

# Notice of meeting and Agenda



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Date published: 14 June 2012

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## A MEETING OF THE

## Oxfordshire Waste Partnership Joint Committee

WILL BE HELD ON FRIDAY 22 JUNE 2012 AT 11.00AM

OR ON THE RISING OF THE PRECEEDING MEETING OF THE OXFORDSHIRE ENVIRONMENT PARTNERSHIP IF THIS IS LATER

IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CROWMARSH GIFFORD

### Members of the Committee

#### Councillors

David Dodds  
(deputy: any Cabinet member)

Reg Waite  
(deputy: any Cabinet member)

Nigel Morris  
(deputy: any Cabinet member)

John Tanner  
(deputy: any other Executive Board member)

Hilary Hibbert-Biles  
(deputy: any Cabinet member)

David Harvey  
(deputy: Barry Norton or Mark Booty)

#### Representing:

Chairman - South Oxfordshire District Council

Vice-Chairman – Vale of White Horse District Council

Cherwell District Council

Oxford City Council

Oxfordshire County Council

West Oxfordshire District Council

**Members of the Oxford Environment Partnership may attend and participate in the discussion of items on this agenda but may not vote.**

# Agenda items

- 1 Apologies for absence and notification of deputy members attending** 11.00 am
- 2 Declaration of interest**
- 3 Addresses and questions to the partnership**

Members of the public wishing to speak to the committee for up to five minutes must register with the committee clerk named above by noon on Thursday 21 June.
- 4 Minutes, 30 March 2012 (attached)**

**Purpose:** To approve the minutes of the meeting of the Oxfordshire Environment Partnership meeting held on 30 March 2012 and to receive information arising from them.
- 5 Annual report and Audit Commission annual return 2011/12 (report attached)** 11.05 am

**Purpose:** To present an annual report and statement of accounts for 2011/12 for approval; and to approve the Audit Commission Annual Return for 2011/12.
- 6 Internal Audit report 2011/12 (report attached)** 11.15 am

**Purpose:** To receive the internal audit report for 2011/12 detailing a review of the financial and management systems employed by Oxfordshire Waste Partnership (OWP).
- 7 Consultation on refreshing the Oxfordshire Joint Municipal Waste Management Strategy (report attached)** 11.20 am

**Purpose:** To update on public consultation plans and agree any final amendments to the draft 5-year review and refresh of the Oxfordshire Joint Municipal Waste Management Strategy (JMWMS).
- 8 Financial Arrangements update (report attached)** 11.30 am

**Purpose:** To advise the joint committee of the outturn position for the OWP Financial Arrangements for 2011/12 and to set out the residual waste allowances for 2012/13. An update on work to review the targets within the agreement is also included.
- 9 New Initiatives Fund - update on outstanding projects (report attached)** 11.40 am

**Purpose:** To provide an update on the progress of projects with outstanding funding claims.

**10 Residual Waste Treatment and Bulking & Haulage Project updates** (report attached) 11.55 am

**Purpose:** To update on the progress of the residual waste treatment project and the accompanying bulking & haulage procurement.

**11 Recent legislative and regulatory changes** (report attached) 12.00 pm

**Purpose:** To report on recent legislative and regulatory changes in waste management that affect OWP Partner Councils.

MARGARET REED  
Head of Legal and Democratic Services

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**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE  
(MEETING WITH THE OXFORDSHIRE ENVIRONMENT PARTNERSHIP)**

**MINUTES** of the meeting held on Friday, 30 March 2012 commencing at 9.30 am and finishing at 12.20 pm

**Present:**

**Voting Members:** Councillor Lorraine Lindsay-Gale – in the Chair  
Councillor David Dodds  
Councillor David Harvey  
Councillor James Macnamara  
Councillor John Tanner  
Councillor Reg Waite

**Officers:**

Whole of meeting Andrew Pau and Julie Dean – Oxfordshire County Council;  
Wayne Lewis and Paul Mocroft – Oxfordshire Waste Partnership;  
John Copley and Jo Colwell – Oxford City Council;  
Ed Potter – Cherwell District Council;  
Matt Prosser – South Oxfordshire and Vale of White Horse District Councils;  
Bob Lightfoot – West Oxfordshire District Council  
Linda Watson – Oxfordshire Rural Community Council

Part of meeting Rachel Burns, Sarah Gilbert, Susan Halliwell and Nick King – Oxfordshire County Council.

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.*

**20/12 APOLOGIES FOR ABSENCE AND NOTIFICATION OF DEPUTY MEMBERS**

(Agenda No. 1)

There were no Apologies received from members of the Environment Partnership.

Officer apologies were received from Susie Ohlenschlager (Oxfordshire County Council) and Trevor Askew and Ralph Young, West Oxfordshire District Council, (Bob Lightfoot attended in their place).

**21/12 DECLARATION OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 2)

Cllr David Harvey declared a personal interest in Agenda Item 6 – Green Deal - on account of him being a board director on the United Sustainable Energy Agency. Whilst he responded to questions, he took no part in the decision relating to that item.

## **22/12 MINUTES**

(Agenda No. 3)

The Minutes of the meeting of the Environment Partnership held on 20 January 2012 (Minute numbers 1/12 – 6/12 inclusive) (EP3) were approved.

## **23/12 LOW CARBON COMMUNITIES PROGRAMME END OF PROJECT REPORT**

(Agenda No. 4)

The Environment Partnership had before them an end of project report (EP4) which evaluated the achievements of LAA funded 'Low Carbon Communities Programme' and set out how the work was being carried forward.

The Environment Partnership noted the report and congratulated Susan Halliwell on her work.

## **24/12 THERMAL IMAGING IN TRANSITION EYNSHAM**

(Agenda No. 5)

Members of the Environment Partnership were given a presentation by Roz Kent, a representative of 'Transition Eynsham' on Thermal Imaging.

Members of the Partnership were very supportive of this project. Councillor Harvey reported that West Oxfordshire District Council had a thermal imaging camera and were very satisfied with the results. He added that they continued to hold training sessions and to hire out their camera. Linda Watson reinforced the merits of thermal imaging for its appeal, its immediacy and for its connection with the Low Carbon Communities Programme work. Problems encountered by members were that warm weather could skew it and that lath and plaster lofts could not be imaged.

Members of the Partnership thanked and congratulated Roz Kent of Transition Eynsham on her presentation.

## **25/12 GREEN DEAL**

(Agenda No. 6)

A presentation was given by Brad Hook, a representative of the United Sustainable Energy Agency on the 'Green Deal'. An introductory report accompanied the presentation (EP6).

Members of the Environment Partnership were asked to consider whether they wished to receive monitoring reports on the progress of the project in Oxfordshire; and also whether they wanted a more detailed report exploring the feasibility of collaboration between Councils to support the Scheme.

The discussion which followed raised many questions about the Green Deal, the principle one being that of the financial implications of the Scheme and how these very complicated and technical factors, might be presented to Members of the Partnership, should it be requested.

The Environment Partnership **AGREED** to:

- (a) note the potential multiple benefits of the Green Deal and the investment opportunity it offered;
- (b) request the officers to submit reports on the progress of the Green Deal in Oxfordshire; and
- (c) request the officers to arrange an informal seminar for all those members of the Environment Partnership who wish to attend, to explore, in the first instance, the financial issues involved with the scheme.

## **26/12 SCHOOLS CARBON REDUCTION STRATEGY**

(Agenda No. 7)

Sarah Gilbert, Schools Carbon Manager, presented her report (EP7) on the Schools Carbon Reduction Strategy and responded to Members' questions.

The Environment Partnership **AGREED** to note the report and to thank Sarah Gilbert, Schools Carbon Manager, for her report and for attending the meeting to respond to questions.

## **27/12 CHERWELL DISTRICT COUNCIL'S WORK ON ENERGY AND CLIMATE CHANGE**

(Agenda No. 8)

Chiko Wade gave a presentation on Cherwell District Council's work on energy and climate change. This was accompanied by a background report (EP8).

Cllr Harvey requested that there be liaison with West Oxfordshire District Council officers with regard to difficulties in getting a biomass boiler installed at the Leisure Centre, Witney.

Members of the Partnership thanked Chiko Wade for his presentation and congratulated him on his work.

## **28/12 PETITIONS AND ADDRESSES**

(Agenda No. 9)

There were no petitions or requests to address the meeting submitted.

## **29/12 APOLOGIES FOR ABSENCE AND NOTIFICATION OF DEPUTY MEMBERS**

(Agenda No. 10)

There were no apologies for absence.

## **30/12 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda No. 11)

There were no declarations of interest submitted.

### **31/12 MINUTES**

(Agenda No. 12)

The Minutes of the meeting of the Oxfordshire Waste Partnership Joint Committee held on 20 January 2012 (Minutes 7/12 – 19/12 inclusive) (OWP12) were approved and signed.

### **32/12 FINANCIAL ARRANGEMENTS**

(Agenda No. 13)

The Waste Partnership had before them an update (OWP13) on financial arrangements payments for the year to date and set out an estimated value for the year – end adjustment to payments. The report also provided a brief update on work to review the targets within the agreement.

The Waste Partnership **AGREED** to note the financial arrangements, as set out in Appendix 1, and also the forecast year-end adjustment figures, as set out in Appendix 2.

### **33/12 JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY DRAFT ACTION PLAN FOR 2012/13**

(Agenda No. 14)

The Waste Partnership considered a draft action plan for 2012/13 – 2014/15 for the Joint Municipal Waste management Strategy (OWP14).

The Waste Partnership **AGREED** the action plan, as set out in Appendix 1.

### **34/12 PERFORMANCE MONITORING - UPDATE**

(Agenda No. 15)

A quarterly update on performance was before the Waste Partnership for consideration (OWP15).

The report drew the Partnership's attention to a risk associated with the construction of the new Kidlington Residual Waste Centre. Mr Pau reported that officers were working hard to solve the issues involved.

The following target performance was also identified:

- The recycling rates were up;
- The landfill waste level had reduced;
- There had been a recent increase in fly tipping in some parts of the County. It was reported that some work was underway to identify exactly what was being tipped and also the means by which awareness could be raised. It was pointed out that if fly tipping occurred, perpetrators would be prosecuted, if identified.

Mr Lewis amended national indicator 192 for 2011/12 on page 67 from '69' to '69%'.

In response to concerns expressed about the distance residents will have to travel when Ardley household waste recycling centre closes, officers confirmed that Ardley was not due to close until the end of 2013 by which time the Bicester and Kidlington Reuse Centres would be open. However, the situation was to be kept under review.

The Waste Partnership **AGREED** to note the report and to request officers to bring further information on the risk identified in Table 1 to the next meeting.

### **35/12 RESIDUAL WASTE TREATMENT PROJECT - UPDATE**

(Agenda No. 16)

The Waste Partnership had before them a report (OWP16) which gave an update on the Residual Waste Treatment Project.

It was **AGREED** to:

- (a) note and support the progress made on the residual waste treatment project; and
- (b) note and support the progress made on the procurement of a bulking and haulage contract for the efficient delivery of waste to the Ardley EfW facility.

(NB: Oxford City Council and Cherwell District Councils noted only)

### **36/12 NEW INITIATIVES FUND PROJECTS (NIF) - COMPLETED EVALUATIONS AND UPDATE ON OUTSTANDING PROJECTS**

(Agenda No. 17)

The Waste Partnership had before them (OWP17) the findings of recently completed New Initiatives Fund (NIF) post - project evaluations, together with an update on the progress of projects with outstanding funding claims.

The Waste Partnership **AGREED**:

- (a) to note the NIF project evaluations at Appendix 1 and the update on spending plans for outstanding commitments at Appendix 2;
- (b) that any committed funds that were not supported by agreed spending plans by the June 2012 meeting be returned to the NIF central fund; and
- (c) that recommendations relating to the allocation of any remaining NIF funding be brought to the June meeting.

### **37/12 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

(Agenda No. 18)

The Waste Partnership considered a report (OWP18) reviewing the effectiveness of the Internal Audit.

No concerns were raised by members of the Waste Partnership with regard to the efficacy of the OWP internal audit function.

The Waste Partnership noted the findings as set out in the report.

**38/12 PROPOSED BICESTER REUSE CENTRE**

(Agenda No. 19)

The Waste Partnership were given an update (OWP19) on the project aims for the proposed Bicester Reuse Centre and progress so far. This report preceded a more extensive report which was to be submitted to a future meeting.

