorities have given their data to the consultants who have produced an interim 'current reality' report, also included in this report are some modelling options and proposals around how these potential options are weighted in the final report. All Districts have now given their feedback on the interim report. The next stage is a final presentation of the assumptions and scenarios for all Partners to consider which will take place on 7 September 2017.

Consequently, Ricardo will then model the scenarios using the agreed data and a draft report will be produced by the end of October, followed by some clarification work and a final report to this forum which will be produced in late November.

As all scenarios include the collection of food waste and are heavily reliant on the experience and evidence from other authorities, it is proposed that the output from this report should be considered when determining the structure of any food waste trial in Lincolnshire.

The consultancy work is currently being delivered within the anticipated timeline and partners have been fully engaged throughout the process. The work is timely as it feeds in to the strategy refresh work currently underway, Ricardo have also been engaged to undertake and facilitate some of that work.

RECOMMENDATIONS

The Lincolnshire Waste Partnership is asked to consider the output from the WRAP project in determining the structure and viability of any food waste trial in Lincolnshire.



LINCOLNSHIRE WASTE PARTNERSHIP

7 SEPTEMBER 2017

SUBJECT:	Joint Municipal Waste Management Strategy
REPORT BY:	MATTHEW MICHELL
CONTACT NO:	01522 552371

BACKGROUND INFORMATION

As agreed at the March meeting of the Lincolnshire Waste Partnership, this paper provides an update for Councillors regarding progress in developing the new Joint Municipal Waste Management Strategy (JMWMS).

ONGOING WORK

Since the last update at the beginning of July, work has progressed on a number of aspects of the JMWMS.

1) Partnership workshops

At two workshops held during July, representatives from each LWP authority contributed to the development of a shared Vision and Objectives for the Strategy. Attached herewith (Appendix A) is a summary report of what was discussed.

The items agreed give a framework to guide the ongoing development of the more detailed elements of the Strategy.

2) Analysis of residual waste composition

In order to properly appraise the waste management options available to us, it is helpful that we know how much of each type of waste we are dealing with.

A company called Resource Futures have been engaged to undertake this for the LWP and we are finalising the way in which this sampling can be carried out.

3) Strategic Environmental Assessment (SEA)

Mouchel (now part of WSP) have been engaged to undertake this, drawing on the work that they undertook on this that was shared with the LWP in 2013.

A consultation will be undertaken during September on the draft Scoping Report which sets out the proposed list of what to include in the SEA process. In addition to statutory consultees (Natural England, Historic England and the Environment Agency) the consultation will include an opportunity for comments from each LWP authority.

UPCOMING WORK

During September work will begin in earnest on the writing of a draft version of the Strategy document itself.

This will require the amalgamation of a number of pieces of work, including:

- Vision and Objectives – As agreed at the workshops.
- Current Situation – Including information on services provided by each authority and results of the sampling exercise.
- Forward Plan – Outline actions to be developed through the LWP's Officer Working Group.
- Action Plan – More detailed list of actions, again to be developed through the LWP's Officer Working Group.

The draft Strategy is due to be available for public consultation early in 2018.

RECOMMENDATIONS

1. That the Lincolnshire Waste Partnership note the ongoing work on the Joint Municipal Waste Management Strategy.
2. That the Lincolnshire Waste Partnership identify any specific areas of work that they wish to see progressed.



Ricardo
Energy & Environment

Lincolnshire Waste Partnership Joint Municipal Waste Management Strategy Workshops

Report for Lincolnshire Waste Partnership
Lincolnshire Waste Partnership JMWMS

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Customer:

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The Lincolnshire Waste Partnership – Joint Municipal Waste Management Strategy Workshops

Introduction

As the Lincolnshire Waste Partnership's (LWP)'s only Waste Disposal Authority (WDA), Lincolnshire County Council (LCC) has taken responsibility for the project management of the review of its current Joint Municipal Waste Management Strategy (JMWMS).

