

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 16 JUNE 2015** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

**LBerridge
388026**

2. OPERATIONS REVIEW

To receive a verbal update on the current Operations Review presented by the Corporate Director for Services.

**J Slatter
388103**

3. RECAP UPDATE (Pages 1 - 6)

To consider a report on the RECAP waste partnership, presented by the Corporate Director for Services.

**J Slatter
388103**

Dated this 8 day of June 2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or

(ii) a person with whom you are living as husband and wife; or

(iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

- (a) *any employment or profession carried out for profit or gain;*
- (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
- (c) *any current contracts with the Council;*
- (d) *any beneficial interest in land/property within the Council's area;*
- (e) *any licence for a month or longer to occupy land in the Council's area;*
- (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
- (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Non-Statutory Disclosable Interests

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

(5) *A Member has a non-statutory disclosable interest where -*

- (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
- (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
- (c) *it relates to or is likely to affect any body –*
 - (i) *exercising functions of a public nature; or*
 - (ii) *directed to charitable purposes; or*
 - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Ms Lucie Berridge, Scrutiny Officer, Tel No. 01480 388026/e-mail Lucie.Berridge@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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RECAP Update May 2015

The following information is a brief summary of the work that has taken place by RECAP in 2014-15. There is also a summary of the current work programme for 2015-16.

This information should be viewed in the context of limited resources available to RECAP during 2014-15 due to the partnership not having a Partnership Manager in post from July – December 2014.

Delivered work programme 2014-15

- **Joint Vehicle procurement**

This project had seen Local Authorities make savings with a three year contract. The procurement group have procured a 3 year contract with Dennis Eagle for the purchase of refuse collection vehicles. 3 councils have ordered vehicles for 2014.

- **Joint MRF Contract**

The Joint MRF contract was set up with Peterborough being the first to take material in to the Waterbeach MRF with Huntingdonshire, Fenland and Cambridge City Councils mobilise over the last few months of 2014. Early in 2015 once the first four partners settled into the arrangement the first joint review meeting has been held to develop learning and discuss income generation, issues requiring action and planning for the coming years' service

- **Webaspx Contract Extension**

A contract had been agreed for optimal service design software providers Webaspx to continue to provide a contract for all partners to use the route optimisation software for the next 4 years. This will enable the future modelling work which make up the whole system approach for the RECAP partnership.

- **Increasing capture rate of metals**

The Marketing Group and AmeyCespa delivered a short, targeted campaign aiming to increase metals recycling in Cambridgeshire and Peterborough during the World Cup. Facebook and other social media channels were used to promote messages of metal recycling to the target audience in light of the anticipated rise in drinks cans being disposed of over this period (it was estimated that £271 million would be spent on snacks and drinks in Britain during the World Cup). The campaign was also promoted through local papers and through links to the target audience such as Cambridge United Football Club. A competition was run alongside the key campaign messages to generate further interest, which was promoted at the Recycling Open Day. This produced a high level of engagement online, although a low number of competition entries.

- **Website**

Work has been ongoing to redevelopment the RECAP website.

- **Waste Free lunch**

The Education Centre at AmeyCespa carried out a 'Waste Free Lunch' challenge which required schools to carry out an audit of lunchtime waste and decide on ways to try and reduce it. With the help of officers from the Waste Education Centre at Waterbeach and a range of online resources, pupils were tasked with putting in place a range of waste reducing measures. There were 13 entries which were evaluated on reduction in waste, evidence supplied, understanding of the challenge and quality of the submission.

- **ENACT theatre performance**

ENACT theatre performance, this helped the Education Centre achieve their aim of increasing the number of new schools they engaged with. Secondary schools are a difficult group to access mainly because they have a restrictive timetable. In the past, the Education Centre has had very low take up of outreach or visits from secondary schools. The ENACT project enables the Education Centre to reach almost 30 schools over a three week period reaching over 4,500 students.

- **Open Day**

Over 1,200 people attending on the day which was up from 2013-14 attendance levels. The day was themed around the Tour de France with Outspoken providing bike themed activities. There was a prize draw and four children won a bike from Owl Bikes, funding for these prizes were donated by AmeyCespa. RECAP, Cambridgeshire County Council, Cambridge City, East Cambridgeshire and South Cambridgeshire had displays and officers attending the event.

RECAP Work Programme for 2015-16

- **The SCDC/City shared service**

The Shared Service which was born from the Optimum Service Design Project phase 1 has identified a range of savings that SCDC and City can make by sharing a waste service from SCDC's Waterbeach depot. Progress so far includes recruitment of staff to lead the share service and trials of City Vehicles making collections from the Waterbeach Depot which has demonstrated the viability of the project with minimal impact on the timing for the City rounds. Planning permission is currently being sought for the Waterbeach site to accommodate the additional vehicles and requirements of the share service. If planning permission is gained within sufficient time the intention is that both Waste Services will be operating out of the Waterbeach depot by September 2015 with a gradual aim to integrate all of the services over the coming months.

- **TEEP – Technically, Environmentally and Economically Practicable**

All Local Authorities needed to be adhering to the TEEP principles in relation to Recycling. A group was formed to look at the route map and what model to employ. The same approach was adopted across the partnership. East Cambridgeshire District Council provided a clear example in moving from a roadside collection to a comingled sort. It was identified that a cohesive national response was needed to TEEP. The template that ECDC created was utilised by all partners which saved resource and time to complete the assessments across the partnership. All Partners from RECAP completed their TEEP assessments on time.