The Chairman reported that Oxfordshire County Council had agreed the planning application for Bicester Eco Town.

The Waste Partnership noted the update.

**39/12 CONSULTATION ON REFRESHING THE OXFORDSHIRE JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY**

(Agenda No. 20)

The Waste Partnership were asked to agree a draft 5 year review and refresh of the Oxfordshire Joint Municipal Waste Management Strategy consultation document for public consultation (**OWP20**).

The Chairman congratulated the Partnership on its outcomes commenting that she had been very proud to report them to the Oxfordshire Partnership.

A member of the Partnership requested that questions be included in the Consultation around litter.

The Waste Partnership **AGREED** :

- (a) that, subject to any minor drafting amendments to be finalised by the Oxfordshire Waste Partnership Co-ordinator in consultation with the Chairman and the Deputy Chairman, to approve the Oxfordshire Joint Municipal Waste Management Strategy consultation document, the summary document and draft action plan for public consultation commencing in May 2012; and
- (b) to include questions within the consultation around litter.

..... in the Chair

Date of signing ..... 2012

**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

**22 June 2012**

**ANNUAL REPORT 2011/12**

**1 Purpose of Report**

- 1.1 To present an annual report and statement of accounts for 2011/12 for approval.
- 1.2 To approve the Audit Commission Annual Return for 2011/12.

**2 Background**

- 2.1 The OWP Partnership Agreement states that the Officer Strategy Group should produce an annual report that considers the performance of the OWP. The agreement also sets out that the Accounting Authority (Oxfordshire County Council) should produce a set of accounts and balance sheet at the end of each financial year. These are set out within the OWP annual report 2011/12 attached at appendix 1. The annual report also includes a statement from the OWP's Auditing Authority (currently Cherwell D.C).
- 2.2 OWP is also required to complete an annual return to the Audit Commission, summarising activities at the end of each financial year. A copy of the return for 2011/12 will be prepared for signing by the Chairman at the joint committee meeting.

**3 Financial, Risk and Staff Implications**

- 3.1 From the finance summary within the annual report it can be seen that £52,581 is available to be carried forward into 2012/13. In setting the 2012/13 budget in October 2011, it was agreed that this underspend should be placed in reserve, where it can be used to help off-set partner contributions. £14,007 will be used to off-set 2012/13 partner contributions with the balance of £38,574 remaining in reserve for future use.

**4 Areas Affected**

- 4.1 All partner councils are affected.

**5 Effect on Strategic Policies**

- 5.1 The annual report sets out progress against each of the Joint Municipal Waste Management Strategy objectives.

**6 Options or Alternatives**

- 6.1 Not applicable.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### **7 Recommendations**

- 7.1 That the annual report and statement of accounts is approved by the joint committee.
- 7.2 That the budget under spend of £52,581 is placed in reserve, where £14,007 can be used to off-set 2012/13 partner council contributions (which remain £27,492 for district councils and £137,460 for Oxfordshire County Council), with the balance of £38,574 remaining in reserve for future use.
- 7.3 That the Annual Return to the Audit Commission is approved.

### **8 Reasons for Recommendations**

- 8.1 To monitor the effectiveness of the strategic policies in delivering the core objectives of the Partnership and to annually review and revise as necessary the objectives and strategic policies of the OWP.

### **9 Contact Officer**

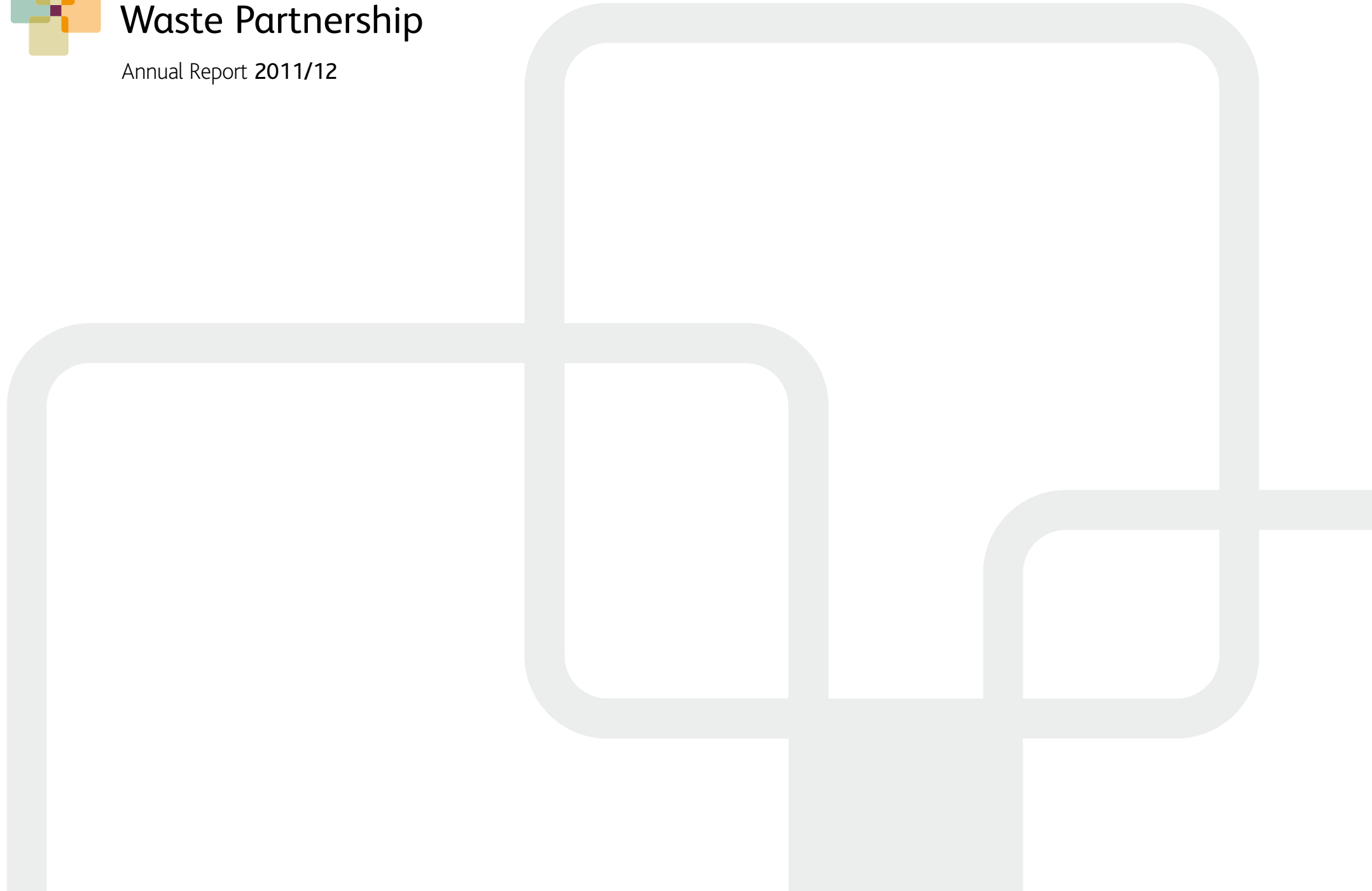
- 9.1 Author: Wayne Lewis Tel: 01295 221903  
Email: Wayne.lewis@cherwell-dc.gov.uk

Background Papers:



Oxfordshire  
**Waste Partnership**

Annual Report 2011/12



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# Who we are

Oxfordshire Waste Partnership (OWP) is a partnership of the county and district councils of Oxfordshire who are working together to continuously improve waste management services within the county.

## The members of OWP are:

- Cherwell District Council
- Oxford City Council
- Oxfordshire County Council
- South Oxfordshire District Council
- Vale of White Horse District Council
- West Oxfordshire District Council

From April 2007, OWP has operated as a statutory Joint Committee. The chairmanship has been held by Oxfordshire County Council since July 2010 and will transfer to South Oxfordshire District Council in July 2012.

The OWP Joint Committee is supported by an officer group structure outlined below.

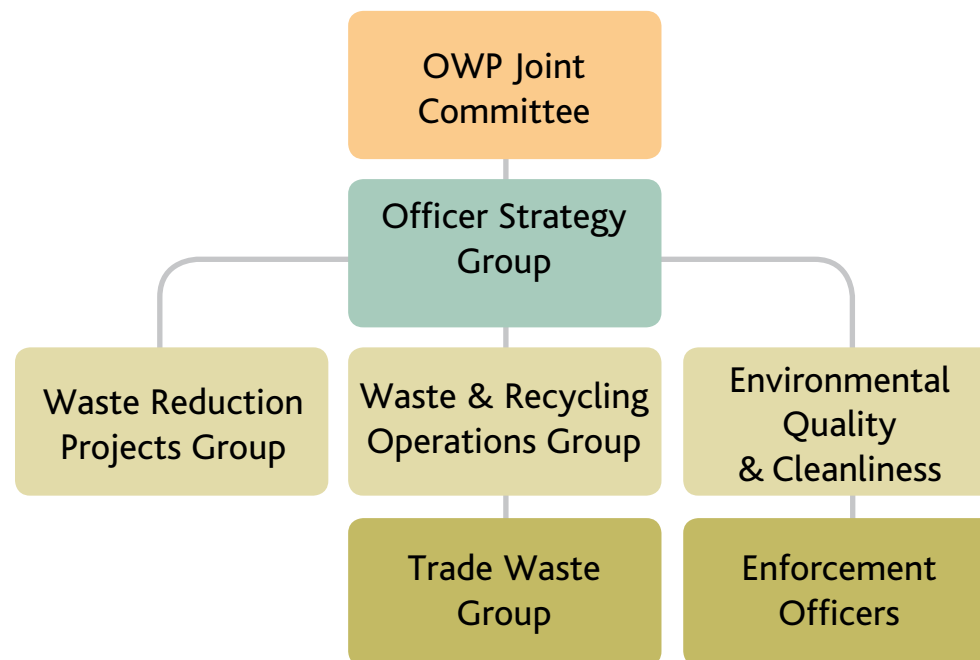


Figure 1 – OWP organisational structure



Oxfordshire  
**Waste Partnership**

Annual Report 2011/12

# Our vision

We will work in partnership to reduce waste and to maximise reuse, recycling and composting. We will treat residual waste before disposal to recover further value and to minimise the environmental impact of disposal.

## Our objectives are to:

- a) Ensure waste is managed in accordance with the waste hierarchy: reduce waste first, then reuse, recycle and compost resources, recover value and, as a last resort, dispose of waste.
- b) Promote waste reduction, reuse and recycling initiatives to Oxfordshire communities to help everyone manage their own wastes.
- c) Seek the most appropriate and sustainable solution for waste that protects the environment, including minimising the transport of waste.
- d) Meet or exceed performance required by statutory and locally agreed targets.
- e) Work together through the provision of co-ordinated services and infrastructure for waste collection, treatment, transfer and disposal to maximise the efficient use of resources within Oxfordshire.
- f) Ensure that waste facilities are suitably sized and distributed and that site identification is informed in accordance with the Minerals and Waste Development Framework and the Regional Strategy.
- g) Assist the development of markets, especially those that are local, for recovered materials.
- h) Enable customer satisfaction through delivery of effective and efficient services to Oxfordshire residents that minimise the overall tax burden at the best possible value.
- i) Develop flexible and comprehensive waste management services that are robust and deliverable throughout Oxfordshire now and in the long term.
- j) Lobby Central Government and work with local business to improve the efficient use of resources, reduce the impact of activities on resource consumption, which results in the production of municipal waste, and encourage them to take responsibility for the wastes they produce.



# Our approach

OWP agreed a Joint Municipal Waste Management Strategy in January 2007.

This sets out our plans for dealing with Oxfordshire's municipal waste through to 2030.

A five-year review of the strategy was started during 2011/12 and public consultation will take place in 2012.

The main themes of the strategy are:

## **Reduce**

We will provide advice and services to help householders reduce waste.

We will also set a good example by reducing our own waste.

## **Reuse**

We will work with householders, schools, businesses and the community, to reuse waste.

## **Recycling & Composting**

As a minimum, we will achieve:

- a combined recycling & composting rate of at least 40% of household waste by 2010,
- a combined recycling & composting rate of at least 45% of household waste by 2015,
- a combined recycling & composting rate of at least 55% of household waste by 2020

## **Dealing with residual waste**

We will build new waste facilities to recover value from residual waste. Instead of being landfilled, it can be made into useful products or used to generate power.