In order to ensure that the JMWMS is jointly owned by all the authorities in the LWP, the WDA arranged two workshop sessions, to which each LWP member authority was invited. These were designed to encourage input from across the LWP in formulating the Visions and Objectives of the Strategy through the capture of a balance of views from across the LWP member authorities.

The Workshops were held at the Hykeham Energy from Waste Visitor Centre.

The first Workshop, on 6th July 2017, was titled "What do we want to achieve?" and aimed to reach agreement on the Vision and broad brush Objectives for the JMWMS.

The second Workshop, on 20th July 2017, was titled "How do we achieve it?" and aimed to develop a framework for the action plan.

The Workshops were Chaired and facilitated by Ricardo Energy & Environment, to provide an independent voice, with the aim of ensuring all attendees were able to voice their opinions, concerns, experience and ambitions. A key aim of the workshops was to ensure that the JMWMS is equally informed by input from all eight LWP authorities.

Over twenty delegates from the eight authorities (Boston Borough Council, City of Lincoln Council, East Lindsey District Council, North Kesteven District Council, South Holland District Council, South Kesteven District Council, West Lindsey District Council, and Lincolnshire County Council) attended each workshop to contribute to the discussion and put forward their views. A list of the attendees at each workshop can be found at Appendix 1.

Workshop Methodology

Each workshop commenced with a briefing from the Chair outlining the overarching process of developing the Strategy, and consideration of legislative and political constraints, opportunities and other influencing factors impacting on the Strategy. Attendees were then invited to contribute to discussions regarding challenges and opportunities and their priorities for the Partnership.

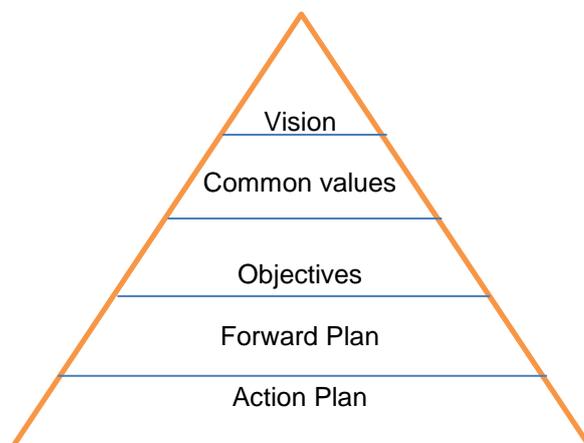
To facilitate discussion, a Scoping Paper had been prepared, setting out the broad Objectives as identified by the County Council. Additionally, information had been compiled to summarise the aims of the current (2008) Strategy, and performance indicators demonstrating performance across the original ambitions.

The Agenda for each Workshop was designed to provide enough time for a thorough analysis of the Scoping Paper, with the option of changing, adding, revising, removing or redesigning each of these elements.

The workshops utilised a combination of group discussions, break-out sessions and summary deliberations to scope the issues, challenges and opportunities, whilst identifying the key priorities for the LWP.

Summary of Outcomes

During the discussions, a general structure of elements of the Strategy began to form: this is illustrated below:



Discussions regarding each of these elements are set out in the following sections.

1. Vision

At the second workshop, the Vision for the Strategy agreed in Workshop 1 was re-presented to the group and agreed:

Vision for the Lincolnshire Joint Municipal Waste Management strategy

“To seek the best environmental option to provide innovative, customer-friendly waste management solutions that give value for money to Lincolnshire.”

2. Objectives

At the second workshop, attendees considered the revised Strategic Objectives. All comments, considerations, concerns and criticisms from Workshop 1 had been recorded, and these were used to thoroughly revise the Objectives in line with the Workshop’s overall feedback and input. Subsequently, these revised Objectives had been circulated by e-mail for further feedback. Comments were generally positive, but further comments were received, and these had been incorporated into a third iteration of each Objective where necessary. Some Objectives had been combined or removed, as they were considered actions.

Attendees at the second workshop analysed, considered and amended each Objective, until agreement was reached on the final iteration of each one. A summary of the evolution of the Objectives, from Scoping Paper to final iteration, can be found at Appendix 2.