- **Appointment of New RECAP Partnership Manager**

The new officer was appointed in November 2014 and started working for the partnership in January 2015.

The primary purpose for this role was to manage the partnership and to deliver the Optimum Service Design Project phase 2 so that the partnership can understand where future cross border working may deliver savings or efficiencies.

Since appointment the Partnership Manager (Bryony Rothwell) has been familiarising herself with all the Authorities, working on a rotational bases at each partners offices and has presented a work plan for the next 12 months.

The key deliverable for the work plan include the OSD2 project, working to deliver a sustainable funding model for the future of RECAP and review of the RECAP Charter.

- **Optimum Service Design Project Phase 2 (OSD2)**

Context for OSD2 & Whole System Approach

This project is part of a programme working towards a whole system solution for the Waste Collection and Disposal Authorities in the RECAP partnership. The OSD2 project is working with all 5 collection Authorities to review round data and analyse potential cross border efficiencies so we can identify any potential savings that could be made by working closer together. This project is the foundation piece that will enable the RECAP partnership to model a wide range of scenarios that will be the key to unlock the maximum potential of the assets that the partnerships controls.

The OSD2 project is running between January 2015 and September and aims to deliver a summary of potential cross border routes in time for Authorities to factor savings into the budget process for the following year. The collective data can then be kept up to date and used to run further scenarios over the following months.

OSD2 Project

This project will require the current Collection Authority rounds to be compiled into a partnership route optimisation software programme called Webaspx. This can combine all Authorities data to provide a picture of the 'As is' state of the services currently operating.

Once the 'As is' status is achieved then work will start to combine the data and run the software to produce waste collection rounds (for Black and Blue bins only) which are not constrained by administrative borders.

On completion of this it will be possible to determine the numbers of vehicles and rounds that will be required if a 'Borders Down' approach is applied across the partnership. Then the partnership will have an understanding of any savings that could be made.

OSD2 Progress to date

The data collection that will support creating the 'As Is' picture, is underway, recording of relevant information since February will be an ongoing process. Officers from Fenland, Huntingdonshire and SCDC have received advanced training on the software, these officers will now provide training and support to the other authorities.

Work to refine 'Back Office' data is being progressed by most Authorities and the RECAP Partnership Manager (as project officer) have met with key individuals in each Authority to discuss progress and identify issues.

ROSG has identified resources from each Authority to provide operational expertise. These experts are required to confirm and refine the data for the 'As Is' modelling to accurately reflect the current services. Support between partners to enable the whole partnership to complete the relevant tasks on time is vital to the success of the

project. Sharing resource is ensuring that further fees do not have to be paid to Webaspx. Due to restructurings within a few authorities it is vital to get early clarification on the key personnel from each partner so that the project can be kept on track.

IVC contamination project

This project aims to reduce the annual percentage of the total rejects from the IVC screening process sent to landfill by 20% by April 2016, by minimising the amount of non-organic contaminated materials presented in the food/garden waste kerbside collections.

Context for the IVC contamination Project

Contamination levels of material entering the IVC is of low quality from some areas within the districts. A project was set up to tackle this issue by analysing photographic evidence from round information along with visiting the IVC facility. The County Council are working with Amey on how this can be treated on site, however, there is a risk that loads could be rejected if the level of contamination continues. It was necessary to create a project team to help improve the quality of material through a joint approach of targeted communications for householders along with engagement of collection crews.

A community engagement plan will be developed to raise awareness among residents in targeted areas that have been identified as producing the highest level of contamination. Targeted communications will be produced to reduce IVC contamination and will encourage residents to use the correct bin, which will include messages to place materials in the dry recycling bin to promote the right behaviours.

In parallel with the community engagement plan, the project also aims to produce an agreed protocol for rejecting contaminated bins along with a training programme from crews. This will involve engagement with the crews, call centres and officers across the partnership.

Two sub project teams will be set up to produce a) the joint protocol and training programme and b) the community engagement plan. Once the MRF contamination project is scoped out there will be opportunities for Peterborough City Council to be involved in the project.

The project will run for a full year and progress will be reported to RECAP Board.

- **MRF Contamination Project**

A parallel project for the issue of MRF contamination is being scoped out and there will be an opportunity to merge this with the IVC contamination project which will bring benefits to RECAP by reducing

contamination and improving quality for both collection schemes, using resources effectively and efficiently across the partnership.

- **Cambridgeshire Recycling Open Day on Tour**

A tour around the county will be taking place over the summer to raise awareness about what happens to the recycling and waste collected in Cambridgeshire. Working in partnership with AmeyCespa and RECAP, there will be displays including fun recycling related activities at community events to promote how best to use recycling and composting schemes and what to take to the Household Recycling Centres. Information will be on hand to show how material is processed and what it can be made into so that we can encourage residents to recycle as much as they can to minimise the amount of waste sent to landfill. Displays will be at the following events so that we engage with local residents:

- 13 June - Arbury Carnival
- 27 June- Chatteris Summer Festival
- 5 July - Ely Aqua Fest
- 19 July- Park Life at Milton Country Park
- 29 August- St Neots Dragon Boat Festival

More information will be made available on www.recap.co.uk