## **Dealing with hazardous waste**

We will encourage the separation of hazardous wastes so they can be safely managed.

## **Land use planning**

We will work together to ensure that new waste facilities are built in suitable locations, using the Waste Planning role of Oxfordshire County Council.

## **Creating Markets**

We will help to develop markets for the recyclable materials that we collect.

## **Working in Partnership**

We will improve our waste management services by working together through the Oxfordshire Waste Partnership and with others.



Oxfordshire  
**Waste Partnership**

Annual Report 2011/12

# Chairman's introduction

Oxfordshire Waste Partnership (OWP) and all the authorities in Oxfordshire have continued to improve services to residents, to reduce costs and encourage each partner council to do better.

Our recycling performance increased again this year, and for the first time we have recycled or composted more than 60% of our waste. This is a fantastic achievement and means we are amongst the very best in the country. The five-year review of our Joint Municipal Waste Management Strategy started in 2011/12 demonstrates how far we have come: recycling rates have almost doubled since 2006/07. This shows how fantastically Oxfordshire residents have embraced their recycling services and our performance across the county is a credit to every one who participates in their local recycling scheme.

OWP provides a forum for collaboration, learning and strategic planning that results in very real improvements to the quality and cost effectiveness of the waste management services delivered across Oxfordshire. This becomes even

more important during a time of tighter budgets and resource restrictions. Partnership working through Oxfordshire Waste Partnership allows us to make more of a difference than could be achieved working apart.

On behalf of both Cllr Lorraine Lindsay Gale and I, I would like to thank the members of the partnership and the officer team for the support they have provided over the last two years. I wish my South Oxfordshire District Council successor, Cllr David Dodds, well as the new chair of the Partnership.

**Cllr Hilary Hibbert – Biles**  
**Oxfordshire County Council**  
**Chairman of Oxfordshire Waste Partnership**

# Report from the Partnership Coordinator

## Overview

Oxfordshire continued to make excellent progress in 2011/12 against key performance measures. Levels of recycling and composting were over 60% and the amount of residual waste produced by households and the amount of waste landfilled by local councils continued to decline. Our performance against these measures is amongst the best in the country.

OWP and its partner councils are consistently short listed for national awards. During 2011/12 OWP have been finalists for the following awards:

- National Recycling Awards “Best Partnership Project for Recycling” – For community partnership work.
- National Recycling Awards “The Waste Minimisation Award” – ReFashion
- Association for Organics Recycling (AfOR) Awards “Local Partnership Award” – Oxfordshire County Council and Agrivert
- AfOR Awards “Food Waste Recycling Award” - West Oxfordshire District Council and RAF Brize Norton
- Anaerobic Digestion and Biogas Industry (ADBI) Awards “Best Local Authority” Oxfordshire Waste Partnership.
- ADBI Awards “Innovation in Waste Collection” - West Oxfordshire District Council and RAF Brize Norton
- Awards for Excellence in Recycling and Waste Management “Local Authority Recycling Champion” – Paul Mcroft, OWP



Recognition for Oxfordshire successes at a national award ceremony.



# Report from the Partnership Coordinator

## Overview continued

Our waste treatment infrastructure continues to take shape, with construction underway at the Ardley Energy from Waste facility and on a second Anaerobic Digestion plant, near Wallingford.

With comprehensive recycling and composting collection services now in place across the county, emphasis within the OWP work plan has shifted to promoting the full and proper usage of these services and also on waste prevention and reuse activities, which are at the top of the waste management hierarchy.

Further information on our progress during 2011/12 is set out within this report.



A second Anaerobic Digestion plant will mean power for a further 4,200 homes.

# Report from the Partnership Coordinator

## Progress against Strategic Policies

### **Policy 1 - Oxfordshire Waste Partnership will encourage the efficient use of resources, reduce resource consumption and take responsibility for the wastes they produce.**

OWP councils audited their waste arisings last year, repeating an exercise last undertaken in 2008. Since 2008, the percentage of in-house waste recycled or composted has increased from 46% to 65%. Overall levels of waste have dropped in this period. The improvements have been made through the introduction of new recycling schemes, including food waste collections at some offices. There has also been a notable reduction in paper usage and a reduction in confidential waste disposal; both helping to reduce costs.

### **Policy 2 – Oxfordshire Waste Partnership will lobby central government to focus on waste as an integral part of sustainable resource management.**

OWP responded to government consultations on providing funding for a return to weekly refuse collections, stating that alternate week collections of residual waste worked well in Oxfordshire. OWP responded positively to the DEFRA consultation on increasing packaging recovery targets, believing that higher targets would promote recycling collections and support the reprocessing industry. A response was also submitted on DEFRA plans to reduce penalties associated with residents leaving waste out on the street. This raised concerns that a deterrent was being reduced at the risk of local environmental quality.



Increasing council office recycling and reducing waste.

# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

### **Policy 3 – Oxfordshire Waste Partnership will help householders and individuals to reduce and manage their wastes through the provision of advice and appropriate services.**

The “Love Food Hate Waste” food waste reduction campaign continues to be a success. More than 20,000 residents have now pledged to reduce food waste. Recent survey work has also shown that the proportion of residents committed to reducing food waste has increased by a further 3% to reach 18%.

The Community Action Group (CAG) programme continues to grow. There are now 38 communities working to reduce waste and lower their carbon footprint. More than 200 CAG events were held during 2011/12 and the mailing list for “the Key” eNewsletter launched during the year has already more than 1,000 subscribers.

OWP let a joint contract with the Climate Change team at Oxfordshire County Council for an Environmental Education Service. The appointed contractors, Groundwork Thames Valley, will work intensively with up to 20 secondary schools over the next 18 months to reduce waste and energy consumption. 8 secondary schools have already been recruited to this “Green Hub Schools” programme. A lighter touch programme will also serve primary schools. More than 60 school visits have already been made. The joint procurement has improved value for money through shared use of assets and resources. It has also provided a much simpler, joined up service offering to local schools.



The Groundwork education team.

# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

### **Policy 4 - Oxfordshire Waste Partnership will encourage the controlled reuse and reclamation of items through the provision of advice and appropriate services.**

OWP and Oxford City Council staff worked with local businesses, charities, students, volunteers and community groups on a fun fashion event that highlighted the problem of disposable fashion. Branded as ReFashion, this successful event enabled people to swap clothes for free, pass them to charity, find out how to repair or decorate them or even transform a favourite garment into something totally different. Regular fashion shows as diverse as students' textile work, retro garments and wedding outfits entertained the room. Over half a tonne of clothing was brought to the event by over 700 people and around one thousand items of clothing were swapped. Any clothes left over at the end were recycled.



Students from Oxford and Cherwell Valley College on the catwalk at the ReFashion event.

# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

**Policy 4 continued** - OWP has developed a new online guide to reducing, reusing and recycling in Oxfordshire. The guide sets out where different items can be repaired, reused or recycled locally, including charity shops, local businesses and community groups.

OWP has worked with partner councils, charities and local community groups to develop plans for a reuse and sustainable living centre in Bicester. £40,000 of project funding has been awarded by the Eco-Bicester Strategic Delivery Board for further work on project feasibility and funding plans.

A new bicycle reuse project has been set up with homeless charity Emmaus. Old bicycles dumped at Redbridge Household Waste Recycling Centre are set aside by site contractors W&S Recycling. Emmaus take any bikes that are suitable for reuse or spare parts. Volunteers are then trained to refurbish them before they get sold from the Emmaus Secondhand Superstore.

Another trial project with Emmaus, on the repair and reuse of furniture from council bulky waste collections proved unsuccessful. The quality of the materials collected was of insufficient quality for reuse and resale. Recycling options for council bulky wastes are being trialled instead.



Homeless charity Emmaus getting bikes back on the road



# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

**Policy 5 - In accordance with regional policy, OWP will seek to reduce the growth of municipal waste across the county to 0% per person per annum by 2012.**

OWP continued to implement its Waste Prevention Strategy which includes campaigns on promoting food waste reduction, home composting, reusable nappies and bulky waste reuse. An OWP communications plan supports these campaigns as well as promoting recycling services.

Residual waste levels continued to decrease in 2011/12, with residual waste per household figures reducing by some 59 kilograms per household. Total household waste arisings also reduced, meaning that waste levels per person have declined for each of the last 3 years. Oxfordshire maintained its position as the county with the lowest waste levels per person in England.

**Policy 6 - Oxfordshire Waste Partnership will provide an integrated system of collection and processing of household waste which will achieve, as a minimum:**

**By 31 Mar 2010: recycle or compost at least 40% of household waste;**

**By 31 Mar 2015: recycle or compost at least 45% of household waste;**

**By 31 Mar 2020: recycle or compost at least 55% of household waste.**

OWP met its 2020 recycling target of 55% nine years early in 2010/11.

We continued to improve in 2011/12 when an annual countywide recycling & composting rate of 60.14% was obtained.

In the last quarter of 2010/11, each of our district councils were amongst the top 80 (out of 353 councils in England) for recycling and composting and three councils were in the top 10.

The number of on-street recycling bins was expanded last year and all district councils have introduced containers so that people can “recycle on the go” as well as at home.

Partner councils also sought to increase the range of materials that can be recycled locally. Collection points for the recycling of mattresses were trialled at Household Waste Recycling Centres (HWRCs), whilst plans have also been developed to expand the number of collection banks for Waste Electrical and Electronic Equipment (WEEE).

Plans for the development of a new HWRC and reuse store near Kidlington have been delayed due to land ownership issues at the preferred site. Oxfordshire County Council is working to resolve these issues.



# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

### **Policy 7 - OWP will ensure that recycling facilities and services are available to all residents**

Food waste collection services have been extended to flats in Cherwell, South Oxfordshire, Vale of White Horse and West Oxfordshire. Oxford City has submitted an expression of interest for the Department of Communities and Local Government weekly bin collection fund to develop food waste collection facilities for flats within the city. Cherwell District Council also expressed interest in the fund to introduce weekly food waste collections across the district.

### **Policy 8 - Oxfordshire Waste Partnership will encourage householders and businesses to separate waste for recycling collections by providing targeted information and awareness raising campaigns.**

An OWP Communications Plan was implemented throughout 2011/12 providing communications support for council recycling schemes and for a host of joint waste reduction campaigns.

Cherwell, Oxford City and West Oxfordshire provide commercial waste collections services to local businesses. Each council now provides a comprehensive recycling service for commercial waste, whilst Oxford City

became the first Oxfordshire council to introduce commercial food waste collection services in 2011/12. City and county council officers worked jointly to gain £55,000 of funding from ReMade South East to develop a food waste collection trial serving small and medium size businesses.

The amount of commercial waste landfilled decreased again last year (by 4%), whilst the amount recycled increased by 20%. Commercial waste landfill tonnages have decreased by a third since 2009/10, whilst customer numbers have actually increased slightly over this period.



Food waste trial in Oxford funded by ReMade South East.

# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

### **Policy 9 - Oxfordshire Waste Partnership will provide a system for recovering value from residual wastes in order to meet LATS targets.**

Construction on the Ardley Energy from Waste plant began in December 2011. A high court appeal by a local opposition group was dismissed in July and further applications to appeal were subsequently turned down. The plant is due to open in 2014. It will reduce the amount of Oxfordshire's household waste sent to landfill to less than 5% and once operating fully will generate enough electricity to power around 38,000 homes.

As part of its review of national waste policy, Government has announced that the Landfill Allowance Trading Scheme (LATS) will end in March 2013. This removes the threat of future penalties for county councils exceeding their landfill allowance. It also removes a potential income stream from the sale of surplus permits once the new Ardley facility is in operation.



Start of construction of the Energy from Waste plant



Oxfordshire  
**Waste Partnership**

Annual Report 2011/12



# Report from the Partnership Coordinator

## Progress against Strategic Policies continued

**Policy 12 - Oxfordshire Waste Partnership, working with the Waste Planning Authority, will ensure that waste facilities are suitably sized and distributed with the aim of minimising the transport of waste. Facilities will be well related to areas of population, given the environmental and amenity constraints, and the availability of suitable sites.**

In addition to the commencement of work at the Ardley EfW, work has also started on a second Anaerobic Digestion (AD) plant at Wallingford. The construction of this second AD plant to accompany the facility at Cassington demonstrates the success of district council food waste collections. The new facility will reduce the distance travelled by South Oxfordshire and Vale of White Horse District Councils to deliver food waste for reprocessing.