Throughout the review of the list of Objectives, it became clear that two over-riding elements were being repeated, and were in danger of making the Objectives unnecessarily wordy and repetitive. It was thus agreed that these two over-riding values should be applied when considering any of the other Objectives.

A hierarchy was thus agreed whereby the LWP will have its vision, underneath which are the elements which describe the values which inform each of the Objectives.

All Objectives should ensure that services provided under the JMWMS represent the best possible environmental option which gives value for money for Lincolnshire residents.

The agreed Objectives will thus all be subject to these overarching approaches, which clearly tie in with the "value for money" and "environmental" aspects of the Vision.

The discussions around the common values developed a preference for ordering the Objectives to reflect the priority order of: value for money; environmental outcomes; and other Objectives.

In the light of the comments from attendees, to reflect this approach, the financial Objectives move to the top of the list, whilst the environmental Objectives follow, ordered by their position in the Waste Hierarchy. This leaves the LWP governance review as the final Objective, recognising that it is currently less of a priority as a review was done in 2016.

The revised list of Objectives in the Summary reflects the revised ordering agreed.

The draft agreed Objectives:

- 1. To improve the quality and therefore commercial value of our recycling stream**
- 2. To consider moving towards a common set of recycling materials.**
- 3. To consider the introduction of separate food waste collections**
- 4. To explore new opportunities of using all waste as a resource in accordance with the waste hierarchy.**
- 5. To contribute to the UK recycling target of 50% by 2020.**
- 6. To find the most appropriate ways to measure our environmental performance, and set appropriate targets.**
- 7. To seek to reduce our carbon footprint.**
- 8. To make an objective assessment of whether further residual waste recovery/disposal capacity is required and, if necessary, seek to secure appropriate capacity.**
- 9. To regularly review the LWP governance model in order to provide the best opportunity to bring closer integration and the implementation of the Objectives set by the Strategy.**

It was noted that further editing of the Objectives may be necessary as a result of the Strategic Environmental Assessment (SEA) and Public Consultation processes, as well as any changes in external factors between now and the adoption of the Strategy.

3. Forward Plan

Attendees at the 2nd workshop were briefed on the need to develop a Forward Plan as part of the main JMWMS document. This Plan will summarise the types of strategic action required to fulfil the agreed objectives.

Whilst discussions at both workshops largely only focussed as far down as the objectives, those discussions did identify a number of types of action required to achieve the agreed Objectives.

The list attached as Appendix 3, prepared by the County Council, was intended to be shared at the 2nd workshop, but the planned session to discuss and revise it was superseded by the need to talk about specific and urgent actions regarding one of the objectives – the introduction of food waste collections.

This list will be circulated in a format which allows for further comment and for the addition of other proposed action types for the Forward Plan.

4. Strategic Action Plan

The initial Action Plan will be a separate document developed from the JMWMS Forward Plan. This will differ from the Forward Plan in that it will:

- 1) Be more detailed – i.e. who will do what and by when.
- 2) Contain targets and activities which are "SMART" – i.e. Specific, Measurable, Achievable, Relevant and Time-based.
- 3) Cover only the first year of the Strategy's lifetime – It will be reviewed annually thereafter.

Work on the Action Plan will begin once the Forward Plan has captured the types of action which are required to meet the agreed strategic objectives.

Food Waste Collections

Having said that work on the Action Plan is to begin later, discussions planned to happen at Workshop 2 regarding actions to go into the Forward Plan were postponed in light of the urgent requirement for movement on the assessment of food waste collections, as identified by elected Members meeting together prior to Workshop 2.

Work is underway, including as part of the WRAP-sponsored assessment of collections consistency, to identify and allocate the necessary actions, including:

- Assessment of the costs to introduce collections.
- Assessment of the possible disposal savings.
- Consideration of a pilot project to begin as soon as possible.
- Information-gathering from other authorities who have introduced such collections.
- Visits to see possible vehicles for doing the collections.

