



## WRAP Local Authority Support – Resource Management

### Agreement for provision of support to: Lincolnshire Waste Partnership

This Agreement is made on XX MONTH 2017

<b>Between</b>	The Waste Resource Action Programme, whose registered office is at Second Floor, Blenheim Court, 19 George Street, Banbury, Oxon, OX16 5BH
<b>And</b>	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: <a href="mailto:mike.gardner@wrap.org.uk">mike.gardner@wrap.org.uk</a> Tel: 01295 819914
Councils lead contact:	Adrian Selby, Head of Trading and Operations, Email: <a href="mailto:ady.selby@west-lindsey.gov.uk">ady.selby@west-lindsey.gov.uk</a> 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"> <li>• 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"> <li>○ increase household waste recycling and composting percentages</li> <li>○ reduce contamination in recycling</li> <li>○ reduce residual household waste;</li> <li>○ maximise efficiencies</li> </ul> </li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To identify options for the disposal/treatment of household food waste separately collected in Lincolnshire;</li> <li>• 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"> <li>○ identify the costs for each authority which might arise from making a change to a preferred method;</li> <li>○ suggest the anticipated performance arising from adopting a preferred method ;</li> <li>○ indicate any wider resource implications;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ To identify the likely impact of the modelled collection profiles on the other waste streams.</li> </ul>
WRAP's role	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• To assist the LWP to assess the findings of the support.</li> </ul>
Advice to be provided:	<p>The advice to be provided to the LWP will include the following:</p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Residual waste collection services;</li> <li>○ Kerbside dry recycling services;</li> <li>○ Kerbside garden waste collection services;</li> </ul> </li> <li>• 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"> <li>○ 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;</li> <li>○ 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;</li> <li>○ An assessment of the likely impact of the modelled options on contamination levels in dry recyclate collected by the member authorities of the LWP;</li> <li>○ An assessment of the likely impact of the modelled options on the Waste Disposal Authority's HWRC network.</li> <li>○ An assessment of the options for the treatment of food waste separately collected by the member authorities of the LWP.</li> </ul> </li> <li>• Regular project updates and reports to include: <ul style="list-style-type: none"> <li>○ 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;</li> <li>○ a draft modelling report for the 'Options appraisal';</li> <li>○ a final report detailing the findings of the 'Options appraisal' and the wider assessment as detailed above.</li> </ul> </li> </ul>

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"> <li>• ensuring that any necessary internal authority approvals are obtained before support is provided;</li> <li>• providing available data and other information reasonably requested by WRAP or any agent of WRAP promptly and within the deadlines agreed;</li> <li>• making available the necessary personnel for attendance at meetings;</li> <li>• providing comments and feedback on draft documents and any other interim reports or information provided promptly and within the deadlines agreed;</li> <li>• keeping colleagues and partners informed of the progress and outcomes of the support;</li> </ul> <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 <sup>st</sup> April 2017 and 31 <sup>th</sup> December 2017 with monitoring completed by 31 <sup>st</sup> March 2018.																
Key milestones	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 75%;">Milestone Description</th> <th style="width: 20%;">Target date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1</b></td> <td>Procurement of consultancy support from WRAP framework;</td> <td>30<sup>th</sup> April 2017</td> </tr> <tr> <td style="text-align: center;"><b>2</b></td> <td>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>30<sup>th</sup> June 2017</td> </tr> <tr> <td style="text-align: center;"><b>3</b></td> <td>Draft modelling report for the 'Options appraisal' ;</td> <td>30<sup>th</sup> September 2017</td> </tr> <tr> <td style="text-align: center;"><b>4</b></td> <td>Final report detailing the findings of the 'Options appraisal' and wider assessment as detailed above</td> <td>31<sup>st</sup> December 2017</td> </tr> </tbody> </table>			Milestone Description	Target date	<b>1</b>	Procurement of consultancy support from WRAP framework;	30 <sup>th</sup> April 2017	<b>2</b>	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 <sup>th</sup> June 2017	<b>3</b>	Draft modelling report for the 'Options appraisal' ;	30 <sup>th</sup> September 2017	<b>4</b>	Final report detailing the findings of the 'Options appraisal' and wider assessment as detailed above	31 <sup>st</sup> December 2017
	Milestone Description	Target date															
<b>1</b>	Procurement of consultancy support from WRAP framework;	30 <sup>th</sup> April 2017															
<b>2</b>	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 <sup>th</sup> June 2017															
<b>3</b>	Draft modelling report for the 'Options appraisal' ;	30 <sup>th</sup> September 2017															
<b>4</b>	Final report detailing the findings of the 'Options appraisal' and wider assessment as detailed above	31 <sup>st</sup> 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"> <li>• 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.</li> <li>• 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</li> </ul>																

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.