**Policy 13 - Oxfordshire Waste Partnership will assist the development of local markets for recovered materials.**

Work to develop a reuse store in Bicester progressed with the appointment of a project officer. This one year post is funded by the Eco-Bicester Strategic Board and is tasked with sourcing the funding needed to get this new venture underway and self-financing within five years.

The Retrader business waste exchange website ([www.retrader.org](http://www.retrader.org)) continued to be promoted in 2011/12: promoting the reuse of materials that would otherwise be wasted and reducing waste disposal and procurement costs.

**Policy 14 - Oxfordshire Waste Partnership will develop methods of working together to improve the level of service through effective and efficient use of resources within Oxfordshire.**

A joint environmental education programme with the Environment and Climate Change team at Oxfordshire County Council has been developed and a two-year contract awarded to Groundwork Thames Valley in October 2011. This replaces two previously discreet services and allows schools to book a comprehensive green education package for their pupils, covering both waste and energy issues.

A five-year review of the JMWMS was undertaken in 2011/12 and a public consultation exercise is to be completed in the summer of 2012. It is anticipated that the revised strategy will continue our commitment to high levels of recycling & composting and the recovery of value from residual waste. There will be an increasing focus on waste prevention and also on dealing with commercial waste more effectively.



# Report from the Partnership Coordinator

## Environmental Quality

Officers have worked with local magistrates to build up a shared understanding of the problems caused by fly-tipping. A number of successful prosecutions have followed, with the fines and awarded costs sending a clear message that fly-tipping is unacceptable within Oxfordshire. Fly-tipping levels reduced again last year, and have halved within the last five years.

Good working relationships have been established with OCC Highways and Highways Agency colleagues to improve coordination of highways grass cutting and litter clearance. Working together on this issue saves money, reduces customer complaints and improves cleanliness levels.

OWP developed communications campaigns around the jointly identified priorities of dog fouling and the fly-tipping of waste from “man and van” type waste clearance services. These campaigns sought to raise awareness that householders could be prosecuted for these offences and provided information to help ensure that people stayed within the law.



Fly-Tipping awareness campaign.

# Report from the Partnership Coordinator

## Performance Information

Table 1 summarises performance against the waste national indicators retained by OWP for local performance monitoring. From this it can be seen that the amount of residual waste produced by households reduced further in 2011/12 by 59.44 kilograms per household: a 13% reduction.

Recycling & composting levels increased by 5.14% resulting in an annual rate of 60.14%. This places Oxfordshire amongst the highest recyclers in England.

Oxfordshire councils reduced the amount of municipal waste landfilled by 10,146 tonnes last year. With landfill costing approximately £80 per tonne this represents saved landfill costs of around £811,707.

There were 141 fewer reported fly-tipping incidents last year. This is a positive result, continuing the trend of the past four years, which have seen a sharp reduction in fly-tipping incidents.

**Table 1 Waste NI performance**

Indicator	Description	2010/11 performance	2011/12 performance	Change
NI 191	Residual Household Waste per Household (kg)	469.5 kg	410.06 kg	-59.44 kg
NI 192	Household waste recycled and composted (%)	55%	60.14%	5.14%
NI 193	Municipal waste sent to landfill (tonnes)	133,357 tonnes	123,211 tonnes	-10,146 tonnes
NI 195	Improved street and environmental cleanliness – fly-tipping	2806 incidents	2665 incidents	-141 incidents



# Report from the Partnership Coordinator

## The year ahead

A public consultation will be completed on the five-year review of the JMWMS in 2012. OWP councils have been hugely successful in implementing the current joint strategy. This has focused on the introduction of new recycling & composting collection services, supported by new waste treatment infrastructure. The subsequent performance improvements have seen recycling rates almost double in the last five years. It is expected that the refreshed strategy will seek to consolidate work to date by continuing to promote the full and proper usage of recycling systems and by increasingly focussing on waste prevention and reuse.

A key consideration will be the setting of new recycling targets, as the current target of 55% by 2020 has already been reached. Any change to targets will trigger a review of the OWP Financial Arrangements: a locally agreed payment system whereby district councils (as Waste Collection Authorities) are incentivised to reduce residual waste through payments or penalties from the county council (as Waste Disposal Authority). The continued suitability of the current Financial Arrangements model will be considered, and a wider system review may be undertaken.

A contract for the bulking & haulage of residual waste from the southern and western parts of the county to the new Ardley Energy from Waste facility will be let during 2012/13. The contract will be procured by the county council, with full district council representation on the project team. Prices for a number of options with the potential to reduce our operating costs will also be included. These include a local bulky facility for clinical waste, food waste and street cleaning waste.

A number of current work streams will continue to be developed, such as improving our recycling service offering to commercial customers, expanding WEEE recycling and the development of a reuse store for items such furniture and white goods.

We will continue to work in partnership wherever possible; working with community sector partners such as the Community Action Group Programme and Groundwork Thames Valley to extend the reach of our waste prevention messages.

South Oxfordshire D.C takes over from Oxfordshire County Council as the Host Authority in 2011/12. Cherwell D.C will continue as the Auditing Authority.



# Finance summary

## Budget 2011/12

OWP realised a surplus at outturn of £56,768 and this sum is carried forward into 2011/12. An under spend in the Communications Plan of £27,168 was offset by overspends in Home Composting (£7,564), the Core Budget (£3,800) and contingency (£812).

The carry forward, together with budget reductions mean that total Partner Council contributions for 2011/12 have been reduced by £183,280; a 40% reduction.

**Table 2 2011/12 budget outturn**

	Budget £	Actual £	Variance £
<b>Expenditure</b>			
Core Budget (including salaries)	114,491	114,397	-94
Development budget	174,255	164,710	-9,545
<b>Total expenditure</b>	<b>288,746</b>	<b>279,107</b>	<b>-9,639</b>
<b>Income</b>			
Carried forward from previous year	56,768		
Partner council contributions	274,920	274,920	0
<b>Total income</b>	<b>331,688</b>	<b>331,688</b>	<b>0</b>
<b>Deficit/(Surplus)</b>	<b>-42,942</b>	<b>-52,581</b>	<b>-9,639</b>

# Finance summary

## New Initiatives fund

The New Initiatives Fund (NIF) was set up to fund new or one-off costs resulting from the delivery of the OWP Joint Municipal Waste Management Strategy (JMWMS). The fund pooled performance reward grant earned by OWP councils from the achievement of waste management targets within the Public Service Agreements and Local Area Agreements with central government.

Total income to the NIF was:

<b>Capital -</b>	<b>£719,358</b>
<b>Revenue -</b>	<b>£615,594</b>
<b>Total -</b>	<b>£1,334,952</b>

Councils bid to the NIF through the completion of a standard application form. Applications are assessed by the OWP Officer Strategy Group, which makes a recommendation to the OWP Chairman (or for applications for

more than £50,000 to the full Joint Committee) on whether funding should be awarded. Twenty-six projects have been funded to date. The fund has helped the introduction of food waste collections, commercial waste recycling collections and on-street recycling schemes, as well as a number of other projects.

The 2011/12 close position was:

<b>Capital -</b>	<b>£307,108</b>
<b>Revenue -</b>	<b>£103,722</b>
<b>Total -</b>	<b>£410,830</b>

The vast majority of remaining funding has been committed to projects. £16,577 remains unallocated.



# Finance summary

## Auditors Report

Oxfordshire Waste Partnership's appointed internal auditing authority for 2011/12 is Cherwell District Council (CDC).

The audit has been completed by CDC's internal audit providers, PwC under a separate letter of engagement. The audit report provides a low overall risk rating, therefore management can take sufficient assurance that the service is effective and secure.

Appropriate accounting records have been maintained with income and expenditure properly recorded; accounting statements have been prepared on a correct basis. Salary payments are appropriately reviewed and authorised before payment is released. Budget reports are also accurately produced and reviewed by the Joint Committee on a regular basis.

Systems, processes and interfaces tested have adequate controls in place and work effectively; risks have been formally assessed and regularly reviewed.

Two low risk issues were found during the audit. One related to supporting paperwork for the authorisation of two items of expenditure. The second issue was re-raised from last year over the fact that there is no formalised timetable between two key members of the Partnership (Oxfordshire County and Cherwell District Councils) for communication of final recharge amounts for the year.



# Governance and accountability

OWP is a Joint Committee established in April 2007 under Sections 101 and 102 of the Local Government Act 1972, the Local Authorities (Arrangements for the Discharge of Functions) (England) (Amendment) Regulations 2001 made under Section 20 of the Local Government Act 2000 and all other enabling legislation. A detailed Partnership Agreement has been sealed by each Partner Council.

## Purpose of the OWP

OWP provides a framework to enable joint working between the Partner Authorities on waste matters.

The purpose of the Joint Committee is to carry out the strategic, financial and operational functions set out below and in doing so to discharge, on behalf of the Partner Authorities, their statutory responsibilities for waste management as are delegated to the Joint Committee from time to time.

## The functions of OWP Joint Committee are to:

### Strategic

- develop a strategic policy framework within which the Partner Authorities can each discharge their functions as waste disposal authority or waste collection authority
- discharge on behalf of the Partner Authorities, responsibilities in relation to county-wide waste promotional activities, public engagement, research, technical evaluations, achievement of the wastes element of the Local Area Agreement (LAA) stretch target. This does not preclude district authorities from undertaking public engagement or other activities on waste collection issues specific to their district
- annually review and revise as necessary the objectives and strategic policies of the OWP for consideration and approval by the Partner Authorities
- contribute to achievement of sustainable development through waste

minimisation, reduction of waste going to landfill on a year by year basis, development of alternative methods of disposal, and increased proportion of waste being recycled on a year by year basis

- develop proposals for the future development of waste management that achieve the core objectives

### Financial

- prepare, commit and oversee expenditure of pooled budgets to ensure the prioritised jointly operated waste functions described above are delivered
- agree a draft budget by 31 October for the forthcoming financial year to include the proposed contribution from each OWP Partner, for consideration by Partner Authorities
- oversee the operation of the agreed partner incentivisation arrangements and monitor effectiveness of these arrangements
- make recommendations to the Partner Authorities to request resources as required to meet the core objectives
- annually review the costs of administering the OWP and determine the contributions of the partners ensuring that the distribution is equitable

# Governance and accountability

## Operational

- take decisions as required on the matters presented, voting on such matters if any voting member present requests it. Voting is by a show of hands with the Chair having a casting vote in the event of a tie. In the event that any proposition would have contractual or financial implications for a Partner Authority, then the vote of that member in favour of the proposal is required
- continually seek more efficient and cost effective ways of delivering the waste objectives including opportunities for joint procurement and shared services
- prepare and jointly deliver an annual action plan that delivers OWP objectives and strategic policies, for approval by the Partner Authorities
- consider and comment on progress reports from the LAA Clean/ Green group and report to PSB on progress towards the LAA 'Clean/ Green' targets
- commission research and public opinion surveys into matters relevant to the core objectives
- issue press releases and carry out publicity as the Committee deems necessary for the furtherance of the core objectives.

## Composition of the Joint Committee

The Committee comprises 6 members; one member appointed by each Partner Authority. Each is a member of the Executive at their respective Partner Authorities.

Each Partner Authority also appoints another named member of its Executive to act as a deputy for its appointed committee member.

## Role of Committee Members

The role of each Committee Member is to:

- attend meetings of the OWP Joint Committee, vote on items of business and make a positive contribution to the Committee, and ensure that if unable to do so, a named deputy attends
- demonstrate commitment to and act as champion for the OWP vision and objectives and OWP key principles
- act as ambassador for the Committee and ensure that his/her Authority supports the OWP and abides by the OWP key principles
- act as advocate for the Committee in seeking any necessary approvals from his Authority in connection with the annual JMWMS action plan
- keep up-to-date with changes in legislation and all relevant statutory and non-statutory guidance



# List of abbreviations

**AD** – Anaerobic Digestion

**CAG** – Community Action Group

**DEFRA** – Department of Environment, Food and Rural Affairs

**HWRC** – Household Waste Recycling Centre

**IVC** – In-Vessel Composting

**JMWMS** – Joint Municipal Waste Management Strategy

**LARAC** – Local Authority Recycling Advisory Committee

**LATS** – Landfill Allowance Trading Scheme

**LAA** – Local Area Agreement

**NI** – National Indicator

**NIF** – New Initiatives Fund

**OCC** – Oxfordshire County Council

**OWP** – Oxfordshire Waste Partnership

**WEEE** – Waste Electrical and Electronic Equipment

**WRAP** – Waste and Resources Action Programme

**WWS** – Wild Waste Show



**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

**22 June 2012**

**INTERNAL AUDIT REPORT 2011/12**

**1 Purpose of Report**

- 1.1 To receive the internal audit report for 2011/12 detailing a review of the financial and management systems employed by Oxfordshire Waste Partnership (OWP).