This work will need to be monitored, recorded, and included in the JMWMS documentation.



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Appendix 1 – Attendees at Lincolnshire Waste Partnership Joint Municipal Waste Management Strategy Workshops

Location : Hykeham Energy from Waste Visitor Centre

Workshop 1

6th July 2017

Attendees

Boston Borough Council	
George Bernard (GB)	

City of Lincoln Council	
Cllr. F Smith (CFS)	Steve Bird (SB)

East Lindsey District Council	
Cllr. S. Harrison (CSH)	Victoria Burgess (VB)
Cllr. Ashton (CA)	

North Kesteven District Council	
Mark Taylor (MT)	Nina Camm (NC)

South Holland District Council	
Cllr. R Gambba-Jones (CRGJ)	Emily Spicer (ES)

South Kesteven District Council	
Cllr. Peter Moseley (CPM)	Ian Yates (IY)

West Lindsey District Council	
Ady Selby (AS)	Cllr. Jeff Summers (CJS)
Cllr. Sheila Bibb (CSB)	

Lincolnshire County Council	
Cllr. Eddy Poll (CEP)	Richard Wills (RW)
Ian Taylor (IT)	Neil McBride (NM)
Matthew Michell (MM)	

Facilitators (Ricardo Energy & Environment)	
John Woodruff (JW)	Helen Sankey (HS)
Gareth Morton (GM)	

Appendix 1 – Attendees at Lincolnshire Waste Partnership Joint Municipal Waste Management Strategy Workshops

Workshop 2

20th July 2017

Attendees

Boston Borough Council	
Cllr. M Brookes (CMB)	George Bernard (GB)

City of Lincoln Council	
Cllr. F Smith (CFS)	Simon Walters (SWa)

East Lindsey District Council	
Cllr. S. Harrison (CSH)	Victoria Burgess (VB)

North Kesteven District Council	
Cllr. Peter Burley (CPB)	Mark Taylor (MT)
David Steels (DS)	

South Holland District Council	
Cllr. R Gambba-Jones (CRGJ)	Emily Spicer (ES)

South Kesteven District Council	
Ian Yates (IY)	

West Lindsey District Council	
Cllr. Jeff Summers (CJS)	Steve Leary (SL)
Cllr. Sheila Bibb (CSB)	

Lincolnshire County Council	
Cllr. Eddy Poll (CEP)	Andy Gutherson (AG)
Ian Taylor (IT)	Neil McBride (NM)
Matthew Michell (MM)	Steve Willis(SWi)
Sean Kent (SK)	

Facilitators (Ricardo Energy & Environment)	
John Woodruff (JW)	Helen Sankey (HS)
Gareth Morton (GM)	

Lincolnshire Waste Partnership Workshops Appendix 2

Development of the Objectives

Objective A (previously i)

Objective – scoping document	Objective – revised from Workshop 1	Objectives – Latest version
A/i LWP to move to a governance model that provides for closer integrated working as this provides the best opportunity to bring together closer integration and the implementation of the objectives set by the strategy.	LWP to move to a governance model that provides for closer integrated working as this provides the best opportunity to bring together closer integration and the implementation of the objectives set by the strategy.	To maintain an LWP governance model that provides the best opportunity to bring together closer integration and the implementation of the objectives set by the strategy.

The Workshop agreed to a revision of the Objective. This was re-numbered as Objective 9

Revised Objective 9:
To regularly review the LWP governance model in order to provide the best opportunity to bring closer integration and the implementation of the Objectives set by the Strategy.

Objective B (previously ii)

Objective – scoping document	Objective – revised from Workshop 1	Objectives – Latest version
B/ii Ensure that all services provided under the JMWMS represent the best possible value for money.	To ensure that all services provided under the JMWMS represent the best possible value for money for Lincolnshire residents.	

Overall, it was agreed that no change was required to the current iteration of this Objective.

Revised Objective B:
To ensure that all services provided under the JMWMS represent the best possible value for money for Lincolnshire residents.

However, subsequent discussions led to an agreement that this Objective described a principle which should be considered as guiding the overall approach to all elements of the Strategy, and it has thus been removed from the list of Objectives.

Lincolnshire Waste Partnership Workshops Appendix 2

Development of the Objectives

1.1 Original Objective iii

Objective – scoping document	Objective – revised from Workshop 1	Objectives – Latest version
iii Ensure that all LWP authorities have done, and keep updated, an assessment of the Waste Regulations requirement for applying the Waste Hierarchy to all waste streams, and for the separate collection of paper, metal, plastic and glass.		

The Workshop agreed that this was a statutory necessity, and thus not required as an Objective. It was thus agreed to remove this Objective.

Objective C (previously iv)

Objective – scoping document	Objective – revised from Workshop 1	Objectives – Latest version
C/iv Seek to contribute to the EU recycling targets for household waste of 50% by 2020 (Waste Framework Directive) and 65% by 2030 (Circular Economy Package).	Seek to contribute to the UK recycling target of 50% by 2020 and any subsequent national targets.	To contribute to the UK recycling target of 50% by 2020.

The Workshop agreed that no change was required to the current iteration of this Objective. This was renumbered as Objective 5.

Revised Objective 5:
To contribute to the UK recycling target of 50% by 2020.

Lincolnshire Waste Partnership Workshops Appendix 2

Development of the Objectives

Objective D (previously v)

Objective – scoping document		Objective – revised from Workshop 1	Objectives – Latest version
D/v	To reduce the levels of non-recyclables collected with dry recyclables in Lincolnshire.	To improve the quality and therefore saleability of our recycling stream.	To improve the quality and therefore commercial value of our recycling stream.

It was agreed that, whilst further discussions may be arranged, no change was required to the current iteration of this Objective. This was renumbered as Objective 1.

Revised Objective 1:
To improve the quality and therefore commercial value of our recycling stream.

Objective E (previously vi)

Objective – scoping document		Objective – revised from Workshop 1	Objectives – Latest version
E/vi	To agree a common set of materials for recycling for the benefit of the contract and to enable an effective communication strategy to be implemented so that it is clear to residents what materials can be recycled.	To consider a common programme of recycling collections in the light of the WRAP-sponsored analysis.	To consider a common programme of recycling collections and/or a common set of recycling materials in the light of the WRAP-sponsored analysis.

The Workshop agreed to a revision of the current iteration of the Objective. This was renumbered as Objective 2.

Revised Objective 2:
To consider moving towards a common set of recycling materials.

Lincolnshire Waste Partnership Workshops Appendix 2

Development of the Objectives

Objective F (previously viii)

Objective – scoping document	Objective – revised from Workshop 1	Objectives – Latest version
<p>F/vii A key objective of the strategy is to consider a separate food waste collection and disposal operation. Such an pivotal requirement that whilst this is included as an objective of the strategy a sub-group is formed now to start to look at how this can be achieved. This to include representatives of the LWP and at an appropriate stage to consider inviting industry representatives as whichever solution is agreed will require industry commitment to make this work.</p>	<p>To consider the introduction of separate food waste collections and appropriate recycling where they provide the best overall financial and environmental outcome.</p>	<p>To consider the introduction of separate food waste collections and appropriate recycling where they provide the best overall financial and environmental outcome for Lincolnshire residents.</p>

The Workshop agreed to a revision of the current iteration of the Objective. This was renumbered as Objective 3.

Revised Objective 3:
To consider the introduction of separate food waste collections.

Objective G (previously vii)

Objective – scoping document	Objective – revised from Workshop 1	Objectives – Latest version
<p>G/vii Explore the opportunities of using waste as a resource where appropriate.</p>	<p>To explore the opportunities of using non-recycled waste as a resource, seeking to recover energy where appropriate.</p>	<p>To explore new opportunities of using non-recycled waste as a resource in accordance with the waste hierarchy.</p>

The Workshop agreed to a revision of the current iteration of the Objective. This was renumbered as Objective 4.