**2 Background**

- 2.1 Cherwell District Council D.C is the current Auditing Authority for OWP and its contractor, Price Waterhouse Coopers (PWC), has conducted an audit of the OWP's financial activities for 2011/12. A report detailing findings is attached at appendix 1.
- 2.2 The report has been rated as a **Low** overall risk. Two minor issues were raised. These are detailed in pages 4 and 5 of appendix 1 together with a management response.
- 2.3 The first issue relates to two of the transactions sampled by PWC at Oxfordshire County Council (OCC) lacking sufficient authorisation. Previously, OCC officers leading on OWP funded projects such as home composting and real nappies, have spent directly against the OWP cost centre held by OCC. For 2012/13 changes have been made to allow greater control by the OWP Coordinator. Now spending will initially be made against other OCC cost centres then recharged to the OWP cost centre on a quarterly basis. This allows each transaction to be checked before it is coded to the OWP account.
- 2.4 The second issue relates to the previous year's recommendation that a formal timetable for year end recharges between OCC and Cherwell D.C (CDC) should be published. Both OCC and CDC produce timetables for year-end and the OWP Coordinator ensures cooperation between the two. However, this has been through email and telephone discussions rather than the production of a formal timetable. This can be developed for 2012/13.
- 2.5 The OWP Partnership Agreement states that "the role of Auditing Authority will rotate automatically in alphabetical order between the Partner Authorities every two years from the date of the relevant Annual General Meeting." This is the first audit to be completed by Cherwell District Council. It is therefore recommended that Cherwell District Council be reappointed as the partnership's internal auditor for 2012/13.

**3 Financial, Risk and Staff Implications**

- 3.1 The OWP revenue budget for 2012/13 includes £3,060 to cover the cost of the annual internal and external audits.

**4 Areas Affected**

- 4.1 Cherwell District Council as Employing Authority and Oxfordshire County Council as Accounting Authority for OWP are affected by the audit recommendation.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### **5 Effect on Strategic Policies**

- 5.1 Robust financial and internal controls help to support the delivery of each of the OWP's strategic policies.

### **6 Options or Alternatives**

- 6.1 Not applicable.

### **7 Recommendations**

- 7.1 That:
- i. the recommendations detailed in appendix 1 are agreed;
  - ii. Cherwell D.C is reappointed as the OWP Auditing Authority for 2012/13.

### **8 Reasons for Recommendations**

- 8.1 To ensure that adequate financial, management and operational systems are in place and are working effectively.

### **9 Contact Officer**

9.1 Author: Wayne Lewis Tel: 01295 221903

Email: Wayne.lewis@cherwell-dc.gov.uk

Background Papers:

# *Oxfordshire Waste Partnership*

## Internal audit

Final report

June 2012

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## Distribution List

<b>For action</b>	<b>Wayne Lewis – Oxfordshire Waste Partnership Coordinator</b>
<b>For information</b>	<b>OWP Joint Committee</b> <b>Sue Smith – Chief Executive</b> <b>Martin Henry – Director of Resources</b> <b>Karen Curtin – Head of Finance and Procurement</b>

This report has been prepared solely for the Oxfordshire Waste Partnership in accordance with the terms and conditions set out in our engagement letter .We do not accept or assume any liability or duty of care for any other purpose or to any other party. This report should not be disclosed to any third party, quoted or referred to without our prior written consent.

# 1. Executive summary

Report classification	Trend	Total number of findings					
 <b>Low Risk</b> <b>(2 points)</b>	 We did not perform the audit in 2010/11 and so are unable to comment on the direction of travel		<b>Critical</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Advisory</b>
		Control design	0	0	0	1	0
		Operating effectiveness	0	0	0	1	0
		Prior year opening findings	0	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>

## Headlines:

We were asked to evaluate a number of key financial controls which affect the financial reporting and the overall control environment of the Oxfordshire Waste Partnership (OWP). We also followed up one issue raised last year by the Partnership's previous internal auditors.

One issue was found during our testing of the authorisation of expenditure incurred by the OWP. For one purchase the authorisation for spend could not be provided, and in another the delegation of authority to the approving officer could not be evidenced.

There was one issue re-raised from last year over the fact that there is no formalised timetable between two key members of the Partnership (Oxfordshire County and Cherwell District Councils) for communication of final recharge amounts for the year.

We have rated this report as a low overall risk. For details of our scoring mechanism please see *Appendix 3*.

# 2. Background and scope

## **Background**

The Oxfordshire Waste Partnership is a joint committee of the District Councils and County Councils of Oxfordshire, the aim of which is to facilitate joint working on matters relating to waste management and waste reduction within Oxfordshire. The membership of the Joint Committee comprises 6 officers, one drawn from the executive of each member authority. There is also a deputy nominated by each officer who attends should the Member be unable to.

Central to the Partnership's remit is the oversight and administration of waste pooled budgets. In 2010/11 the Partnership's final outturn showed a deficit of £57k on a total expenditure of £475k. Most of the expenditure (£326k) is development, which includes putting on shows, campaigns and raising awareness of the issues it was set up to address. The remainder (£149k) is salary expenditure.

The responsibility for the internal audit of the Partnership rotates on a bi-annual basis. For 2011/12 and 2012/13 the responsibility is Cherwell District Council's.

## **Scope**

We will review the design and operating effectiveness of key controls in place over the following processes during the period 2011-12.

The sub-processes and related control objectives included in this review from our Terms of Reference (*Appendix 2*) are that:

- Income received from Partners is accurately receipted and recorded
- Payments made by the Partnership are appropriately authorised and can be agreed to backing documentation
- Salary payments are appropriately reviewed and authorised before payment is released.
- Budget reports are accurately produced and reviewed by the Joint Committee on a regular basis.
- Bank reconciliations are performed on a monthly basis, including at year-end.
- Bank reconciliations are performed on a monthly basis, including at year-end.
- We will follow up on the recommendation raised by last year's internal auditors.

## Limitation of Scope

The scope of our work will be limited to those areas defined above and we assume no liability or duty of care to any organisation other than the Partnership.

The conclusions of our work will relate to the period 2011/12.

Only those key controls identified above will be tested for operating effectiveness and testing will be performed on a sample basis only.

# 3. Detailed current year findings

## 1. Authorisation of expenditure – Operating Effectiveness

<b>Finding</b>		
We tested 25 purchases made by the OWP in 2011/12. In 2/25 cases authorisation for the purchases could not be found. In one case (value £163) this was because a manager was on holiday but had not set up his replacement with correct authorisation on the financial system. In the other case (value £775) documentation relating to the authorisation of an internal recharge could not be found.		
<b>Risk</b>		
The Partnership could be committed to inappropriate or fraudulent expenditure.		
<b>Action plan</b>		
<b>Finding rating</b>	<b>Agreed action</b>	<b>Responsible person / title</b>
Low	Agreed - The Coordinator will investigate the errors and ensure documentation is retained to support future transactions.	Wayne Lewis OWP Coordinator
		<b>Target date:</b> 30 <sup>th</sup> June 2013

# 4. Prior year findings

## 1. Control design – formalisation of year end recharges timetable

<b>Original finding</b>		
The OWP Coordinator should formalise agreement of the end of year timetable for the submission of final cost centre recharges from Cherwell DC Finance to OCC Finance. This is a recommendation for good practice to assure financial efficacy.		
<b>Original agreed action</b>		
Agreed.		
<b>Status update</b>		
The recommendation has not yet been implemented.		
<b>Action plan</b>		
<b>Finding rating</b>	<b>Agreed action</b>	<b>Responsible person / title</b>
Low	Efforts will be made to put a formal timetable in place between the two authorities for the next year end	Wayne Lewis OWP Coordinator
		<b>Revised target date:</b> 28 <sup>th</sup> February 2013





# Appendix 1. Basis of our classifications

## Individual finding ratings

Finding rating	Assessment rationale
<b>Critical</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Critical</b> impact on operational performance (quantify if possible); or</li> <li>• <b>Critical</b> monetary or financial statement impact (quantify if possible = materiality); or</li> <li>• <b>Critical</b> breach in laws and regulations that could result in material fines or consequences (quantify if possible); or</li> <li>• <b>Critical</b> impact on the reputation or brand of the organisation which could threaten its future viability (quantify if possible).</li> </ul>
<b>High</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Significant</b> impact on operational performance (quantify if possible); or</li> <li>• <b>Significant</b> monetary or financial statement impact (quantify if possible); or</li> <li>• <b>Significant</b> breach in laws and regulations resulting in significant fines and consequences (quantify if possible); or</li> <li>• <b>Significant</b> impact on the reputation or brand of the organisation (quantify if possible).</li> </ul>
<b>Medium</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Moderate</b> impact on operational performance (quantify if possible); or</li> <li>• <b>Moderate</b> monetary or financial statement impact (quantify if possible); or</li> <li>• <b>Moderate</b> breach in laws and regulations resulting in fines and consequences (quantify if possible); or</li> <li>• <b>Moderate</b> impact on the reputation or brand of the organisation (quantify if possible).</li> </ul>
<b>Low</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Minor</b> impact on the organisation's operational performance (quantify if possible); or</li> <li>• <b>Minor</b> monetary or financial statement impact (quantify if possible); or</li> <li>• <b>Minor</b> breach in laws and regulations with limited consequences (quantify if possible); or</li> <li>• <b>Minor</b> impact on the reputation of the organisation (quantify if possible).</li> </ul>
<b>Advisory</b>	<p>A finding that does not have a risk impact but has been raised to highlight areas of inefficiencies or good practice.</p>

## Report classifications

Findings rating	Points
<b>Critical</b>	40 points per finding
<b>High</b>	10 points per finding
<b>Medium</b>	3 points per finding
<b>Low</b>	1 point per finding

Report classification	Points
 Low risk	6 points or less
 Medium risk	7– 15 points
 High risk	16– 39 points
 Critical risk	40 points and over

## Appendix 2. Terms of Reference

# ***Cherwell District Council***

## ***Terms of reference – Oxfordshire Waste Partnership***

**To:** Wayne Lewis – Oxfordshire Waste Partnership Coordinator

**From:** Chris Dickens – Head of Internal Audit

This review is being undertaken as part of the 2011/2012 internal audit plan approved by the Accounts, Audit and Risk Committee.

---

### **Background**

The Oxfordshire Waste Partnership is a joint committee of the District Councils and County Councils of Oxfordshire, the aim of which is to facilitate joint working on waste matters.

The membership of the Joint Committee comprises 6 officers, one drawn from the executive of each member authority. There is also a deputy nominated by each officer who attends when they are unable to.

Part of the Partnership's remit is the oversight and administration of the pooled budgets. In 2010/11 it showed a deficit of £57k on a total expenditure of £475k. Most of the Partnership's expenditure (£326k) is development, which comprises putting on shows, campaigns and raising awareness of the issues it is concerned with. The remainder (£149k) is salary expenditure.

---

### **Scope**

We will review the design and operating effectiveness of key controls in place over the following processes during the period 2011-12.

The sub-processes and related control objectives included in this review are:

<b>Sub-process</b>	<b>Control objectives</b>
Income receipt	Income received from Partners is accurately receipted and recorded
Expenditure	Payments made by the Partnership are appropriately authorised and can be agreed to backing documentation
Salary payments	Salary payments are appropriately reviewed and authorised before payment is released.
Budget reporting	Budget reports are accurately produced and reviewed by the Joint Committee on a regular basis
Asset management	Clear and up to date asset registers are maintained, ensuring that the Partnership has an accurate picture of its physical asset base's value and locations.
Bank reconciliations	Bank reconciliations are performed on a monthly basis, including at year-end.
Follow up	We will follow up on the recommendation raised by last year's internal auditors.