Revised Objective 4:
To explore new opportunities of using all waste as a resource in accordance with the waste hierarchy.

Lincolnshire Waste Partnership Workshops Appendix 2

Development of the Objectives

Objective H (previously ix and x)

Objective – scoping document		Objective – revised from Workshop 1	Objectives – Latest version
H/ix	To consider if further EfW capacity is required, either through a second line at North Hykeham or an alternative location for another EfW.	To consider if further residual waste recovery/disposal capacity is required and, if necessary, seek to secure appropriate capacity.	To make an objective assessment of whether further residual waste recovery/ disposal capacity is required and, if necessary, seek to secure appropriate capacity.
H/x	To engage with landfill operators to bring forward existing landfill capacity. Any action on this would need to be complementary to that in the Minerals and Waste Local Plan.	To fulfil County Council responsibilities for maintaining former landfill sites and consider, where appropriate, opening these up for positive uses.	

There was general approval for the combination of these elements. It was considered the avoidance of the inclusion of landfill was appropriate.

Overall, it was agreed that no change was required to the current iteration of this Objective. This was renumbered as Objective 8.

Revised Objective 8:
To make an objective assessment of whether further residual waste recovery/ disposal capacity is required and, if necessary, seek to secure appropriate capacity.

Objective I (previously xi)

Objective – scoping document		Objective – revised from Workshop 1	Objectives – Latest version
I/xi	To address the Council's responsibility for maintaining the County Council's former landfill sites.	To fulfil County Council responsibilities for maintaining former landfill sites and consider, where appropriate, opening these up for positive uses.	

The Workshop agreed that this was a statutory necessity, and thus not required as an Objective. It was thus agreed to remove this Objective.

Lincolnshire Waste Partnership Workshops Appendix 2

Development of the Objectives

Objective J (previously xiii)

Objective – scoping document		Objective – revised from Workshop 1	Objectives – Latest version
J/xiii	To agree on an objective for a recycling target. Should this be an ambitious target based on circular economy expectations or a lower aspiration? Also agree if this is a universal figure for all recycling and composting rates across all the Districts or break this figure down for different waste streams?	To find the most appropriate way to measure our environmental performance, and set appropriate targets.	To find the most appropriate ways to measure our environmental performance, and set appropriate targets.

Overall, it was agreed that no change was required to the current iteration of this Objective. This was renumbered as Objective 6.

Revised Objective 6:
To find the most appropriate ways to measure our environmental performance, and set appropriate targets.

Objective K (previously xiv)

Objective – scoping document		Objective – revised from Workshop 1	Objectives – Latest version
K/xiv	Seek to introduce carbon management targets.	Seek to reduce our carbon footprint where this can be done cost-effectively.	

Overall, it was agreed that no change was required to the current iteration of this Objective. This was renumbered as Objective 7.

Revised Objective 7:
Seek to reduce our carbon footprint

APPENDIX 3 PROPOSED STRATEGIC ACTIONS FOR INCLUSION IN FORWARD PLAN

Proposed Action Type	Common Values	Obj.1	Obj.2	Obj.3	Obj.4	Obj.5	Obj.6	Obj.7	Obj.8	Obj.9
Regular reviews of LWP governance model.										✓
Agree a means of distributing burdens/benefits between authorities according to size and baseline services at the start of the strategy.	✓									
Agree a recycling percentage target.	✓					✓	✓			
Develop a communications strategy.		✓	✓							
Undertake regular reviews of "TEEP" assessments.		✓								
Appraisal and possible take-up of options presented by WRAP report.			✓	✓						
Consider other options for the handling of non-kerbside waste.					✓					
To fulfil County Council responsibilities for maintaining former landfill sites and consider, where appropriate, opening these up for positive uses.	✓			✓				✓		
Find/develop a suitable model for establishing our baseline carbon footprint.							✓	✓		
To reduce our carbon footprint by assessing the impacts of any changes as a part of any evaluation of the options for change.	✓						✓	✓		
Review the County Council's provision of Household Waste Recycling Centres.	✓									

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