---

## Limitations of scope

The scope of our work will be limited to those areas defined above.

The conclusions of our work will relate to the period 2011/12.

Only those key controls identified above will be tested for operating effectiveness and testing will be performed on a sample basis only.

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## Audit approach

Our audit approach is as follows:

- Obtain an understanding of the processes through discussions with key personnel, review of systems documentation and walkthrough tests.
- Identify the key risks within the process
- Evaluate the design of the controls in place to address the key risks
- Test the operating effectiveness of the key controls.

## Internal audit team

<b>Name</b>	<b>Role</b>
<b>Richard Bacon</b>	Engagement Leader
<b>Chris Dickens</b>	Head of Internal Audit
<b>George Hynds</b>	Audit Team Leader
<b>Dominika Kortus</b>	Lead Auditor

## Key contacts – Cherwell District Council

<b>Name</b>	<b>Title</b>	<b>Role</b>	<b>Responsibilities</b>
<b>Wayne Lewis</b>	OWP Coordinator	Key contact	Review and approve Terms of reference Review final report Review draft report Review and meet to discuss issues arising and develop management comment and action plan Attend initial fieldwork kick-off meetings

## Other roles and responsibilities

<b>Name</b>	<b>Title</b>	<b>Roles and responsibilities</b>
<b>OWP Joint Committee</b>	N/a	Receive final report
<b>Sue Smith</b>	Chief Executive (CDC)	
<b>Martin Henry</b>	Director of Finance and Procurement (CDC)	
<b>Karen Curtin</b>	Head of Finance (CDC)	

## Timetable

<b>Fieldwork start</b>	02/05/2012
<b>Fieldwork completed</b>	09/05/2012
<b>Draft report to client</b>	w/c 14 <sup>th</sup> May 2012
<b>Response from client</b>	w/c 21 <sup>st</sup> May 2012
<b>Final report to client</b>	w/c 28 <sup>th</sup> May 2012

Agreed timescales are subject to the following assumptions:

- All relevant documentation, including source data, reports and procedures, will be made available to us promptly on request
- Staff and management will make reasonable time available for interviews and will respond promptly to follow-up questions or requests for documentation.



## Appendix 3. Limitations and responsibilities

### Limitations inherent to the internal auditor's work

We have undertaken the review of the Oxfordshire Waste Partnership, subject to the limitations outlined below.

#### Internal control

Internal control systems, no matter how well designed and operated, are affected by inherent limitations. These include the possibility of poor judgment in decision-making, human error, control processes being deliberately circumvented by employees and others, management overriding controls and the occurrence of unforeseeable circumstances.

#### Future periods

Our assessment of controls relating to the Partnership is for 2011/12. Historic evaluation of effectiveness is not relevant to future periods due to the risk that:

- the design of controls may become inadequate because of changes in operating environment, law, regulation or other; or
- the degree of compliance with policies and procedures may deteriorate.

### Responsibilities of management and internal auditors

It is management's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for management's responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weaknesses and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected.

Accordingly, our examinations as internal auditors should not be relied upon solely to disclose fraud, defalcations or other irregularities which may exist.

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## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

22 June 2012

### Consultation on refreshing the Oxfordshire Joint Municipal Waste Management Strategy

#### 1 Purpose of Report

- 1.1 To provide an update on the consultation of 5 year review and refresh of the Oxfordshire Joint Municipal Waste Management Strategy (JMWMS)

#### 2 Background

- 2.1 Oxfordshire Waste Partnership agreed a JMWMS in January 2007. The JMWMS commits to a five-yearly review to ensure that it remains current and policies are relevant. A review has been undertaken and a draft public consultation document has been developed and was presented to the OWP in January and March for their consideration.
- 2.2 At the March meeting the draft was approved for public consultation subject to minor amendments to be finalised by the OWP coordinator and agreed by the chair and vice chair to keep the document relevant.
- 2.3 On 18<sup>th</sup> June minor alterations to questions and text were finalised and agreed by the Partnership Coordinator and Deputy-Chairman. Text was updated with our latest 60% recycling rate and some questions were reworded to allow us to gather greater feedback on residents' expectations.
- 2.4 Public Consultation  
Public consultation was undertaken in 2006 as part of the development of the JMWMS. This included a community panel exercise and a wider questionnaire based open public consultation. Statutory consultees were also consulted. To reflect the reduced number of key decisions to be made in 2012 consultation is limited to a questionnaire based public consultation exercise.
- 2.5 The Consultation went live week commencing 18<sup>th</sup> June 2012 and will run for 6 weeks until W/C 30<sup>th</sup> July 2012. Responses are invited via Oxfordshire County Councils e-Consult system; paper response forms are available at libraries and on request if required.

#### Publicity

All parish and town councils have been emailed with details and statutory consultees, key stakeholders and surrounding LAs have been written to. Each district has published details on their waste web pages, and a press release has been issued to all local press. An item has been written for all OWP/ and Partner Council newsletters sent out over the 6 week period, and the consultation will be tweeted at regular intervals. A strapline containing a link has also been added to all OCC and OWP emails and is available for districts to use.

#### Face to Face responses

Groundwork Thames Valley are conducting a workshop with the eco councils of a secondary school in each District to seek the views of younger residents. Where CAGs or other groups have expressed an interest in providing more detailed feedback, officers are available to attend meetings to discuss issues.



## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

22 June 2012

### FINANCIAL ARRANGEMENTS

#### 1 Purpose of Report

- 1.1 To advise the joint committee of the outturn position for the OWP Financial Arrangements for 2011/12 and to set out the residual waste allowances for 2012/13. An update on work to review the targets within the agreement is also included.

#### 2 Background

- 2.1 The 2011/12 Financial Arrangements payments are detailed in appendix 1 and are summarised in table 1 below. These have been adjusted to reflect the outturn total waste tonnage figure.

Table 1 – FA payments 2011/12

<b>Partner council</b>	<b>FA payments</b>
Cherwell	£ 117,765
Oxford City	£ 106,508
South Oxfordshire	£ 272,621
Vale of White Horse	£ 286,013
West Oxfordshire	£ 141,420
<b>Total</b>	<b>£ 921,340</b>

- 2.2 Appendix 2 sets out the year end adjustment made to the 2011/12 residual waste allocations. From this it can be seen that Oxfordshire produced 276,562 tonnes of household waste, rather than the 278,105 tonnes forecast when setting the 2010/11 allocations. This serves to lower the overall residual waste tonnage allowance slightly. The forecast of total waste arisings varied by 0.55% from the actual amount, meaning that the year end adjustment is relatively small.
- 2.3 Appendix 3 sets forecast residual waste allowances for 2012/13. These are based on a 43% diversion from landfill target and will again be subject to a year end adjustment for actual waste arisings.

#### 3 Financial, Risk and Staff Implications

- 3.1 There are financial implications for each Partner Council resulting from the Financial Arrangements. Each authority should profile its anticipated performance against the 2012/13 allocations set out in appendix 3. Quarterly updates will continue to be provided to the joint committee on partner council performance and payments. Partner councils should also note that under the terms of the FA Agreement these allocations will be subject to a year-end adjustment to account for actual waste tonnages managed.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### **4 Areas Affected**

- 4.1 All Partner Authorities are affected by the matters within this report.

### **5 Effect on Strategic Policies**

- 5.1 By incentivising improved performance, the financial arrangements help meet many of the policies within the Joint Municipal Waste Management Strategy that relate to waste reduction, increased recycling & composting and landfill diversion.
- 5.2 It was reported at the March 2012 meeting that any new recycling & composting targets agreed as part of the 5-year review of the Oxfordshire Joint Municipal Waste Management Strategy would then form the basis of residual waste allowances within the Financial Arrangements. The likely financial impact of this change is to be discussed with members of the Oxfordshire Treasurers Association on 11 June, alongside a wider discussion on the future form and role of this payments system. A verbal update will be provided to the Joint Committee on 22 June.

### **6 Options or Alternatives**

- 6.1 Not applicable.

### **7 Recommendations**

- 7.1 That the 2011/12 outturn position set out in appendix 1 is noted and that the residual waste allocations for 2012/13 set out in appendix 3 are agreed.

### **8 Reasons for Recommendations**

- 8.1 To deliver the best overall waste management outcomes for Oxfordshire.

### **9 Contact Officer**

- 9.1 Author: Wayne Lewis Tel: 01295 221903

Email: [Wayne.lewis@cherwell-dc.gov.uk](mailto:Wayne.lewis@cherwell-dc.gov.uk)

Background Papers:

Appendix 1 Financial Arrangements payments 2011/12

Monthly Weighting (average contribution to annual residual waste total)

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Average	8.80%	8.89%	9.13%	8.95%	8.52%	8.70%	8.16%	7.69%	7.32%	8.34%	7.15%	8.35%	100.00%

Monthly performance tracker

			By month												
			April	May	June	July	August	September	October	November	December	January	February	March	Total
<b>Cherwell</b>	<b>2011-12</b>														
	Residual waste	Target	2,586.06	2,612.50	2,683.03	2,630.14	2,503.77	2,556.67	2,397.98	2,259.86	2,151.13	2,450.88	2,101.17	2,453.81	29,387.00
		Actual	1,989.90	1,936.59	1,992.53	1,933.85	2,031.14	2,053.63	1,799.70	2,018.36	2,019.10	2,128.44	1,912.19	2,104.30	23,919.73
		Difference	596.16	675.91	690.51	696.28	472.63	503.04	598.28	241.50	132.03	322.44	188.98	349.51	5,467.27
	Reward/penalty per tonne	£ 21.54	£ 12,841	£ 14,559	£ 14,873	£ 14,998	£ 10,181	£ 10,835	£ 12,887	£ 5,202	£ 2,844	£ 6,945	£ 4,071	£ 7,529	£ 117,765
<b>Oxford City</b>	<b>2011-12</b>														
	Residual waste	Target	2,558.60	2,584.77	2,654.55	2,602.21	2,477.19	2,529.53	2,372.52	2,235.87	2,128.29	2,424.86	2,078.86	2,427.76	29,075.00
		Actual	1,939.97	2,001.39	2,114.16	2,048.55	2,072.77	2,073.71	1,870.25	1,987.08	2,073.32	2,016.79	1,900.73	2,031.64	24,130.35
		Difference	618.63	583.37	540.39	553.67	404.42	455.82	502.27	248.79	54.97	408.07	178.13	396.12	4,944.65
	Reward/penalty per tonne	£ 21.54	£ 13,325	£ 12,566	£ 11,640	£ 11,926	£ 8,711	£ 9,818	£ 10,819	£ 5,359	£ 1,184	£ 8,790	£ 3,837	£ 8,532	£ 106,508
<b>South Oxfordshire</b>	<b>2011-12</b>														
	Residual waste	Target	2,481.60	2,506.98	2,574.66	2,523.90	2,402.64	2,453.40	2,301.12	2,168.58	2,064.24	2,351.88	2,016.30	2,354.70	28,200.00
		Actual	1,327.48	1,180.06	1,153.03	1,217.92	1,369.64	1,474.99	1,157.12	1,257.08	1,197.54	1,495.92	1,270.03	1,442.66	15,543.49
		Difference	1,154.12	1,326.92	1,421.63	1,305.98	1,033.00	978.41	1,144.00	911.50	866.70	855.96	746.27	912.04	12,656.51
	Reward/penalty per tonne	£ 21.54	£ 24,860	£ 28,582	£ 30,622	£ 28,131	£ 22,251	£ 21,075	£ 24,642	£ 19,634	£ 18,669	£ 18,437	£ 16,075	£ 19,645	£ 272,621
<b>Vale of White Horse</b>	<b>2011-12</b>														
	Residual waste	Target	2,194.67	2,298.07	2,347.82	2,290.68	2,191.61	2,231.89	2,115.93	1,982.58	1,844.89	2,073.70	1,788.88	2,113.89	25,474.62
		Actual	895.72	985.57	1,140.67	1,015.28	939.35	974.72	1,030.46	1,096.69	1,031.49	1,128.88	933.53	1,024.06	12,196.42
		Difference	1,298.95	1,312.50	1,207.15	1,275.40	1,252.26	1,257.18	1,085.47	885.89	813.40	944.82	855.35	1,089.83	13,278.20
	Reward/penalty per tonne	£ 21.54	£ 27,979	£ 28,271	£ 26,002	£ 27,472	£ 26,974	£ 27,080	£ 23,381	£ 19,082	£ 17,521	£ 20,351	£ 18,424	£ 23,475	£ 286,013
<b>West Oxfordshire</b>	<b>2011-12</b>														
	Residual waste	Target	2,001.38	2,021.85	2,076.44	2,035.50	1,937.70	1,978.64	1,855.83	1,748.94	1,664.79	1,896.77	1,626.12	1,899.04	22,743.00
		Actual	1,296.11	1,255.09	1,367.24	1,263.22	1,310.90	1,445.24	1,286.16	1,364.85	1,367.44	1,488.61	1,311.84	1,420.84	16,177.54
		Difference	705.28	766.76	709.20	772.27	626.81	533.40	569.67	384.08	297.35	408.16	314.28	478.20	6,565.46
	Reward/penalty per tonne	£ 21.54	£ 15,192	£ 16,516	£ 15,276	£ 16,635	£ 13,501	£ 11,490	£ 12,271	£ 8,273	£ 6,405	£ 8,792	£ 6,770	£ 10,300	£ 141,420
<b>Totals for All WCAs</b>	<b>2011-12</b>														
	Residual waste	Target	11,857.21	11,978.47	12,301.85	12,059.32	11,479.93	11,722.47	10,994.87	10,361.58	9,863.04	11,237.40	9,633.98	11,250.87	134,741.00
		Actual	7,449.18	7,358.72	7,767.62	7,478.83	7,723.80	8,022.29	7,143.69	7,724.06	7,688.89	8,258.64	7,328.32	8,023.50	91,967.53
		Difference	4,408.03	4,619.76	4,534.23	4,580.49	3,756.13	3,700.18	3,851.18	2,637.52	2,174.15	2,978.76	2,305.66	3,227.37	42,773.47
	Reward/penalty per tonne	£ 21.54	£ 94,949	£ 99,510	£ 97,667	£ 98,664	£ 80,907	£ 79,702	£ 82,954	£ 56,812	£ 46,831	£ 64,162	£ 49,664	£ 69,518	£ 921,340

**Appendix 2 - Financial Arrangements Residual Waste Allowances 2011/12 year end adjustment**

**Number of Households**

	<b>2011-12</b>
Cherwell	58,617
Oxford City	57,993
South Oxfordshire	56,249
Vale of White Horse	50,537
West Oxfordshire	45,363
County Total	268,759

**ORIGINAL Residual Waste Allowances**

	<b>2011/12</b>
Diversion Rate Target	42.0%
Forecast Overall Arisings	278,105
Diversion Required	116,804
Maximum Residual Waste	161,301
OCC Allowance %	16.00%
OCC Allowance	25,808
WCA Allowance	135,493
WCA Allowance per household	0.504

**REVISED Residual Waste Allowances**

	<b>2011/12</b>
Diversion Rate Target	42.0%
ACTUAL Overall Arisings	276,562
Diversion Required	116,156
Maximum Residual Waste	160,406
OCC Allowance %	16.00%
OCC Allowance	25,665
WCA Allowance	134,741
WCA Allowance per household	0.501

**Districts Residual Waste targets (tonnes per year)**

	<b>2011/12</b>
Cherwell	29,551
Oxford City	29,237
South Oxfordshire	28,358
Vale of White Horse	25,478
West Oxfordshire	22,869

	<b>2011/12</b>
Cherwell	29,387
Oxford City	29,075
South Oxfordshire	28,200
Vale of White Horse	25,336
West Oxfordshire	22,743

<b>Difference between previous and revised allocation (tonnes)</b>	<b>Difference £</b>	<b>Difference between previous and revised allocation (%)</b>
164	£ 3,532	0.55%
162	£ 3,494	0.55%
157	£ 3,389	0.55%
141	£ 3,045	0.55%
127	£ 2,733	0.55%

Penalty/Bonus rate 2010/11 £ 21.54

### Appendix 3 Financial Arrangements Residual Waste Tonnage Allowances 2012/13

#### Number of Households

	<b>2012/13</b>
Cherwell	58920
Oxford City	58570
South Oxfordshire	56480
Vale of White Horse	51090
West Oxfordshire	45560
County Total	270,620

#### Residual Waste Allowances

	<b>2012/13</b>
Diversion Rate Target	43.0%
Forecast Overall Arisings	274,600
Diversion Required	118,078
Maximum Residual Waste	156,522
OCC Allowance %	16.00%
OCC Allowance	25,043
WCA Allowance	131,478
WCA Allowance per household	0.49

#### Districts Residual Waste targets (tonnes per year)

	<b>2012/13</b>
Cherwell	28,626
Oxford City	28,456
South Oxfordshire	27,440
Vale of White Horse	24,822
West Oxfordshire	22,135
Total	131,478

Penalty/Bonus rate 2012/13            £            22.19

Recycling credit rate 2012/13        £            44.37

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## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

22 June 2012

### New Initiatives Fund Projects update

#### 1 Purpose of Report

- 1.1 To provide an update on New Initiatives Fund (NIF) projects with outstanding funding claims.

#### 2 Background

- 2.1 The NIF fund was set up to fund new or one-off costs resulting from the delivery of the OWP Joint Municipal Waste Management Strategy (JMWMS). The fund pooled performance reward grant earned by OWP councils from the achievement of waste management targets within the Public Service Agreements and Local Area Agreements with central government. In all, £1.3 million of income was received by the NIF.
- 2.2 At the March 2012 meeting of OWP it was reported that there are a number of projects with outstanding funding claims. It was agreed that any committed funds that are not supported by up to date spending plans by the June 2012 meeting of the OWP would be returned to the NIF central fund and made available for new projects.
- 2.3 Each bidding authority provided a brief update on spending plans in March and a further update is included in appendix 1. Developments since March are set out below:

NIF007 (Cherwell, Oxford City, South Oxfordshire and West Oxfordshire) – the project underspend of £6,500 has been returned to the NIF fund.

NIF014 (Oxford City) – The original project under spent by £9,188 due to reduced procurement costs for food waste containers. Proposals for the reallocation of the underspend have been developed by Oxford City. The revised project focuses on increasing recycling participation (particularly food waste) in the Barton area of the city, which has been identified as a relatively low performing area. These proposals are supported by the OWP Officer Strategy Group and approved by the OWP Deputy-chairman.

NIF020 and NIF021 (Vale of White Horse and South Oxfordshire) – The majority of the outstanding balance has been claimed since the last meeting. Vale of White Horse District Council has developed plans for the reallocation of an underspend of £7,861 by providing recycling & food waste collection services to single living accommodation at Dalton Barracks. However, following the introduction of the new Controlled Waste Regulations in April 2012, the classification of waste from Ministry of Defence sites needs to be clarified to determine whether collection charges can be made. Whilst this is being resolved, Vale of White Horse D.C has requested that the funding remains allocated to it for a further 3 months.

NIF022 (Oxfordshire County Council) – construction of the proposed Household Waste Recycling Centre (HWRC) at Kidlington has been delayed due to land ownership issues. The County Council is working to resolve these and has requested that the funding remains allocated to it for a further 3 months.

NIF025 (West Oxfordshire) – This project is ongoing, but an underspend of around £13,500 is anticipated. A new Recycling Officer has been appointed and is finalising proposals for the reallocation of the anticipated underspend. West Oxfordshire has requested that the funding remains allocated to it for a further 3 months.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### 3 Financial, Risk and Staff Implications

- 3.1 A sum of £6,500 has been added back to the revenue balance of the NIF following an underspend against project reference NIF007.

### 4 Areas Affected

- 4.1 Each Partner Council has benefited from the NIF. The fund has helped to achieve a step change in recycling & composting performance across the county and funded a number of new pilot projects.

### 5 Effect on Strategic Policies

- 5.1 NIF funded projects have helped to support a number of strategic policies relating to waste reduction and increasing recycling and composting levels. The establishment of the NIF supports policy 14, which states that “The Oxfordshire Waste Partnership will develop methods of working together to improve the level of service through effective and efficient use of resources within Oxfordshire.”

### 6 Options or Alternatives

- 6.1 A number of the NIF projects with outstanding balances have requested that funding be retained for a further 3 months, whilst spending plans are developed and finalised. OWP may choose to amend these timescales.

### 7 Recommendations

- 7.1 That:
- i. The return of a project underspend of £6,500 from project NIF007 is noted;
  - ii. The reallocation of a project underspend from project NIF014 to a new project promoting recycling services in Barton is noted;
  - iii. Remaining funding of £7,861 for projects NIF020 and 021 be retained for use by Vale of White Horse D.C for a further 3 months, whilst the position on collection charges for waste from MoD facilities is resolved;
  - iv. That remaining funding of £200,000 for NIF022 be retained for use by Oxfordshire County Council for a further 3 months, whilst issues relating to the development of the Kidlington HWRC site are addressed.
  - v. Plans for the reallocation of an underspend to NIF025 be finalised by West Oxfordshire D.C and presented to the Officer Strategy Group and the OWP Chairman for approval.

### 8 Reasons for Recommendations

- 8.1 To ensure effective and efficient use of our financial resources

### 9 Contact Officer

**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

9.1 Author: Wayne Lewis Tel: 01295 221903

Email: Wayne.lewis@cherwell-dc.gov.uk

Background Papers:

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### Appendix 1 Recent NIF post project evaluations

#### **NIF008 - Cherwell District Council Trade waste Recycling**

£7250 awarded to introduce trade waste recycling. Customers are provided with sacks for commingled dry recyclables, collected by a split bodied refuse collection vehicle. Recycling sacks are priced cheaper than residual waste sacks in order to promote take-up.

The scheme successfully introduced trade waste recycling to Cherwell District Council customers for the first time. However, the tonnage recycled through the scheme is lower than originally forecast, with 36 tonnes collected in 2010/11 against a target of 135 tonnes.

CDC hopes to expand the scheme in 2012/13 by exploring a wheeled bin containment option and developing a pilot scheme for trade food waste in Bicester.

#### **NIF018 - Cherwell District Council WEEE banks**

£10,000 awarded for the introduction of recycling banks for Waste Electrical and Electronic Equipment (WEEE). The banks collect small electrical equipment such as kettles, hairdryers, toasters and irons from various locations throughout the district. Cherwell has match funded the scheme by covering promotional and operation costs.

The tonnage collected has been lower than originally forecast (36.5 tonnes collected in year 1 against a target of 150 tonnes), but in all other ways the scheme has been a success. It was one of the first of its kind in England and was a finalist project at the National Recycling Awards in 2011.

Valuable learning has been shared with other OWP district councils, which are in the process of introducing similar schemes. CDC hopes to increase the number of collection banks further in 2012/13. Income for the collected materials has made the scheme a viable long term option.

#### **NIF019 Oxfordshire County Council Trade Waste Bring Site**

£33,473 funding awarded for the establishment of commercial waste recycling banks at Monument Business Park, Chalgrove.

The site has approximately 80 businesses. The NIF bid requested funding to audit the whole site, conduct an attitude survey of the businesses, develop a deliverable scheme, and promote this to park businesses. It was envisaged that this would constitute providing containers placed at a central location for businesses on the site to bring recycle. This would then be collected by a contractor for recycling.

Whilst there was significant support from businesses during the planning phase, once running the project faced many operational challenges, not least the businesses reluctance to transfer recyclables to a central site within the park.

To address these operational concerns it was decided to use a third sector organization, Aspire Oxford, to service businesses with a collection round. Recyclable materials are then bulked in the compound and removed by a waste contractor for recycling. This proved more successful and 28 businesses began to use the service. Working with a fairly small social enterprise has resulted in some challenges, but has helped to move the project forward.

The slow start means that the original tonnage targets have not been met. Only 17 tonnes recycled against an original forecast of 136 tonnes per annum. However, the scheme has been successful in other ways:

## **OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

- The scheme has developed additional third sector capacity in Oxfordshire, which in turn supports wider reuse and recycling activity.
- A replicable model has been developed for other business parks.
- Some “upcycling” possibilities have developed, such as using waste wood to develop planters (in collaboration with HMP Spring Hill - young offenders’ prison).
- Some unexpected synergies have also appeared, one company that specializes in disaster recovery (actually not on the recycling scheme) is exploring reuse opportunities with Aspire for recovered furniture.

The collaboration between all three sectors (private, public and social) has drawn attention from WRAP and the learning has fed into recent research.

**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

**Appendix 2 NIF projects with outstanding funding claims**

<b>Bid Ref no.</b>	<b>Bidding authority</b>	<b>Bid partners</b>	<b>Project</b>	<b>Funding awarded</b>	<b>Funding spent</b>	<b>Funding yet to be claimed</b>	<b>Update March 2012</b>	<b>Update at June 2012</b>
NIF007	Cherwell D.C	Oxford City, South Oxfordshire & West Oxfordshire	Christmas sacks for kerbside recycling collections.	£ 7,550	£ 1,050	£ 6,500	Project completed in 2010. Only the CDC portion was invoiced. Outstanding balance to be treated as project underspend.	Outstanding balance of £6,500 has been returned to the NIF fund.
NIF014	Oxford City Council	-	Food waste collections.	£204,188	£195,000	£ 9,188	Project completed. City council developing proposal for use of project underspend.	Proposal for reallocation of project under spend developed. Agreed by OSG.
NIF020	Vale of White Horse D.C	SODC & Verdant	Food waste collections.	£ 82,400	£ 70,720	£ 11,680	£6,443 to be claimed, with remaining £5,237 to be treated as project under spend.	£6,443 claimed against NIF020 and £89,476 claimed against NIF021. Proposal for reallocation of £7,861 developed. Agreed by OSG subject to clarification on ability to charge for collections from MoD sites.
NIF021	South Oxfordshire D.C & Vale of White Horse D.C	Verdant	Flats food waste and recycling scheme	£ 92,100		£ 92,100	£89,476 to be claimed, with remaining £2,624 to be treated as project underspend.	

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NIF022	Oxfordshire County Council		New WRC	£200,000		£200,000	Construction of new WRC yet to commence. OCC to spend in 2012/13.	Original project has been delayed. Requested that funding be held for a further 3 months, whilst issues are resolved or whilst alternative plans are developed.
NIF025	West Oxfordshire	-	Flats food waste and recycling scheme	£ 58,700	£ 7,621	£ 51,079	Project ongoing. Further project spending of £37,542 is anticipated. WODC developing a proposal for the use of the potential £13,537 underspend.	Development of plans for reallocation of underspend is on-going. Requested that funding be held for a further 3 months whilst plans are finalised.
NIF026	South Oxfordshire D.C & Vale of White Horse D.C	Verdant	On street recycling	£ 30,206		£ 30,206	Project ongoing. £22,194 currently being claimed, with balance to be claimed during 2012/13.	Project ongoing.
<b>Total</b>						<b>£400,753</b>		

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## **OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE**

**22 June 2012**

### **Residual Waste Treatment and Bulking & Haulage Project updates**

#### **1 Purpose of Report**

- 1.1 To update on the progress on the residual waste treatment project.

#### **2 Background**

- 2.1 Diversion of waste from landfill is essential to meet EU Landfill Directive targets and to reduce our exposure to the significant future costs of landfill tax. It is also essential to reduce the amount of methane gas produced from landfill sites. Methane gas is a greenhouse gas over 20 times more powerful than carbon dioxide.
- 2.2 Following a long and complex procurement the County Council formally awarded a contract to treat Oxfordshire's residual waste to Viridor on 10 March 2011. The new contract is for the treatment of residual waste that is remaining after reduction, re-use, recycling and composting. Oxfordshire achieved a county wide recycling and composting rate of over 60% in 2011/12 which means we are amongst the very best in the country at recycling and composting. However, there will still be residual waste which needs to be treated rather than landfilled.
- 2.3 Viridor's technical solution is incineration with energy recovery and the possibility of combined heat and power. The energy from waste (EfW) facility at Ardley is being constructed by CNIM and Clugstone. CNIM is an established technology provider with a proven track record in incineration.
- 2.4 The Ardley EfW will be part of the extensive jigsaw put in place to increase the amount of recycling and composting and recover value from the waste that remains. The facility will divert at least 95% of Oxfordshire's residual municipal waste away from landfill while generating enough electricity to supply more than 38,000 households.
- 2.5 Alongside the introduction of food waste treatment and food waste collections from households by the district councils, residual waste treatment will result in Oxfordshire achieving what the Government describes as zero waste. This will mean virtually no untreated municipal waste being landfilled.

#### **3 Progress and future actions**

- 3.1 Construction of the EfW facility by CNIM/Clugstone has been progressing well to date. Minor preparatory works started in December 2011. Groundworks progressed on schedule during January and February 2012 and a significant milestone was reached in April when excavation of the facility waste bunker was completed. The major concrete pour to line base of the bunker took place in May and concreting of the sides of the bunker is expected to be completed this month. The earthworks to create a flat platform for the construction of the building are also in place. The new access road to the facility from the B430 has been built and is expected to be in use for construction traffic in the near future.
- 3.2 The EfW facility is programmed to take just over three years to build and is planned to be

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operational 2014/2015. However, if the construction proceeds smoothly the facility could be completed and operational as early as summer/autumn 2014. Under the contract the County Council is obliged to deliver all residual municipal waste that can be processed to Viridor for treatment in the facility as soon as it becomes operational. The construction programme and progress is being monitored closely to ensure the transition from delivering residual waste to landfill to the EfW facility is properly planned for and managed in good time when required.

- 3.3 The Council is procuring a bulking and haulage contract to enable the efficient transport of residual waste from parts of the county that are furthest from Ardley, and in particular from South Oxfordshire, the Vale of White Horse, West Oxfordshire and northern Cherwell. Preparation for the procurement has been undertaken in full consultation with all the WCAs to ensure that their needs are taken into account in terms of delivery locations and operational requirements.
- 3.4 The contract was advertised on 9 March 2012 in four lots, one for each of the district areas listed above. Pre-qualified companies were invited to tender on 22 May 2012. Interest has been expressed for all of the lots and it is expected that both existing and new transfer stations will be offered by the companies invited to tender. The process is proceeding to timetable and a contract is expected to be awarded in the autumn 2012.
- 3.5 Information about the residual waste treatment project on the Council's web site ([www.oxfordshire.gov.uk/alternativestolandfill](http://www.oxfordshire.gov.uk/alternativestolandfill)) is currently being updated.
- 3.6 Progress is also being made on the provision of more anaerobic digestion capacity for food waste. Construction of a new facility at Wallingford is progressing well and the facility is expected to open late in 2012.

### **4 Financial, Risk and Staff Implications**

- 4.1 Internal and external resources have been made available to support contract management during the construction period and the bulking and haulage procurement project as required.
- 4.2 The project is being managed using the County Council's project methodology and documentation including a risk register.
- 4.3 At financial close the residual waste treatment contract was assessed to remain value for money compared to the cost of continuing to landfill residual waste and the payment of landfill tax which will be £80 per tonne in 2014/15 when the EfW facility becomes operational.

### **5 Areas Affected**

- 5.1 County wide

### **6 Effect on Strategic Policies**

- 6.1 The residual waste treatment contract is in accordance with, and implements, policy 9 in the Joint Municipal Waste Management Strategy which states that the OWP will provide a system for recovering value from residual wastes in order to meet LATS targets.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### 7 Options or Alternatives

7.1 N/A

### 8 Recommendations

- 8.1 a) To note and support the progress made on the residual waste treatment project.  
b) To note and support the progress made on the procurement of a bulking and haulage contract for the efficient delivery of waste to the Ardley EfW facility.

### 9 Reasons for Recommendations

- 9.1 To demonstrate OWP support for the residual waste treatment project and the bulking and haulage contract.

### 10 Contact Officer

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## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

22 June 2012

### Recent legislative and regulatory changes

#### 1 Purpose of Report

- 1.1 To report on recent legislative and regulatory changes in waste management that affect OWP Partner Councils.

#### 2 Background

##### 2.1 The Controlled Waste (England and Wales) Regulations 2012

The Controlled Waste (England and Wales) Regulations 2012 (CWR 2012) came into force on 6 April 2012. These revoke and replace the Controlled Waste Regulations 1992 (CWR 1992). The Regulations list the types of waste for which local authorities, as waste collection and disposal authorities, can make a charge for collection and disposal.

- 2.2 They enable local authorities to charge for the disposal of waste arising from a wider range of non-domestic premises than the CWR 1992 permitted, including hospitals and prisons. However, they contain exemptions from disposal charging for some schools, small businesses and charity shops.

- 2.3 Under the CWR 2012 the following premises can now be charged for waste disposal (as well as collection):

- Hospital and nursing homes
- Residential homes
- Prisons and penal institutions
- Universities, schools and other educational establishments, but subject to an exemption
- Charity shops, but again subject to an exemption.

- 2.4 The exemptions from waste disposal charges applying to the above are:

- Publicly funded schools and further education colleges that had free waste disposal immediately prior to the CWR 2012 coming in to force (on 6th April 2012).
- Charity shops and reuse organisations (excluding commercial re-use businesses) where the waste being handled originates from households/domestic properties.

- 2.5 Key premises that also remain exempt from waste disposal charging are:

- Halls used mainly for public meetings
- Residential hostels (only accommodating persons with no other permanent address or who are unable to live at their permanent address).

- 2.6 Some wastes have been reclassified as commercial waste and are thus now subject to collection and disposal charging. These are:

- Caravan sites, campsites and self-catering holiday accommodation, but an exemption relating to small businesses may apply.

Small businesses currently benefiting from free waste disposal and eligible for Small Business Rate relief are exempt from charging in England.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### 2.7 **Environment Agency Guidance on Recovery of Street Sweepings and Gully Emptyings**

New guidance issued by the Environment Agency (EA) on 1 May 2012 states that untreated street sweepings and gully emptyings are not regarded as acceptable wastes for composting or anaerobic digestion. The guidance states that these waste types may have a hazardous nature and recovery should only take place at sites permitted to recover these particular wastes.

2.8 Street sweepings and leaves are currently delivered to Agrivert composting facilities by Oxfordshire Councils under a non-hazardous waste code. These tonnages contribute to council recycling rates. The composting sites do not hold the necessary hazardous waste code on their environmental permits and would be unlikely to obtain them. Agrivert and Oxfordshire councils are now working to cease deliveries of street sweepings to the composting sites and are seeking alternative options.

2.9 Street sweepings and gully emptyings can be disposed of at non-hazardous landfills or at Energy from Waste plants. The latter route is less common due to the high moisture content of the wastes.

2.10 Dedicated collections of leaf litter are still being reviewed by the EA and guidance is expected in the autumn.

## 3 **Financial, Risk and Staff Implications**

3.1 The CWR 2012 increase the range of premises for which waste disposal charges can be made. This has potential to lower costs for Oxfordshire County Council as Waste Disposal Authority. There is a risk that adding in disposal costs may reduce the competitiveness of district council commercial waste services that collect from premises such as schools and colleges. A joint approach to revising charges would help mitigate this risk.

3.2 The new EA guidance on street sweepings and gully emptyings is likely to increase costs for both district councils and the county council, as this waste can no longer be composted but instead may need to be landfilled. This means that recycling credit income may be lost to district councils, whilst the county council has to pay for a more expensive and less environmentally friendly form of waste disposal.

3.3 An officer team has begun work to build up a greater understanding of the new regulations and of the possible cost impacts of the changes. Officers will also work to develop a common approach to implementing the new CWR 2012. In addition to the cost implications for Partner Councils, it is acknowledged that there may be cost implications for customers who may in future be charged waste disposal costs. Officers will also explore alternative treatment options for street sweepings.

## 4 **Areas Affected**

4.1 All Partner Councils are affected by the matters within the report.

## 5 **Effect on Strategic Policies**

5.1 The EA guidance on the recovery of street sweepings and gully emptyings may have an adverse impact on policy 6 which sets out the partnership's recycling targets.

## OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

### **6 Options or Alternatives**

6.1 n/a

### **7 Recommendations**

7.1 It is recommended that:

- i. further work to develop a coordinated approach to implementing the CWR 2012 is undertaken;
- ii. that further work is done to determine the likely impact of new guidance on the recovery of street sweepings and that OWP then gives consideration to lobbying for a relaxation of this guidance to allow for the composting of this waste to continue.

### **8 Reasons for Recommendations**

8.1 To ensure the best overall waste management outcomes for Oxfordshire taxpayers.

### **9 Contact Officer**

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Background Papers: