

Agenda



Listening Learning Leading

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A MEETING OF THE

Oxfordshire Waste Partnership

**WILL BE HELD ON FRIDAY 17 JANUARY 2014 AT 11.00 AM
OR ON THE RISING OF THE OXFORDSHIRE ENVIRONMENT PARTNERSHIP IF THIS IS LATER
COUNCIL CHAMBER, SOUTH OXFORDSHIRE DISTRICT COUNCIL
OFFICES**

Members of the Oxfordshire Waste Partnership:

**Oxfordshire Waste Partnership
Councillors**

Mr David Dodds (Chairman of the OWP)

Mr Reg Waite (Vice-Chairman)

Mr Nigel Morris

Mr John Tanner

Mr David Nimmo-Smith

Mr David Harvey

Representing:

South Oxfordshire District Council

Vale of White Horse District Council

Cherwell District Council

Oxford City Council

Oxfordshire County Council

West Oxfordshire District Council

Deputies: any Cabinet or Executive member of a member authority notified to the contact officer as attending in accordance with the substitution rules of that authority.

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

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**ITEMS TO BE DISCUSSED JOINTLY WITH THE OXFORDSHIRE
ENVIRONMENT PARTNERSHIP**

1 Community engagement and education on environmental impact - Contract Procurement update (Pages 5 - 8)

Report attached

15 minutes

Purpose: Update on the procurement of community engagement and environmental education services.

OXFORDSHIRE WASTE PARTNERSHIP AGENDA ITEMS

2 Apologies for absence and notification of deputy members attending

Unless otherwise indicated, apologies notified at the start of the Oxfordshire Environment Partnership meeting will be taken as read.

3 Declaration of disclosable pecuniary interest

4 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 (the day before the meeting).

5 Minutes of the previous meeting (Pages 9 - 14)

Minutes attached

5 minutes

Purpose: To approve the minutes of the meeting of the Oxfordshire Waste Partnership meeting held on 1 November 2013 and to receive information arising from them.

6 Role of Host Authority and future meeting dates (Pages 15 - 16)

Report attached

5 minutes

Purpose: To advise of future charring arrangements for the Oxfordshire Waste Partnership joint committee and Environment Partnership, and to propose future meeting dates.

7 Future OWP funding (Pages 17 - 20)

Report attached

20 minutes

Purpose: To discuss the announcement by Oxfordshire County Council that it will cease funding Oxfordshire Waste Partnership from March 2015 and to consider the implications for the future of the partnership.

8 Waste Prevention Programme for England (Pages 21 - 24)

Report attached

10 minutes

Purpose: To consider the new Waste Prevention Programme for England recently published by Government.

9 Joint Municipal Waste Management Strategy Action Plan 2014/15 - 2016/17 (Pages 25 - 36)

Report attached

10 minutes

Purpose: To agree an action plan for 2014/15 – 2016/17 to implement the Oxfordshire Joint Municipal Waste Management Strategy (JMWMS).

10 Performance monitoring update (Pages 37 - 54)

Report attached

10 minutes

Purpose: To provide a quarterly update on the performance of the Oxfordshire Waste Partnership.

11 Household Waste Recycling Centre for the Chipping Norton area (Pages 55 - 56)

Report attached

10 minutes

Purpose: To consider options for future HWRC provision in the Chipping Norton area.

12 Residual Waste Treatment and Bulking & Haulage Projects update (Pages 57 - 60)

Report attached

10 minutes

Purpose: To update on the progress on the residual waste treatment and bulking and haulage projects.

13 Sustainable Clothing Action Plan (Pages 61 - 64)

Report attached

10 minutes

Purpose: To seek approval for Oxfordshire Waste Partnership to become a signatory to the Waste and Resources Action Programme (WRAP) Sustainable Clothing Action Plan (SCAP).

14 Chairman's announcements

The next meeting is on Friday, 21 March 2014 in the Council Chamber, South Oxfordshire District Council Offices

MARGARET REED

Head of Legal and Democratic Services

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OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Community Engagement and Education on Environmental Impact

1 Purpose of Report

- 1.1 To update members on the joint procurement of the Green Schools programme and the Community Action Group Project. This procurement has been entitled Community Engagement and Education on Environmental Impact.

2 Background

- 2.1 The Oxfordshire Green Schools Programme has operated since October 2011. It is jointly managed under the Environmental Education Services Contract by Oxfordshire County Council (OCC) and Oxfordshire Waste Partnership (OWP). The programme is operated by Groundwork South and covers energy reduction and waste prevention.
- 2.2 The Community Action Group (CAG) Project provides support to community groups taking action on climate change. This service has seen significant growth since its start in 2001. The development of the project since 2003 has been funded by Oxfordshire County Council in collaboration with Resource Futures who are the incumbent service provider.
- 2.3 It was agreed by members at the OWP meeting in November 2013 to pursue a joint procurement for these two service areas. This has potential to deliver better value for money and an innovative programme of outreach work to a wider audience.
- 2.4 The contract notice has recently been advertised and an outline procurement timetable is set out below.
- 17th Dec 2013 - Pre-Qualification Questionnaire published
17th Jan 2014 - Deadline for return of Pre-Qualification Questionnaires
31 Jan 2014 – Invitations to Tender issued
7th March 2014 - Deadline for return of Tenders
17th March 2014 – Contract Award
1 April 2014 – Contract commencement
- 2.5 The existing Environmental Education Services Contract is due to end in March 2014. It is likely that the new contract will be let for a period of 3 years with the option to extend by up to a further 3 years.

3 Financial, Risk and Staff Implications

- 3.1 OWP has agreed to pay £60,964 per annum towards the Community Engagement and Education on Environmental Impact Contract in 2014/15. This figure is included within the OWP revenue budget agreed in November 2013. OCC currently pays £91,000 per annum for the CAG project and £30k toward the Energy delivery of the Oxfordshire Green Schools service and also provides the Green Schools bus. This gives a current combined annual contract value of £181,964.
- 3.2 To accommodate future budget uncertainties the procurement has been advertised with a contract value range of £380,000 to £500,000, based on a three year contract.

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

Bidders will be asked for a detailed delivery plan. The specification will also have a modular structure and allow for a tapering of contract payments in years 2 and 3 to mitigate financial risks relating to future budget uncertainty.

- 3.3 The new contract will be subject to the Transfer of Undertakings Protection of Employment (TUPE) regulations, meaning that existing employees will have the opportunity to transfer to any new contractor. In future, staffing levels are likely to reflect the value of the contract payments.

4 Areas Affected

- 4.1 The Oxfordshire Green Schools programme and Community Action Group Project operate countywide.

5 Effect on Strategic Policies

- 5.1 The current Environmental Education Service and the CAG project support a number of aims within the Joint Municipal Waste Management Strategy by promoting waste reduction, reuse and recycling. The service also delivers lessons and activities on litter, supporting OWP's local environmental quality agenda.
- 5.2 The services particularly support Policy 3 - Oxfordshire Waste Partnership will help households and individuals to reduce and manage their waste in order to ensure zero growth of municipal waste per person per annum.
- 5.3 The Environmental Education Service contributes to the OCC Schools Carbon Reduction Strategy overarching outcome that "schools are able to measure, understand and take action to reduce their overall carbon footprint". Specifically it addresses outcome 6: "schools use their own carbon footprint to integrate energy efficiency and climate change into the curriculum" through the lessons on energy efficiency, where energy comes from and general climate change messages. This contributes to delivering the Climate Local commitment of reducing carbon emissions from the local authority estate.

6 Options or Alternatives

- 6.1 Since the decision to jointly tender the Environmental Education and CAG services was made in November 2013, OCC has announced that due to budget pressures, it intends to cease funding OWP from March 2015. This decision is subject to agreement by full council of the OCC budget for 2014/15. This means that in years two and three of the Community Engagement and Education on Environmental Impact Contract there may be insufficient OWP revenue budget to make contract payments.
- 6.2 This can be mitigated by flagging up the potential reduced income as part of the tendering process and inviting bidders to set out how they would deal with this reduced income. Contractors may for example seek to gain third party income through bidding for funding or by charging schools for services.
- 6.3 Alternatively, OWP may wish to revisit its decision to retender the Environmental Education Service with the CAG project, and in light of the budget uncertainties beyond March 2015, instead choose to extend the current contract for Environmental Education with Groundwork South for a further 12 months. This would mean that OCC would need to procure the Community Engagement work (currently the CAG project) separately.

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Minutes



OF A MEETING OF THE

Listening Learning Leading

Oxfordshire Waste Partnership

HELD AT 11.00 AM ON FRIDAY 1 NOVEMBER 2013

COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, CROWMARSH
GIFFORD

Voting members of the Oxfordshire Waste Partnership attending

Councillor D Dodds (Chairman)	South Oxfordshire District Council
Councillor D Harvey	West Oxfordshire District Council
Councillor N Morris	Cherwell District Council
Councillor D Nimmo-Smith	Oxfordshire County Council
Councillor J Tanner	Oxford City Council
Councillor R Waite	Vale of White Horse District Council

Officers attending for the whole of the meeting

Mr W Lewis	Oxfordshire Waste Partnership
Ms R Lake	Oxfordshire Waste Partnership
Ms M Nielsen	Oxford City Council
Mr G Bagordo	Oxfordshire County Council
Mr T Flanagan	Oxfordshire County Council
Ms S Gilbert	Oxfordshire County Council
Mr M Watson	Oxfordshire County Council
Mr G Hull	Oxfordshire County Council
Mr M Prosser	South Oxfordshire and Vale of White Horse district councils
Mrs J Thompson	South Oxfordshire and Vale of White Horse district councils
Ms L Croot	West Oxfordshire District Council
Ms K Holt	Environment Agency
Ms K Woolley	Chair of TOE2 and trustee of ORCC

Apologies for absence

Mr E Potter	Cherwell District Council
Mr N King	Oxfordshire County Council
Ms L Bee	Environment Agency
Ms L Watson	ORCC

10 Green Schools Programme

The partnership considered a report setting out the work of the Green Schools programme, the use of the mobile classroom, and options for the future operation of the programme.

Members noted that Groundwork South were fulfilling their contract and receiving good feedback from schools. The bus used as a mobile classroom was back in use as the licensing issues had been resolved. Members discussed the options for extending and re-tendering the contract.

The partnership noted that the difficulties surrounding the usage of the Green Schools bus have been resolved;

and resolved:

1. to note the summary Annual Report from Groundwork South;
2. to retender the Environmental Education Service alongside the OCC CAG service; and
3. in the light of a decision to retender alongside the CAG service (2), to agree a short term extension in contract with Groundwork South until the end of July 2014 to enable continuity in service for schools.

11 Declaration of disclosable pecuniary interest

Mr W Lewis and Mr G Hull stated that they were trustees of Bicester Green (minute 16).

12 Addresses and questions to the partnership

There were no addresses or questions.

13 Minutes of the previous meeting

The minutes of the Oxfordshire Waste Partnership meeting held on 28 June 2013 were agreed as a correct record and signed as such by the Chairman.

14 Draft Budget 2014/15 - 2016/17

The partnership considered a report setting out the proposed budget for 2014/15 to 2016/17 and the proposed contributions from each partner council in 2014/15.

The partnership resolved to approve the budget presented at appendix 1 of the report and agree Partner Council contributions for 2014/15 up to the amount set out in appendix 1 to the report.

15 Transfer of accounting authority role

The partnership considered a report setting out arrangements to transfer the role of accounting authority for the Oxfordshire Waste Partnership from Oxfordshire County Council to Cherwell District Council.

The partnership resolved:

1. to ask Oxfordshire County Council and Cherwell District Council to agree a suitable date for the transfer of the OWP budget;
2. that Partner Councils then sign a copy of the letter attached at appendix 1 and return it to Oxfordshire County Council in order for the transfer of the role of Accounting Authority from Oxfordshire County Council to Cherwell District Council to proceed;

3. that payment for undertaking the Accounting Authority role is split evenly between Oxfordshire County Council and Cherwell District Council for 2013/14; and
4. that Oxfordshire County Council continue to hold the OWP New Initiatives Fund.

16 New Initiatives Fund Projects application

The partnership considered an application from Oxfordshire County Council to the New Initiatives Fund for reuse facilities at three household waste recycling centres (HWRCs). It also considered a request from Bicester Green to transfer £10,000 of their existing capital award to revenue to support their work in their first year.

Members noted that officers were confident the reuse centres would go ahead. They also noted that areas of the west and south of the county had poor access to any HWRCs and overall provision could be improved. There were proposals to improve the Redbridge site but a reuse centre may not be feasible due to lack of space.

The partnership resolved:

1. to approve the NIF bid from Oxfordshire County Council for reuse facilities at three Household Waste Recycling Centres in Alkerton, Drayton and Stanford in the Vale; and
2. to change £10,000 of the existing funding award to Bicester Green is from capital to revenue funding.

17 Performance monitoring update

The partnership considered a report on the performance of the Oxfordshire Waste Partnership.

Members noted that the original plans for the Greystones site could not proceed but alternatives were being considered. They discussed the upward trend in the amount of waste landfilled, declining recycling levels and increased fly-tipping. Members commented that:

- recycling campaigns should also focus on total waste production;
- the 'sort it out' campaign in South and Vale was improving recycling and generating information about the reasons for not recycling which could be used in campaigns;
- high-profile enforcement helped reduce fly-tipping overall; and
- Cherwell were working with households whose first language was not English to encourage them to be more involved.

The partnership resolved:

1. to note the quarterly update on the performance of Oxfordshire Waste Partnership and the points discussed above;
2. to note the high level risks set out in section 2.3 and the accompanying mitigation measures;
3. to note the revised budget outturn figure for 2012/13; and
4. to consider a work plan and share best practice to address these trends at the next meeting.

18 Residual Waste Treatment and Bulking & Haulage update

The partnership considered a report on progress of the residual waste treatment and bulking and haulage projects.

Mr Harvey commented that the condition added to the planning permission by OCC's planning committee requiring HGVs to be rerouted to enter and exit Dix Pit affected the route for the delivery of waste from West Oxfordshire and could considerably increase the costs of delivery to Dix Pit. Mr Tanner explained the planning committee's reason for the condition.

The partnership noted and supported* the progress made on the residual waste treatment project and on the bulking and haulage contracts for the efficient delivery of waste to the Ardley Energy from Waste facility.

*Oxford City Council do not support the project

19 Composting of street sweepings

The partnership considered a briefing from the Environment Agency and a report setting out the interim arrangements for recycling street sweeper waste.

The partnership resolved:

1. to thank the County Council for their work and support the interim recycling arrangements made for street sweeper waste;
2. to continue to lobby the Environment Agency over the impacts of their guidance regarding leaf litter on partner councils;
3. to note and support work to develop a longer term project involving all partner councils to procure a long-term recycling contract for street sweeper waste.

20 Separate collection of recyclable wastes

The partnership considered a report and copies of correspondence on the requirements for the separate collection of wastes under the revised EU Waste Framework Directive (2008/98/EC).

Members noted that:

- there was merit in working collectively as well as sharing good practice to ensure that the county's collection systems produced good quality materials; and
- the MRF receiving South and Vale's recyclates was very satisfied with the quality of the mixed recycling received.

The partnership agreed that once draft statutory guidance is issued, OWP partner councils share best practice and knowledge in order to implement the regulations; ensuring that Oxfordshire's collection systems produce good quality recyclable materials.

21 External Audit findings

The partnership considered the report setting out the external audit opinion on the 2012/13 summary accounts and noted the amended reserve of £74,072.

The partnership resolved:

1. to note the external audit opinion for 2012/13 and
2. to accept the annual return, noting the amended figures.

22 Chairman's announcements

There were no announcements.

The meeting closed at 12.00 pm

Chairman

Date

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OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Role of Host Authority and dates of future meetings

1 Purpose of Report

- 1.1 To advise of future charring arrangements for the Oxfordshire Waste Partnership (OWP) joint committee and Environment Partnership meetings, and to propose future meeting dates.

2 Background

- 2.1 The OWP Partnership Agreement sets out that “the role of the Host Authority will rotate automatically in alphabetical order between the Partner Authorities every two years from the date of the relevant Annual General Meeting”. The role will move from South Oxfordshire District Council to Vale of White Horse District Council in June 2014. The next meeting of OWP (in March 2014) will be the last meeting to be hosted and chaired by South Oxfordshire District Council. Vale of White Horse District Council will then host its first meeting in June 2014.
- 2.2 OWP meets jointly with the Environment Partnership. It was agreed in July 2009 that both meetings should be chaired by the same person and that this should be an elected member from one of the Oxfordshire local authorities, elected according to the OWP constitution. This means that Vale of White Horse District Council also assumes chairmanship of the Environment Partnership meeting with effect from June 2014.
- 2.3 Chairmanship of the OWP Officer Strategy Group (OSG) rotates in alphabetical order every two years, so that it mirrors the OWP Joint Committee arrangements. Vale of White Horse District Council will also begin chairing the OSG in June 2012, although the shared officer team employed by South and Vale means that in practice there is no change of personnel. The County Council will continue to provide officer support to the Environment Partnership and its supporting officer group. Administrative and legal support to both the OWP joint committee and Environment Partnership meetings is provided by the Host Authority.
- 2.4 The role of OWP Auditing Authority rotates alphabetically every two years, with Oxford City Council assuming this role for the 2013/14 – 2014/15 period. This was agreed by OWP in June 2013.
- 2.5 Two further roles are set out within the OWP Partnership Agreement: Accounting Authority and Employing Authority. These are undertaken by Cherwell District Council (Cherwell recently assumed the Accounting Authority role from Oxfordshire County Council).
- 2.6 Proposed OWP and Environment Partnership meeting dates for 2014/15 and 2015/16 are given below:
- 20 June 2014
 - 24 October 2014
 - 23 January 2015
 - 27 March 2015
 - 26 June 2015
 - 23 October 2015

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

22 January 2016

18 March 2016

Meetings will be held at Vale of White Horse District Council, Abbey House, Abbey Place, Abingdon. All meetings are on Fridays, starting at 10.00 a.m..

3 Financial, Risk and Staff Implications

- 3.1 The Partnership Agreement allows for costs incurred by Partner Authorities whilst undertaking their duties as OWP Host Authority, Auditing Authority, Accounting Authority and Employing Authority to be reimbursed from the OWP revenue budget.

4 Areas Affected

- 4.1 South Oxfordshire District Council and Vale of White Horse District Council are affected by the rotation of the Host Authority role.

5 Effect on Strategic Policies

- 5.1 None.

6 Options or Alternatives

- 6.1 Alternative meeting dates may be proposed.

7 Recommendations

- 7.1 That the hand-over of the role of OWP Host Authority and chairing of the Environment Partnership to Vale of White Horse District Council with effect from the June 2014 meeting is noted and the meeting dates for 2014/15 and 2015/16 are agreed.

8 Reasons for Recommendations

- 8.1 To ensure all Partners engage fully in the work of OWP.

9 Contact Officer

- 9.1 Author: Wayne Lewis Tel: 01295 221903

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

Background Papers: none.

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Future OWP funding

1 Purpose of Report

- 1.1 To discuss the announcement by Oxfordshire County Council (OCC) that it proposes to cease funding Oxfordshire Waste Partnership (OWP) from March 2015 and to consider the implications for the future of the partnership.

2 Background

- 2.1 OCC wrote to the OWP chairman on 4th December 2013 to inform him that it proposes to cease paying OWP contributions (totalling £123,714) from March 2015. The proposal is subject to agreement to the budget by full Council on the 18 February 2014. OWP has been offered the opportunity to respond to the proposal in the following ways:
- Addressing the OCC Performance Scrutiny Board meeting on 16th December 2013
 - Addressing the OCC Cabinet meeting on 28th January 2014
 - Addressing the OCC full Council meeting on 18th February 2014
 - Meeting with Rodney Rose, Deputy Leader of OCC.

Cllr Waite, OWP vice-chairman addressed the OCC Performance Scrutiny Board meeting on 16th December 2013.

- 2.2 OCC's contribution makes up 50% of the OWP annual revenue budget. Removal of OCC funding from 2015/16 makes the OWP budget agreed at its November 2013 meeting unaffordable. The budget would be overspent by some £91,000 by the end of the year.
- 2.3 The OCC proposal has wide reaching implications for the partnership and its work. Issues that need to be considered if OCC funding were to be removed include:

I. Future delivery of the Oxfordshire Joint Municipal Waste Management Strategy (JMWMS)

A revised strategy was agreed in 2012 and commits partner councils to working together to achieve a countywide recycling & composting target of 65% by 2020 and 70% by 2025. Oxfordshire achieved 60% in 2012/13. Making it the highest recycler in England for the second consecutive year, however, further improvement presents a challenge. OWP is responsible for the development and implementation of the joint strategy and for developing common waste management policy and practice across the county.

II. Future delivery of recycling communications and waste prevention activity

OWP is responsible for joint communication campaigns that support delivery of the JMWMS. A communications plan is agreed annually. Current priority areas include:

- Reducing food waste (Love Food Hate Waste)
- Promotion of kerbside recycling, food waste and garden waste collection services
- Promoting home composting
- Promoting waste reuse
- Campaigns to improve local environmental quality (reducing litter and fly-tipping)

Box 1 provides some measures of communications activity during 2013.

Box 1 Communication Statistics

- 950 Twitter followers as of December 2013
- A-Z of reuse and recycling website hits average 317 per months
- Bi-monthly electronic newsletters sent to 7,500 residents
- 28 roadshows and events organised between April and Nov speaking to 3,127 residents
- 952 radio adverts aired between July and November (332 were free)
- 14 articles published in local magazines between May and December
- 22 press releases issued between May and December
- To date, 16,500 residents have pledged to reduce food waste
- 400 residents have this year pledged to “recycle one more thing”.

The recently published DEFRA National Waste Prevention Strategy cites many Oxfordshire based examples of best practice. In the absence of OCC funding, these work areas would have to be scaled back or else delivered by each partner council individually with the probability of reduced impact, increased cost and loss of economies of scale.

The business case for continuing efforts to reduce waste and recycle more is clear. A 1% increase in recycling levels saves approximately £200,000 on waste treatment and disposal costs. The saving from preventing (rather than recycling) 1% of waste arisings is double that figure.

III. Future delivery of Environmental Education

OWP provides funding for an Environmental Education Services Contract, with the OWP Coordinator acting as a client officer. The contract is shared with OCC, which provides separate funding to deliver energy efficiency messages alongside OWP's waste reduction messages. The service has typically visited over 100 schools each year.

In November 2013, OWP agreed to retender the service with OCC. Reduced OWP funding from March 2015 brings in to question the viability of this procurement. A separate update on today's agenda considers this in more detail and sets out options on how this might be overcome.

IV. Relationships

OWP Partner Councils have developed very positive working relationships. The JMWMS provides a common vision and shared objectives. The joint committee provides a forum for debate and strategic decision making, whilst the supporting officer group structure offers opportunities for the pooling of effort, knowledge and resources.

The loss of this form of strategic working risks disjointed decision making that does not take in to account inadvertent consequences on neighbouring councils or the overall cost to the Oxfordshire tax payer.

V. Links with the Environment Partnership

OWP meets jointly with the Environment Partnership, with the OWP Host Authority providing chairmanship and secretarial support to the meeting. OCC provides the secretariat function and coordination role for the officer group. Implications for the future of the Environment Partnership following any changes to OWP should be considered. The Environment Partnership is currently delivering joint commitments made under Climate Local and in line with Oxfordshire 2030.

VI. Reputation

OWP has an excellent reputation and is often cited as an example of good practice nationally. For example, together with the Kent and Dorset Waste Partnerships, OWP

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

formed part of an expert panel at the 2013 RWM conference session on local authority waste partnership working. OWP members and officers have provided information and advice to many other areas including Warwickshire, Devon and Surrey. OWP partner councils are among the highest recyclers and lowest waste producers in the country. Collectively we have been short-listed for more than 20 national recycling awards over the past few years. Whilst other county areas are seeking to build up their waste partnerships, Oxfordshire faces reputational damage were it to dismantle its own high performing partnership.

VII. Costs

It is questionable whether the budget proposal will actually provide a true saving. OCC would still have to commit some funding and officer time to waste prevention measures, communications and to liaison with district councils. This would be more difficult without the strategic framework that OWP provides.

Weakened partnership working also threatens to increase future OCC contract costs. The Food Waste Treatment Contract held by OCC has minimum tonnage requirements. These increase over time, meaning that the county and district councils need to continue working together to increase food waste capture rates. Payments for failing to reach minimum tonnages could exceed £100,000 as early as 2015. Since OCC negotiated a withdrawal from the OWP Financial Arrangements earlier this year, there is no longer any financial incentive for district councils to seek to maximise food waste recycling. OCC is reliant upon the commitment and good will of its district council partners.

Working in partnership also provides opportunities and increased capacity for bidding for external funds. By working together OWP councils have obtained the following funding awards:

- £1.2 million DEFRA Local Area Agreement Reward grant in 2008/9
- £42,500 BREW funding for commercial waste recycling in 2009/10
- £7,500 DEFRA funding for Dorchester Zero Waste Place in 2009/10
- £55,000 Remade SE funding for commercial food waste collections in 2011/12
- £40,000 Eco-Town funding for developing a reuse centre in Bicester in 2011/12
- £10,000 WRAP funding for consultancy services to improve waste reuse in 2013/14

VIII. Duration and termination of the OWP Agreement

Clarity will be needed on whether making the proposed OCC budget saving represents OCC's resignation from OWP. The OWP constitution sets out how such a resignation should be managed. If a Partner Council resigns after the OWP budget for the following year has been agreed, then it remains liable for its agreed contribution for that period. The constitution also states that a joint meeting of OWP, Leaders and Chief Executives should then be held to decide whether OWP should continue to operate on behalf of the remaining Partner Councils.

IX. Alternative methods of funding

If the OCC budget proposal is entirely financially driven, then OWP could be challenged to propose other ways in which the partnership could be funded in the future. This could take the form of a "top slicing" of income streams such as electricity sales from the Ardley Energy from Waste plant or district council recycling credit payments. OWP could also potentially be extended to include private sector partners, who could be asked to make a contribution towards operating costs.

X. New ways of working

The OCC budget proposal offers an opportunity to review the current priorities and work of OWP and to take a view on whether these remain relevant, whether there are some areas that should no longer be pursued, and also to consider what the priorities and the role of the partnership should be in future.

3 Financial, Risk and Staff Implications

- 3.1 The withdrawal from March 2015 of £123,714 from the annual OWP revenue budget makes the current medium term budget unaffordable and members would need to consider the continued viability of OWP with a reduced level of income. The existing OWP officer posts of Coordinator and Communications Officer may be placed at risk.
- 3.2 Stopping OWP contributions represents a saving of around 0.6% to the county council's current annual budget for waste management.

4 Areas Affected

- 4.1 All Partner Councils are affected.

5 Effect on Strategic Policies

- 5.1 The financial impact of the OCC funding proposal would impact upon all aspects of the JMWMS and its strategic policies.

6 Options or Alternatives

- 6.1 Members may wish to propose alternative ways of helping OCC meet its medium term budget.

7 Recommendations

- 7.1 That:
 - I. OWP representatives meet with OCC and request that it revises its proposal to cease funding OWP from March 2015 and instead continues its support for the partnership; and,
 - II. OWP seek to make representations at the Cabinet and Full Council meetings that will consider the OCC budget.

8 Reasons for Recommendations

- 8.1 To collaborate on the continuous development and delivery of an integrated waste strategy that achieves the Partnership's stated vision and objectives for sustainable waste management. Also to maximise the opportunities for improved value for money for the benefit of council tax payers across Oxfordshire.

9 Contact Officer

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

Background Papers:

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Waste Prevention Programme for England

1 Purpose of Report

- 1.1 To consider the new Waste Prevention Programme for England recently published by Government.

2 Background

- 2.1 The Department for Environment, Farming & Rural Affairs (DEFRA) has recently published the first Waste Prevention Programme for England. Entitled "Prevention is better than cure: The role of waste prevention in moving to a more resource efficient economy", it meets a requirement of the EU revised Waste Framework Directive that member states should establish waste prevention programmes by December 2013.
- 2.2 Oxfordshire Waste Partnership (OWP) contributed to the development of the plan by responding to a call for evidence, supplying information on current waste prevention activities. OWP also responded to the consultation that accompanied the first draft of the programme strategy document in August 2013. A case studies document published as an annex to the main strategy contains a number of Oxfordshire based projects, including the Community Action Group (CAG) project, Refashion events and bicycle reuse from household waste recycling centres.
- 2.3 The programme sets out roles for government, business, the wider public sector, civil society and consumers in helping the country move to a more sustainable economy, where fewer materials are wasted. It recognises that becoming more resource efficient not only helps the environment but also helps businesses become more resilient and competitive. It sets out a vision where sustainable economic growth and environmental improvement will go hand in hand. Key to achieving this is a shift away from the traditional linear economy of make, use and dispose, to a circular economy where resources are kept in use for longer and materials are recovered rather than being thrown away.
- 2.4 In making the case for action on waste prevention, the strategy document notes that:
- Since 2000, on average, resource prices have more than doubled, reflecting both the depletion of natural resources and the concerns around security of supply of those materials.
 - The waste that we produce costs UK businesses £885 million to manage.
 - Waste management costs to local authorities for 2011-12 are estimated at £3.2 billion.
 - UK householders spend £12.5 billion every year on food that could have been eaten but ends up being thrown away.
 - Almost a quarter of used electrical products taken to household waste recycling centres each year could be reused, with a gross value of £200 million.

Wasting less offers benefits to business, the public sector and consumers. Meeting this challenge requires each group to play a part.

- 2.5 Importantly, the programme sets out some metrics to allow progress to be measured. For household waste, the principal measure at a national level will be:

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

waste arisings (Mt) per unit household economic activity. Additional metrics which allow measurement of environmental and social impact will be developed in partnership with relevant organisations to give a suite of indicators.

- 2.6 Some of the key actions and commitments set out within the programme are:
- The introduction of a five pence charge on single use plastic carrier bags in England by autumn 2015.
 - A Sustainable Electricals Action Plan to be led by WRAP, which will aim to improve the sustainability of electrical goods through actions such as offering longer minimum guarantee periods and easier repair for the most common faults.
 - Developing a Reuse Standard (again through WRAP) to increase consumer confidence in the quality of second-hand goods.
 - Setting up a Local Authority Forum to share best practice and raise concerns on taking forward waste prevention and reuse by summer 2014.
 - A £800,000, two-year scheme supporting communities to take forward innovative waste prevention, reuse and repair actions in their local areas.
 - Help for the wider public sector to reduce their waste, starting with the NHS.
 - A series of actions to help improve access to finance for businesses working in waste prevention, reuse and repair.
 - The development by WRAP of a web-based postcode locator to enable householders to find their local reuse and repair services.
- 2.7 For Local Authorities the programme suggests the following actions:
- Become a Local Leader - public sector organisations can set an example in preventing waste by integrating waste prevention messages and methods across internal policies, processes and procedures. Oxfordshire County Council's reuse of office furniture is cited as an example of good practice.
 - Develop a Waste Prevention Plan - local authorities are encouraged to have a current waste prevention plan, setting out a strategy for local action on preventing waste. OWP published a Waste Prevention Strategy in 2010. It is implemented through the annual OWP action plan and communications plan.
 - Measuring progress – DEFRA suggests including locally-based aims and relevant indicators within a Waste Prevention Plan. The Oxfordshire Community Impact Model developed by the CAG project is cited as an example of good practice.
 - Educate and raise awareness - raising awareness and encouraging action in their local area is highlighted as a key role that local authorities can play. Authorities are encouraged to use resources from national campaigns such as Love Food Hate Waste (LFHW), which provide consistent messages. OWP has consistently applied WRAP branding and sought to implement national campaigns such as LFHW locally. OWP funds the Oxfordshire Green Schools Programme, which educates children and young people on waste prevention.
 - Partnership – Local authorities are encouraged to work with local businesses and civil society to deliver waste prevention messages and services. In the CAG project Oxfordshire has an extensive network of community groups working on waste prevention.
 - Innovation – Local authorities are encouraged to consider how to integrate waste prevention messages more broadly across council services. Some Oxfordshire examples include promoting real nappies through Registrars offices, and food waste reduction at food festivals and farmers markets.

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- 2.8 The national waste prevention programme provides a welcome and long-awaited boost to an area where OWP has been active for a number of years. The programme cites a number of Oxfordshire based examples of good practice and it is pleasing that our work has been acknowledged by government. Equally, the national programme offers opportunities for further improvement. The development of a forum to share best practice with other local authorities and to develop stronger links with business and central government should be useful and it is recommended that OWP seeks to play an active role within the forum. Work to improve the measurement of waste prevention activity is also welcome, as this is an area which OWP has been seeking to refine and improve. Access and support from a wider national work programme will also be helpful.
- 2.9 Given the current state of public funding it is unsurprising that the programme offers only a limited number of new initiatives and little additional funding. However, at a time when DEFRA's waste management activities are being scaled back, it is important that the waste prevention programme makes a continued commitment to the existing good work taking place nationally (such as the Love Food Hate Waste Campaign, the Sustainable Clothing Action Plan and the Courtauld Commitment). The programme also raises the profile of repair. Plans to improve access to funding for repair businesses and work such as the proposed Sustainable Electricals Action Plan should lead to growth in this sector.

3 Financial, Risk and Staff Implications

- 3.1 There are no direct implications resulting from this report. The national waste prevention programme may offer some future opportunities to bid for funds and to take part in wider initiatives that promote waste reduction, reuse and repair.

4 Areas Affected

- 4.1 All partner councils.

5 Effect on Strategic Policies

- 5.1 The Waste Prevention Programme for England supports a number of strategic policies within the Oxfordshire Joint Municipal Waste Management Strategy:
- Policy 1 - Oxfordshire Waste Partnership will encourage the efficient use of resources, reduce consumption and take responsibility for the waste that they produce.
 - Policy 2 - Oxfordshire Waste Partnership will lobby central government to focus on waste as an integral part of sustainable resource management.
 - Policy 3 - Oxfordshire Waste Partnership will help households and individuals to reduce and manage their waste in order to ensure zero growth of municipal waste per person per annum.
 - Policy 6 - Oxfordshire Waste Partnership will encourage businesses to reduce, reuse and recycle by providing good quality recycling services, information and advice.
 - Policy 11 - Oxfordshire Waste Partnership councils will work together, with local communities, and with our service providers to reduce the environmental and financial costs of waste management.

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6 Options or Alternatives

6.1 Not applicable.

7 Recommendations

7.1 That:

- I. the new national waste prevention programme is noted,
- II. OWP seeks to play an active role in its implementation by contributing to relevant forums and work programmes, and that
- III. OWP continues to prioritise waste prevention, reuse and repair in Oxfordshire through the implementation of its waste prevention strategy.

8 Reasons for Recommendations

8.1 To work in partnership to reduce waste and to maximise reuse, recycling and composting.

9 Contact Officer

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Background Papers: Waste Prevention Programme for England.

<https://www.gov.uk/government/publications/waste-prevention-programme-for-england>

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Joint Municipal Waste Management Strategy Action Plan 2014/15

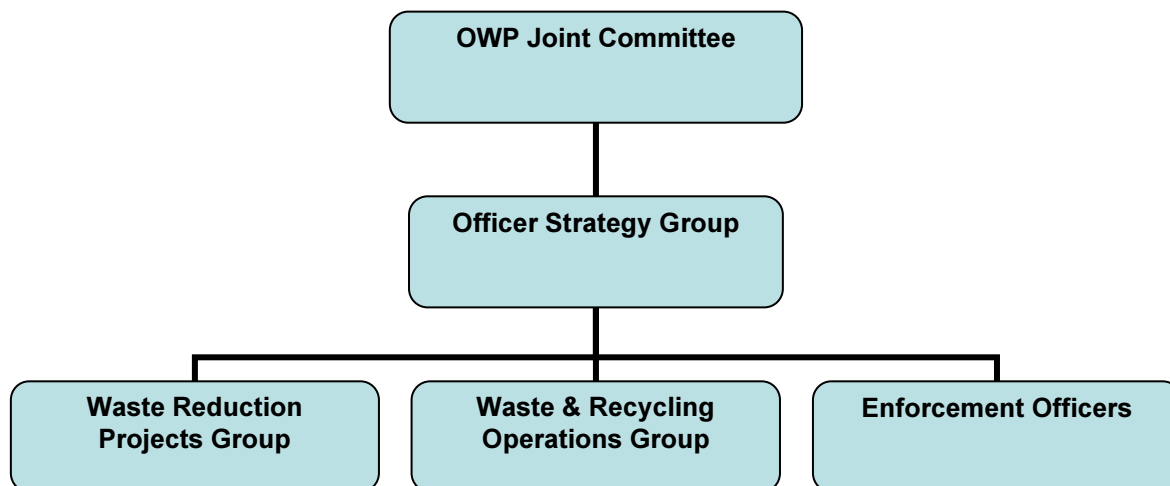
1 Purpose of Report

1.1 To agree an action plan for 2014/15 – 2016/17 to implement the Oxfordshire Joint Municipal Waste Management Strategy (JMWMS).

2 Background

2.1 OWP maintains an action plan to implement the JMWMS. This is a rolling three-year plan, which is agreed annually. A draft plan for 2014/15 – 2016/17 is attached at appendix 1. The vast majority of actions have a target completion date of March 2015 or before. The plan has been agreed by the Officer Strategy Group with input from each of the OWP Officer Groups. These are set out in figure 1.

Figure 1 OWP organisational structure



2.2 A quarterly update on progress will continue to be provided to the joint committee. An accompanying risk register will also be developed and key risks reported as part of the quarterly performance report.

2.3 Many of the actions within the plan build on those within the current 2013/14 action plan. Some of the main themes are:

- Managing our own “in-house” waste better, and encouraging local businesses to do the same through commercial waste reduction and recycling initiatives;
- Reducing food waste, both through prevention campaigns and by promoting food waste collections;
- Working with the community and voluntary sector wherever practicable;
- Joint communications work to promote the 3Rs (reduce, reuse & recycle);
- Sharing best practice and working together wherever possible so as to improve our effectiveness and efficiency;
- Improving the quality of Oxfordshire’s environment through communications campaigns and enforcement measures to reduce litter and fly-tipping.

Construction of the Ardley Energy from Waste facility will be completed during 2014, as will mobilisation for the supporting residual waste bulking and haulage contract.

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Oxfordshire County Council will also lead on the procurement of a local outlet for the recovery of street sweepings.

Some new or developing themes within the action plan include:

- Working with local charities and community groups to increase the amount of bulky waste that is reused or recycled;
- Exploring the development of a reward & recognition scheme that encourages people to recycle more and waste less (boosting Oxfordshire's recycling performance);
- Developing an understanding of the TEEP (technically, environmentally and economically practicable) requirements for recycling collections set out in the revised EU waste framework directive;
- Trying to grow council commercial waste services, offering businesses opportunities to recycle and compost more.

3 Financial, Risk and Staff Implications

- 3.1 The actions for 2014/15 will be delivered within the agreed budgets for OWP and its partner authorities.

4 Areas Affected

- 4.1 All partner councils are affected by the matters within this report.

5 Effect on Strategic Policies

- 5.1 The action plan has been developed to progress each of the strategic policies within the JMWMS.

6 Options or Alternatives

- 6.1 Amendments to the action plan may be proposed.

7 Recommendations

- 7.1 That the action plan attached at appendix 1 is agreed.

8 Reasons for Recommendations

- 8.1 To implement the JMWMS.

9 Contact Officer

- 9.1 Author: Wayne Lewis Tel: 01295 221903

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Background Papers:

Appendix 1

Oxfordshire Joint Municipal Waste Management Strategy

Action plan 2014/15 - 2016/17

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
Policy 1 - Oxfordshire Waste Partnership will encourage the efficient use of resources, reduce consumption and take responsibility for the waste that they produce.								
1.1	To implement 2013 waste audit recommendations for council premises in order to further improve "in-house" waste reduction, reuse and recycling.	Reduced residual waste arisings from council buildings and activities.	To achieve a further 5% reduction in residual waste arisings (based on 2013 figures) by March 2015.	Officer time, with support from councils' facilities teams and energy officers.	Unable to implement all audit findings due to existing supplier/provider agreements.	Mar-15	Waste Reduction Projects Group	Builds on 2013 action to undertake repeat waste audits.
Policy 2 - Oxfordshire Waste Partnership will lobby central government to focus on waste as an integral part of sustainable resource management.								
2.1	Issue joint responses to relevant Government consultations.	Joint consultation responses.	To respond to relevant consultations within their specified timescales.	Officer time (approx 3 days per consultation). Consultation with relevant trade associations and groups.	Staff Resources - ability to respond within the specified timescales.	-	Strategy Group	
2.2	Continue to lobby on issues identified within the JMWMS (including packaging reduction and higher recycling targets).	More informed national policy development and a consensus view within OWP on important waste policy developments.	N/A.	Approximately 10 days of officer time per year to attend meetings, respond to consultations and information requests.	Difficulty in obtaining a consensus view within OWP.	Ongoing	Strategy Group	

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
Policy 3 - Oxfordshire Waste Partnership will help households and individuals to reduce and manage their waste in order to ensure zero growth of municipal waste per person per annum.								
3.1	Implement actions within the Waste Prevention Strategy (including Food Waste Avoidance, Home Composting, Real Nappies etc).	Cost effective and environmentally beneficial waste prevention policies, communications and actions.	Begin annual implementation plan of Joint Waste Prevention Strategy by April 2014. Report progress against strategy targets annually.	OWP communications, home composting and environmental education budgets, OWP Communications Officer and officer time from Waste Reduction Projects group.	Sufficient Resources - officer time committed by Partner Councils and continued OWP budget contributions.	Apr-14	Waste Reduction Projects Group	
3.2	Work with the County Council to retender the Oxfordshire Green Schools programme alongside the Community Action Group programme to engage with schools and local communities on waste and energy reduction.	Greater community involvement and behaviour change, resulting in decreased residual waste and lower energy consumption.	To award a contract for schools and community engagement work by April 2014.	OWP revenue budget is used to fund contract payments. Staff time to procure service then support and manage contract.	Failure to adequately promote or deliver the service, resulting in lower performance.	Apr-14	Waste Reduction Projects Group	
3.3	Support Real Nappy week	Increased public awareness and usage of real nappies.	To promote and publicise the campaign by May each year.	Officer time, communications plan budget allocation.	Limited impact due to poor take up by local media and nappy suppliers.	May-14	Waste Reduction Projects Group	
3.4	Support Recycle Week	Increased public awareness and participation in recycling schemes.	To promote and publicise the campaign by June each year.	Officer time, communications plan budget allocation. Support from CAGs and Master Composters.	Limited impact due to poor take up by local media.	Jun-14	Waste Reduction Projects Group	

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
3.5	Support Compost awareness week	Increased public awareness and take up of composting.	To promote and publicise the campaign by May each year.	Officer time, communications plan budget allocation. Support from CAGs and Master Composters.	Limited impact due to poor take up by local media.	May-14	Waste Reduction Projects Group	
3.6	Deliver events promoting textile reduction, reuse and recycling.	Increased public awareness and participation in textile reuse and recycling.	To deliver at least two events promoting textile waste reduction, reuse and recycling by March 2015.	Officer time, communications plan budget allocation. Support from CAGs..	Low attendance at events.	Mar-15	Waste Reduction Projects Group	Two Refashion events held in 2013/14. OWP to consider becoming a supporter of WRAP's Sustainable Clothing Action Plan.
3.7	Continue to support the development of the Bicester reuse and sustainable living centre.	A reuse store in Bicester providing training and employment opportunities whilst reducing waste to landfill.	To provide advice and officer support to help ensure the store becomes self-financing by Mar 2016.	External funding support continues to be sought. A Centre Manager is directly employed by Bicester Green.	Failure to secure/generate sufficient funds.	Mar-16	Strategy Group	
3.8	Work with local charities and service providers to explore greater reuse of council collected bulky wastes.	Options for greater reuse of bulky waste such as furniture and white goods.	To report the outcome of dialogue with local charities and service providers by Jan 2015	Officer time. Cooperation of local charities and service providers.	Collected bulky wastes are of insufficient quality. Limited capacity amongst local charities and service providers to accept more materials.	Jan-15	Strategy Group	Some consultancy support to the value of £10,000 has been secured from WRAP to support this action.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
<p>Policy 4 - Oxfordshire Waste Partnership will provide an integrated system of collection and processing of household waste which will achieve, as a minimum:</p> <p>By 31 March 2020:recycle or compost at least 65% of household waste By 31 March 2025:recycle or compost at least 70% of household waste</p>								
4.1	Publish an annual list of the end destinations of all materials collected for recycling by OWP councils.	A list of end destinations published on the OWP website.	To review and publish an updated list by Jan 2015.	Officer time and the cooperation of collection and reprocessing contractors.	Upside risk - greater transparency and customer confidence in our recycling schemes. Requires timely and accurate reporting from contractors.	Jan-15	Waste Reduction Projects Group	
4.2	Develop a recycling reward & recognition scheme to help boost the amount of materials collected by kerbside recycling & composting collections.	A proposal on a recycling reward & recognition scheme for Oxfordshire.	To develop a proposal for consideration by OWP by Oct 2015.	Officer time, with possible support from external agencies such as WRAP. Potential budgetary implication to finance the incentive scheme.	Additional costs associated with operating an incentive scheme.	Oct-15	Strategy Group	
4.3	Continue to provide targeted advice to residents on their recycling and composting services.	A communications campaign targeting specific areas and collection rounds across the county.	To deliver a communications campaign focussing on a particular area within each district by Mar 2015.	Officer time and communications budget from both OWP and district councils.	Campaign fails to increase recycling levels.	Mar-15	Waste Reduction Projects Group	A continuation of the 2013 action which delivered doorstepping campaigns within lower performing rounds.
<p>Policy 5 - Oxfordshire Waste Partnership will ensure that recycling facilities and services are available to all residents.</p>								
5.1	To support the continued introduction of food waste collections for flats within Oxford City.	Food waste collections provided at flats within Oxford.	To introduce food waste collections to all remaining flats within Oxford by March 2015.	Oxford City Council revenue budget allocation. Possible OWP communications budget allocation.	1. Additional collection costs. 2. Possible increase in contamination levels.	Mar-15	Waste & Recycling Operations Group	

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
5.2	To support the development of a new waste reuse and recycling centre in West Oxfordshire.	A new reuse and recycling centre within West Oxfordshire.	-	West Oxfordshire district council capital and revenue budget allocation. Possible OWP communications budget allocation.	Separate project risk register to be developed and maintained by WODC in due course.	-	Waste & Recycling Operations Group	
Policy 6 - Oxfordshire Waste Partnership will encourage businesses to reduce, reuse and recycle by providing good quality recycling services, information and advice.								
6.1	Provide recycling collection services to commercial waste customers.	A greater number of commercial waste customers receive a waste recycling service.	To ensure that all council commercial waste customers are recycling by Mar 2015.	Scheme costs to be determined by each Partner Council. Aim for schemes to become revenue neutral.	1. Take up by commercial customers. 2. Changes to legislation and market trends.	Mar-15	Waste & Recycling Operations Group (Trade Waste Sub Group)	
6.2	Reduce the amount of residual waste collected per customer for commercial waste collection services.	Reduced residual waste collected per customer.	To achieve a further reduction of 2.5% of residual waste per customer by Mar 2015 (based on 2013/14 figures).	Officer time and availability of commercial waste recycling schemes.	Dependent upon the take up of recycling initiatives by customers. Good data on tonnages and customer numbers needed from district councils.	Mar-15	Waste & Recycling Operations Group (Trade Waste Sub Group)	
6.3	Support the roll out of WEEE recycling collections for commercial waste customers.	WEEE recycling collections for local businesses.	To offer WEEE collections to trade waste customers in Cherwell, Oxford City and West Oxfordshire by Mar 2015.	Officer time and support from WEEE compliance scheme.	Need to ensure that collection and processing costs are recovered.	Mar-14	Waste & Recycling Operations Group (Trade Waste Sub Group)	West Oxfordshire developing a trial within 2013/14.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
6.4	Continue to increase the number of separate food waste collections provided to commercial waste customers	Diversion of commercial food waste from landfill.	To increase the number of commercial food waste customers by a further 5% by Mar 2015 (based on 2013/14 figures).	Officer time and possible communications budget allocation.	Take up of collections by customers.	Mar-14	Waste & Recycling Operations Group (Trade Waste Sub Group)	
6.5	To develop partnership working arrangements so that partner councils can jointly bid for larger commercial waste collection contracts.	Partnership arrangements in place for jointly delivering services to commercial waste customers.	To agree partnership working arrangements by October 2015.	Officer time	Upside risk - councils able to bid for commercial waste work beyond local administrative boundaries.	Oct-15	Waste & Recycling Operations Group (Trade Waste Sub Group)	New action that aims to provide revenue growth for council commercial waste services.
6.6	To submit a partnership tender to collect commercial waste from Oxfordshire County Council premises.	A joint tender submitted by district councils for waste & recycling collections from OCC premises.	To submit a tender in line with the requirements set out in the invitation to tender documents to be issued by OCC.	Officer time	Upside risk - potential to increase district council commercial waste collection work. Potential improved service offering for OCC.	Will be governed by OCC procurement timetable.	Waste & Recycling Operations Group (Trade Waste Sub Group)	Business opportunity for district councils, whilst improving service offer to Oxfordshire County Council.
Policy 7 - Oxfordshire Waste Partnership will recover energy from non-recyclable waste through the operation of the Ardley Energy from Waste facility and will seek to landfill no more than 5% of non recyclable household waste.								
7.1	Provide a residual waste treatment facility to help deliver our aspiration of 'Zero Waste'.	A waste treatment facility for Oxfordshire's residual waste.	To open the Ardley Energy from Waste Plant for the treatment of local authority collected waste by August 2014.	Project costs are met by OCC.	A separate risk register is maintained for this project.	Aug 14	OCC	
7.2	Mobilise the bulking & haulage contract to deliver waste from South Oxfordshire, Vale of White Horse and West Oxfordshire to the Energy from Waste facility at Ardley.	Facilities for the bulking & haulage of residual waste.	To implement the bulking & haulage contract arrangements by June 2014.	Officer project team at OCC, plus input and meeting attendance by district council officers.	A separate risk register is maintained for this project.	Jun-14	OCC	

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
7.3	Explore recycling options for materials that are not recycled locally and cannot be processed by the Ardley energy from waste plant (non processable waste).	The exploration of recycling markets for non-processable waste.	To secure a recycling outlet for at least one non-processable material by Mar 2015	Officer time and support of Viridor (Ardley site operator)	Inability to secure suitable recycling options.	Mar-15	OCC	

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
Policy 8 - Oxfordshire Waste Partnership will provide waste management services for specialised, potentially polluting material streams such as hazardous waste and waste electrical and electronic equipment, which as a minimum meet legislative requirements.								
8.1	Continue to support PAT testing and reuse of electrical goods at CAG swap shops.	Greater reuse of electrical goods through CAG swap shops.	To provide a PAT testing service at 50 or more CAG swap shops during 2014/15.	Support of the CAG project	Dependent upon volunteer time.	Mar-15	CAG project, supported by Waste Reduction Project Group	
8.2	Promote usage of recycling banks and kerbside collections for batteries and waste electrical and electronic equipment (WEEE).	Promotion of recycling schemes for batteries and WEEE	Deliver promotional activities by Oct 2014.	Officer time and promotional materials	Promotion fails to increase recycling levels.	Oct-14	Waste Reduction Projects Group	
Policy 9 - 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 the population, given the environmental and amenity constraints, and the availability of suitable sites.								
9.1	Continue to support the development of the new Minerals & Waste Plan.	Provision of municipal waste management information to inform the waste plan.	Ensure sufficient dialogue ahead of proposed plan adoption in July 2014.	Officer time.	Insufficient communication between planning and waste officers might result in the plan not fully taking account of municipal waste management requirements.	Jul-14	Strategy Group	
9.2	To review waste tonnage forecasts within the JMWMS to ensure that they remain current and are consistent with the Minerals & Waste Plan.	Updated municipal waste tonnage forecasts for Oxfordshire.	To undertake a review of our tonnage forecasts and publish any amended forecasts by July 2014.	Officer time, possible consultancy support to review findings.	Accuracy of forecasting work.	Jul-14	Data Group	Minerals and Waste Submission document to be published in October 2014. Forecasting results needed by end July.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Comments
Policy 10 - Oxfordshire Waste Partnership will assist the development of local markets for recovered materials.								
10.1	Procure a local treatment solution for the recovery and recycling of street sweepings.	Access to a local facility to recycle street sweepings.	To award a contract for the treatment of street sweeping waste by October 2014; aiming to commence operations by Mar 15.	Officer time.	Sufficient market interest. Affordability of solutions tendered.	Mar-15	Waste & Recycling Operations Group	Street sweepings are currently recovered at an out of county facility.
Policy 11 - Oxfordshire Waste Partnership councils will work together, with local communities, and with our service providers to reduce the environmental and financial costs of waste management.								
11.1	Continue to explore opportunities for joint working within the Oxfordshire Environment & Waste Partnership	The identification of projects that can be jointly resourced by and convey benefits to partner councils.	To consider ideas for potential joint projects at officer group meetings on a quarterly basis.	Officer time and the identification of project funding.	Limited opportunities and funds for joint projects.	Mar-15	Strategy Group	
11.2	To develop a shared understanding of the TEEP requirements for recycling collections as set out within the EU revised Waste Framework Directive	An assessment of TEEP requirements.	To undertake a TEEP assessment for Oxfordshire's collection systems by Mar 2015	Officer time, with possible support from external agencies such as WRAP.	Failure to reach consensus on requirements.	Mar-15	Strategy Group	
Policy 12 - Oxfordshire Waste Partnership will seek to improve local environmental quality through effective communications and enforcement activity.								
12.1	Continue to work in partnership with the Environment Agency, neighbouring councils and Thames Valley Police to share intelligence and best practice to reduce environmental crime.	Quarterly meetings of enforcement officers from partner councils and agencies.	To hold at least four enforcement officers group meetings during 2014/15	Officer time.	Lack of engagement.	Mar-15	Enforcement Officers group.	
12.2	Develop promotional campaigns on locally identified priority (such as fly-tipping, litter or dog fouling)	A promotional campaign(s) to enhance local environmental quality.	To deliver at least one communications campaign by Jan 2015.	Officer time and OWP communications plan budget allocation.	Insufficient resources to monitor campaign results.	Jan-15	Enforcement Officers group.	

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OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Performance Monitoring – 3rd quarter 2013/14

1 Purpose of Report

1.1 To provide a quarterly update on the performance of Oxfordshire Waste Partnership (OWP).

2 Background

2.1 This report provides an update on OWP's progress for the year to date against its agreed Joint Municipal Waste Management Strategy (JMWMS) Action Plan. A budget statement is included and any high level risks from the partnership's Risk Register are highlighted. A summary of performance against key performance indicators is also set out.

2.2 JMWMS Action Plan

The 2013/14 Action Plan is attached at appendix 1. Each action has been assigned a "traffic light" score to indicate whether the project is:

- Completed or on track (green)
- Progressing, but with some outstanding issues or concerns (amber)
- Not progressing as planned (red)

Some of the main areas of success and concern are set out below.

Successes

- A short term solution for the recovery of street sweepings has been implemented, meaning that this material is no longer landfilled.
- Further progress has been made in reducing the amount of commercial waste collected for disposal, with a 3.5% decrease this year continuing the downward trend.
-

Concerns

- A campaign to promote on-street recycling has not been delivered by the target date, but this is due to the officer group believing that a campaign may not be necessary at present.
- The Bicester Green centre requires further revenue funding to continue trading beyond the next few months.

2.3 Risks

A risk register that identifies risks associated with the delivery of the 2013/14 JMWMS Action Plan is reviewed quarterly by the Officer Strategy Group. Risks are scored according to their likelihood and the impact that they would have should they occur. Mitigation measures are set out to reduce the effects of these risks. The highest scoring risks (i.e. those that are either most likely or might have the most dramatic impact) are reported to the Joint Committee.

Three identified risks have been scored as "high". This is set out below, together with proposed mitigation measures.

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

Table 1 – high level risks

No.	Action (from JMWMS Action Plan)	Risk	Possible Consequence	Mitigation	Status at Jan14
3.7	Support the development of the Bicester reuse and sustainable living centre.	The centre fails to turnover a sufficient amount to become self-financing.	Centre closes and waste reuse opportunities are missed.	Provide support to ensure good marketing & promotion of the new centre.	Revenue funding remains tight. Lower sales are currently being off-set by some consultancy/project work, but current bank balance only allows for a further few months trading. External funding bids being developed and efforts also being made to reduce operating costs.
General	N/A	Budget cuts resulting from Spending Review.	Reduced budget available for communications, education and staffing.	Careful budget management and ongoing use of current OWP budget reserve. Continuously seek other sources of funding (grants, charging etc).	OCC has confirmed that stopping OWP funding from Mar 2015 is amongst its budget proposals. OCC budget to be agreed Feb 2014.
General	N/A	Government consultation and subsequent guidance on definition of "Technically, Environmentally and Economically Practicable (TEEP)" limits commingled recycling collections.	Some materials may need to be removed from commingled recycling collections and collected separately.	Develop an OWP response to the forthcoming government consultation. Form a collective view on the Gov guidance once available.	DEFRA are considering whether to issue guidance or not. OWP may have to form its own view in the absence of structured guidance. A TEEP assessment has been included in the OWP work plan for 2014/15.

2.4 Budget statement

The current budget position is shown in appendix 2. No significant variances to planned budget expenditure are currently expected, although an under spend of the communications plan budget is anticipated (estimated at approximately £10,000).

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

2.5 Performance indicators

Performance for the year to date is summarised in table 2 below. Monthly performance by each council is set out in appendix 3.

Total household waste arisings are very similar to last year, however when compared to the equivalent period of last year, the amount of residual waste per household has increased (by 12kg per household so far). The tonnage of municipal waste landfilled has also increased, although securing a recycling outlet for street sweepings will help limit this growth. The percentage of waste reused, recycled or composted is also lower than for the equivalent period last year (also partially due to landfilling street sweepings over the first half of this year). Fly-tipping has increased by 191 incidents so far this year.

Table 2 - Performance indicators

NI number	Description	12/13 performance (Full year)	12/13 performance (equivalent period)	13/14 performance year to date (April – Oct)
(Local indicator)	Total Household Waste per household (KG)	1,026.69	648	647
Former NI 191	Residual waste per household	410.04	240.55	252.37
Former NI 192	Percentage of household waste sent for reuse, recycling and composting	60.02	62.9	61
Former NI 193	Municipal waste landfilled	125,818	74,715	78,629
Former NI 196	Improved street and environmental cleanliness – fly tipping	2,858	1,611	1,802

3 Financial, Risk and Staff Implications

3.1 There are no direct implications resulting from the report, although performance trends as summarised in table 2 have an impact on partner council expenditure (such as waste disposal costs and fly-tipping clearance costs).

4 Areas Affected

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

5 Effect on Strategic Policies

5.1 The Action Plan has been developed to progress each of the strategic policies within the JMWMS.

6 Options or Alternatives

6.1 Not applicable.

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

7 Recommendations

7.1 It is recommended that:

- i. the high level risks set out in section 2.3 and the accompanying mitigation measures are reviewed by the joint committee, and;
- ii. the upward trend in the amount of waste landfilled, declining recycling levels and increased fly-tipping continue to be reviewed.

8 Reasons for Recommendations

8.1 To provide a performance monitoring system to support the delivery of the OWP's objectives.

9 Contact Officer

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Background Papers:

Appendix 1

Oxfordshire Joint Municipal Waste Management Strategy

Action plan 2013/14 - 2015/16

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
Policy 1 - Oxfordshire Waste Partnership will encourage the efficient use of resources, reduce consumption and take responsibility for the waste that they produce.								
1.1	To repeat waste audits at main council offices.	Progress report for the two years since previous audits, and recommendations for future improvement.	To conduct waste audits at main council buildings by Oct 2013.	External support and OWP revenue budget to undertake audits.	Support from buildings and facilities teams needed to undertake audits.	Oct-13	Waste Reduction Projects Group	Waste audits have been completed and reported to WRPG. Report recommendations being implemented by partner councils, with progress to be reported in Mar 14..
1.2	To further explore the introduction of carbon accounting to the partnership's performance management and reporting system.	Information on the carbon savings resulting from our activities.	To begin monitoring carbon emissions from our waste management activities by October 2013.	Support from Climate Change Officers to develop a suitable reporting system.	Reporting requirement may result in additional staff time or resource requirement.	Oct-13	Waste Reduction Projects Group (working with Climate Change Officers)	Reporting some waste prevention activities through the CAG impacts model. Calculator also now in place to measure carbon benefit of our recycling work. This will be reported annually.
Policy 2 - Oxfordshire Waste Partnership will lobby central government to focus on waste as an integral part of sustainable resource management.								
2.1	Issue joint responses to relevant Government consultations.	Joint consultation responses.	To respond to relevant consultations within their specified timescales.	Officer time (approx 3 days per consultation). Consultation with bodies such as LARAC, NAWDO, National Partnership Officers Group, LGA.	Staff Resources - ability to respond within the specified timescales.	-	Strategy Group	Responded to DEFRA consultation on draft Waste Prevention Strategy England. Responding to consultation on changes to waste transfer notes.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
2.2	Continue to lobby on issues identified within the JMWMS (including packaging reduction and higher recycling targets).	More informed national policy development and a consensus view within OWP on important waste policy developments.	N/A.	Approximately 10 days of officer time per year to attend meetings and respond to consultations.	Difficulty in obtaining a consensus view within OWP.	Ongoing	Strategy Group	Ongoing correspondence with Env Agency on composting of street sweepings following the results of recent trials.
Policy 3 - Oxfordshire Waste Partnership will help households and individuals to reduce and manage their waste in order to ensure zero growth of municipal waste per person per annum.								
3.1	Implement actions within the Waste Prevention Strategy (including Food Waste Avoidance, Home Composting, Real Nappies etc).	Cost effective and environmentally beneficial waste prevention policies, communications and actions.	Begin annual implementation plan of Joint Waste Prevention Strategy by April 2013. Report progress against strategy targets annually.	OWP communications, home composting and environmental education budgets, OWP Communications Officer and officer time from Waste Reduction Projects group.	Sufficient Resources - officer time committed by Partner Councils and continued OWP budget contributions.	Apr-13	Waste Reduction Projects Group	OWP Communications work is being delivered to plan. Plan developed for 14/15.
3.2	Deliver the Oxfordshire Green Schools programme to engage with school children in their local community on waste and energy reduction.	Behaviour change amongst children and their families resulting in decreased residual waste and lower energy consumption.	To complete 160 school visits and complete 20 hub schools programmes by October 2013.	OWP revenue budget is used to fund contract payments. Staff time to support and manage contract.	Failure to adequately promote or deliver the service, resulting in lower performance.	Oct-13	Groundwork Thames Valley overseen by Waste Reduction Projects Group	Programme KPI's are on-track. 6 month contract extension (running to March 2014) in place. Bus licensing issues resolved. Procurement project underway for successor contract.
3.3	Support Real Nappy week	Increased public awareness and usage of real nappies.	To promote and publicise the campaign by May each year.	Officer time, communications plan budget allocation.	Limited impact due to poor take up by local media and nappy suppliers.	May-13	Waste Reduction Projects Group	Completed - good level of coverage with Oxford Mail, BBC Oxford and other local media covering.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
3.4	Support Recycle Week	Increased public awareness and participation in recycling schemes.	To promote and publicise the campaign by June each year.	Officer time, communications plan budget allocation. Support from CAGs and Master Composters.	Limited impact due to poor take up by local media.	Jun-13	Waste Reduction Projects Group	Completed - A programme of events including facility tours and town centre roadshows were delivered with accompanying PR.
3.5	Support Compost awareness week	Increased public awareness and take up of composting.	To promote and publicise the campaign by May each year.	Officer time, communications plan budget allocation. Support from CAGs and Master Composters.	Limited impact due to poor take up by local media.	May-13	Waste Reduction Projects Group	Completed - good level of coverage with Oxford Mail and other local media covering. CDC held three well attended compost giveaway events supported by Agrivert Ltd.
3.6	Support and further develop the Community Action Group Project.	Maintenance and development of a network of volunteer Community Action Groups to provide information & advice to residents on waste reduction and related issues.	Through the CAG project, encourage and support a minimum of 175 individual group events and activities by 31 Mar 2014.	CAG Officers' time, CAG project budget.	1. Failure to fully engage or motivate CAG volunteers may limit potential impact of the project. 2. Impact on waste arisings is sometimes difficult to measure.	Mar-14	CAG Project working with Waste Reduction Projects Group	Between April and December 2013, CAGs have held over 300 one-off events, and over 200 weekly events.
3.7	Support the development of the Bicester reuse and sustainable living centre.	A new reuse store in Bicester providing training and employment opportunities as well as reducing waste to landfill.	To provide advice and officer support to help ensure the store begins trading by April 2013.	External funding support is being sought. A project officer is currently employed with the support of Eco-Bicester funding.	Failure to secure sufficient start up funds. Income is lower than predicted in the business plan.	Apr-13	Strategy Group	The store is trading. Grant funding applications are also being made, as further revenue funding is needed to meet first year costs.
<p>Policy 4 - Oxfordshire Waste Partnership will provide an integrated system of collection and processing of household waste which will achieve, as a minimum:</p> <p>By 31 March 2020: recycle or compost at least 65% of household waste By 31 March 2025: recycle or compost at least 70% of household waste</p>								

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
4.1	Promote full and proper usage of on-street recycling bins.	More material recycled through on-street bins with less contamination.	To undertake a communications campaign supporting on-street recycling by Jan 2014	Officer time, communications plan budget allocation.	Campaign ineffective.	Jan-14	Waste Reduction Projects Group	Not yet progressed. Group does not consider this to be a priority at present and recommends no further action this year.
4.2	Publish an annual list of the end destinations of all materials collected for recycling by OWP councils.	A list of end destinations published on the OWP website.	To review and publish an updated list by Jan 2014.	Officer time and the cooperation of collection and reprocessing contractors.	Upside risk - greater transparency and customer confidence in our recycling schemes.	Jan-14	Waste Reduction Projects Group	Comprehensive list and supporting infographic published on OWP website. All OWP councils have signed up to Resource Association End Destinations Charter.
4.3	Review the effectiveness of recycling incentive schemes operating elsewhere and explore their applicability to Oxfordshire.	A report with recommendations on whether recycling incentive schemes should be introduced.	To produce a report by March 2014.	Officer time, with possible support from external agencies such as WRAP.	Raised expectation that a reward system will be introduced. Additional costs. Consistency - confusion may result if different schemes operate in different parts of the county.	Mar-14	Strategy Group	Information on schemes is being gathered. Oxford University Student Consultancy are producing a report for OWP by end of Jan. 14.
Policy 5 - Oxfordshire Waste Partnership will ensure that recycling facilities and services are available to all residents.								
5.1	To support the continued introduction of food waste collections for flats within Oxford City.	Food waste collections provided at flats within Oxford.	To introduce food waste collections to all flats within Oxford by March 2014.	Oxford City Council revenue budget allocation. Possible OWP communications budget allocation.	1. Additional collection costs. 2. Possible increase in contamination levels.	Mar-14	Waste & Recycling Operations Group	A trial scheme is being delivered to approximately 28 blocks of flats within existing budgets by the City Council. The City Council are budgeting for a full roll-out in 2014/15.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
5.2	To support the development of the Greystones waste reuse and recycling centre in Chipping Norton.	A new reuse and recycling centre in Chipping Norton.	-	West Oxfordshire district council capital and revenue budget allocation. Possible OWP communications budget allocation.	Separate project risk register maintained by WODC.	-	Waste & Recycling Operations Group	WODC are developing an updated business case and considering alternative sites. A revised delivery date has not yet been set.
5.3	Continue to provide targeted advice to residents in lower performing areas on their recycling and composting services.	A communications campaign targetting low performing areas across the county.	To deliver a communications campaign focussing on a lower performing area in each district by Mar 2014.	Officer time and communications budget from both OWP and district councils.	Campaign fails to increase recycling levels.	Mar-14	Waste Reduction Projects Group	Doorstepping campaigns have been delivered in Cherwell D.C and Oxford City. Currently being planned in other districts.
Policy 6 - Oxfordshire Waste Partnership will encourage businesses to reduce, reuse and recycle by providing good quality recycling services, information and advice.								
6.1	Provide recycling collection services to commercial waste customers.	A greater number of commercial waste customers receive a waste recycling service.	To ensure that all council commercial waste customers are recycling by Mar 2015.	Scheme costs to be determined by each Partner Council. Aim for schemes to become revenue neutral.	1. Take up by commercial customers. 2. Changes to legislation and market trends.	Mar-15	Waste & Recycling Operations Group (Trade Waste Sub Group)	On-going promotion by district councils. Cherwell are planning a scheme in Bicester and exploring partnership opportunities with South Northants D.C. Food waste collections are gradually increasing in West Oxfordshire.
6.2	Reduce the amount of residual waste collected per customer for commercial waste collection services.	Reduced residual waste collected per customer.	To achieve a further overall reduction of 2.5% of residual waste per customer by Mar 2014 (based on 2012/13 figures).	Officer time and availability of commercial waste recycling schemes.	Dependent upon the take up of recycling initiatives by customers.	Mar-14	Waste & Recycling Operations Group (Trade Waste Sub Group)	A 3.5% reduction to commercial residual waste has been recorded so far this year.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
6.3	Explore the development of WEEE recycling collections for commercial waste customers.	Feasibility work to establish viability of WEEE recycling collections for local businesses.	To complete a feasibility study by Dec 2013.	Officer time and support from WEEE compliance scheme.	Feasibility work may raise expectation.	Dec-13	Waste & Recycling Operations Group (Trade Waste Sub Group)	West Oxfordshire are developing a trial.
6.4	Increase the number of separate food waste collections provided to commercial waste customers	Diversion of commercial food waste from landfill.	To increase the number of commercial food waste customers by 10% by Mar 2014 (based on 2012/13 figures).	Officer time and possible communications budget allocation.	Take up of collections by customers.	Mar-14	Waste & Recycling Operations Group (Trade Waste Sub Group)	Customer numbers are increasing within Oxford City (approx 10% growth) and West Oxfordshire (50% growth).
6.5	Engage with local businesses on the development of the Bicester reuse and sustainable living centre.	Support from local businesses for the Bicester reuse centre.	To obtain support (either through the donation of goods, funding or in-kind contributions) from at least 5 businesses by Jun 2013.	Officer time. Sufficient revenue funding for the operation of the centre.	Take up by local businesses.	Mar-14	Waste & Recycling Operations Group (Trade Waste Sub Group)	Some office space rented and a number of meeting room bookings taken. Early discussions with Viridor, Ardley about possible support.
Policy 7 - Oxfordshire Waste Partnership will recover energy from non-recyclable waste through the operation of the Ardley Energy from Waste facility and will seek to landfill no more than 5% of non recyclable household waste.								
7.1	Build a residual waste treatment facility to help deliver our aspiration of 'Zero Waste'.	A waste treatment facility for Oxfordshire's residual waste.	To commission the Ardley Energy from Waste Plant by Mar 2015.	Project costs are met by OCC.	A separate risk register is maintained for this project.	Mar-15	OCC	Plant construction is progressing well.
7.2	Mobilise the bulking & haulage contract to deliver waste from South Oxfordshire, Vale of White Horse and West Oxfordshire to the Energy from Waste facility at Ardley.	Facilities for the bulking & haulage of residual waste.	To implement the bulking & haulage contract arrangements by Mar 2015.	Officer project team at OCC, plus input and meeting attendance by district council officers.	A separate risk register is maintained for this project.	Mar-15	OCC	Contract has been awarded and mobilisation is underway. Planning permission for Sutton Courtney site obtained following resubmission in Dec 13. Planning awarded for Dixs Pit site, but subject to a routing agreement.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
7.3	Explore recycling options for materials that are not recycled locally and cannot be processed by the Ardley energy from waste plant (non processable waste).	The exploration of recycling markets for non-processable waste.	To secure a recycling outlet for at least one non-processable material by Mar 2015	Officer time and support of Viridor (Ardley site operator)	Inability to secure suitable recycling options.	Mar-15	OCC	Short term solution for the recovery of street sweepings has been developed. Treatment options for mattresses being explored.
Policy 8 - Oxfordshire Waste Partnership will provide waste management services for specialised, potentially polluting material streams such as hazardous waste and waste electrical and electronic equipment, which as a minimum meet legislative requirements.								
8.1	Continue to support PAT testing and reuse of electrical goods at CAG swap shops.	Greater reuse of electrical goods through CAG swap shops.	To provide a PAT testing service at 50 or more CAG swap shops during 2013/14.	Support of the CAG project	Dependent upon volunteer time.	Mar-14	CAG project, supported by Waste Reduction Project Group	PAT testing has taken place at 35 events since April.
8.2	Promote usage of recycling banks and kerbside collections for batteries and waste electrical and electronic equipment (WEEE).	Promotion of recycling schemes for batteries and WEEE	Promote schemes at council roadshows by Jun 2013.	Officer time and promotional materials	Promotion fails to increase recycling levels.	Jun-13	Waste Reduction Projects Group	Deployment of bin stickers promoting battery recycling resulted in a doubling of the amounts of batteries collected per month. WEEE banks have also approximately doubled our capture of electrical items in recent years.
Policy 9 - 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 the population, given the environmental and amenity constraints, and the availability of suitable sites.								
9.1	Continue to support the development of the new Minerals & Waste Plan.	Provision of municipal waste management information to inform the waste plan.	Ensure sufficient dialogue ahead of proposed plan adoption in Sept 2013.	Officer time.	Insufficient communication between planning and waste officers might result in the plan not fully taking account of municipal waste management requirements.	Sep-13	Strategy Group	Consultation on a revised plan to take place in Feb/Mar 14. Plan adoption expected to be July 2014. Agreed to work with planners early next year on future municipal waste forecasting.
Policy 10 - Oxfordshire Waste Partnership will assist the development of local markets for recovered materials.								

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
10.1	Support the development of the Bicester reuse and sustainable living centre.	A new reuse store in Bicester providing repair, reuse and recycling options for a number of waste streams such as furniture, white goods and bicycles.	To provide advice and officer support to help ensure the store begins trading by Jun 2013.	External funding support is being sought. A project officer is currently employed with the support of Eco-Bicester funding.	Failure to secure sufficient start up funds. Income is lower than predicted by business plan.	Jun-13	Strategy Group	Centre manager recruited and store is trading. Official opening held in June.

No.	Action	What is the outcome of the action?	SMART target	Resource requirements	Risks associated with achieving this action	Target completion date	Who is responsible for the action?	Review Dec 2013
Policy 11 - Oxfordshire Waste Partnership councils will work together, with local communities, and with our service providers to reduce the environmental and financial costs of waste management.								
11.1	Continue to explore opportunities for joint working within the Oxfordshire Environment & Waste Partnership	The identification of projects that can be jointly resourced by environment and waste teams at partner councils.	To develop a list of joint projects for possible inclusion in the 2014/14 OWP work plan by Oct 2013.	Officer time and the identification of project funding.	Limited opportunities and funds for joint projects.	Oct-13	Strategy Group	Currently working jointly with environment partnership colleagues on the procurement of a new Education and Community Engagement Service contract.
11.2	To secure continued service provision for the Environmental Education Services contract.	New or renewed service arrangements to replace the existing contract, which ends in Oct 2013.	To ensure new Environmental Education Service arrangements are in place by Oct 2013.	Officer time to conduct procurement exercise. Continued revenue budget support.	Ability to secure sufficient revenue funding beyond Oct 2013.	Oct-13	Strategy Group	Six month contract extension to March 2014 agreed with current provider. Groundwork South. Longer term procurement underway.
Policy 12 - Oxfordshire Waste Partnership will seek to improve local environmental quality through effective communications and enforcement activity.								
12.1	Continue to work in partnership with the Environment Agency, neighbouring councils and Thames Valley Police to share intelligence and best practice to reduce environmental crime.	Quarterly meetings of enforcement officers from partner councils and agencies.	To hold at least four enforcement officers group meetings during 2013/14	Officer time.	Lack of engagement.	Mar-13	Enforcement Officers group.	Regular Enforcement officer meetings in place. Good attendance.
12.2	Develop a promotional campaign on a locally identified priority (such as fly-tipping, litter or dog fouling)	A promotional campaign to enhance local environmental quality.	To deliver a communications campaign by Jan 2014.	Officer time and OWP communications plan budget allocation.	Insufficient resources to monitor campaign results.	Jan-14	Enforcement Officers group.	A campaign to reduce fly-tipping at recycling bring sites delivered. Press release issued on new scrap metal dealer legislation. .

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	2013/14	Q1	Q2	Q3	Total	Variance
Expenditure						
Core Budget						
Salaries (and on-costs)	114,877	22,650	26,652	25,393	74,695	40,182
Training and support costs	2,720		124	212	336	2,384
OWP Employing Authority costs	3,467	956	1,352	976	3,285	183
OWP Host Authority admin costs	2,102	2,081	0	0	2,081	21
OWP Accounting Authority costs	2,102	0	0	0	0	2,102
OWP Auditing Authority costs	3,091	0	0	630	630	2,461
Sub-total Core Budget	128,359	25,687	28,128	27,211	81,026	-47,332
Development Budget						
Environmental Education	80,964	0	20,000	20,000	40,000	40,964
Home composting	11,100	2,602	2,618	-8	5,211	5,889
Communications Plan	70,000	1,540	17,406	17,921	36,867	33,133
Keep Britain Tidy countywide membership	2,995	0	0	0	0	2,995
Sub-total Development	165,059	4,142	40,025	37,912	82,078	-82,981
Total Expenditure	293,418	29,829	68,153	65,123	163,105	-130,313
Income						
Carried forward from previous year	74,072					
Partner council contributions:						
Cherwell District Council	27,492		27,492		27,492	
Oxford City Council	27,492		27,492		27,492	
Oxfordshire County Council	137,460				0	
South Oxfordshire District Council	27,492		27,492		27,492	
Vale of White Horse District Council	27,492		27,492		27,492	
West Oxfordshire District Council	27,492		27,492		27,492	
Sub total partner contributions	274,920	0	137,460		137,460	137,460
Total Income	348,992	0	137,460		137,460	-211,532

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Appendix 3 - PERFORMANCE 2013/14

Indicator	Description	Authority	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Cumulative total	Notes
			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR		
	Total Household waste per household (KG)	Cherwell	77.12	101.43	86.16	88.44	85.57	73.78	87.87						600.38	
		Oxford City	60.37	71.43	63.45	69.26	62.96	58.89	70.52						456.88	
		South Oxfordshire	71.56	82.46	77.10	72.61	71.11	69.72	79.37						523.94	
		Vale of White horse	64.39	69.61	68.26	72.86	69.44	63.27	65.96						473.80	
		West Oxfordshire	83.89	101.91	94.46	75.21	86.56	76.66	83.52						602.21	
		Countywide figure	88.11	103.37	94.44	93.54	92.98	83.69	90.94						647.08	
NI191	Residual Household waste per Household (KG)	Cherwell	36.46	41.02	33.81	38.30	37.14	33.26	38.64						258.64	
		Oxford City	35.48	39.26	34.63	39.00	34.82	32.94	39.28						255.42	
		South Oxfordshire	24.10	24.45	23.96	27.66	28.16	23.12	23.29						174.74	
		Vale of White horse	26.21	26.24	24.22	22.21	21.98	20.92	25.09						166.87	
		West Oxfordshire	35.03	35.49	32.77	36.37	34.05	32.02	34.23						239.96	
		Countywide figure	36.66	38.50	34.52	37.66	36.44	32.70	35.88						252.37	
NI192	Household waste Recycled & Composted (%)	Cherwell	52.98%	59.78%	60.97%	56.93%	56.83%	55.16%	56.26%						57.15%	
		Oxford City	41.45%	45.26%	45.63%	43.91%	44.91%	44.29%	44.51%						44.31%	
		Oxfordshire C.C	68.67%	71.48%	72.21%	71.94%	71.27%	72.11%	71.92%						71.35%	
		South Oxfordshire	66.51%	70.52%	69.10%	62.12%	60.62%	67.02%	70.82%						66.84%	
		Vale of White horse	59.48%	62.48%	64.69%	69.66%	68.50%	67.09%	62.14%						64.95%	
		West Oxfordshire	58.56%	65.44%	65.58%	52.01%	60.97%	58.55%	59.33%						60.46%	
		Countywide figure	58.39%	62.76%	63.44%	59.73%	60.81%	60.93%	60.54%						61.00%	

NI193	Municipal Waste Landfilled (Tonnes)	Cherwell	2,161.81	2,422.35	2,003.05	2,266.74	2,196.76	1,968.16	2,286.58						15,305		
		Oxford City	2,580.28	2,848.90	2,560.86	2,876.26	2,556.02	2,402.06	2,852.50							18,677	
		Oxfordshire C.C	2,130.49	2,330.88	2,064.62	2,059.77	2,090.50	1,788.33	1,510.62							13,975	
		South Oxfordshire	1,382.94	1,397.35	1,370.12	1,572.27	1,602.22	1,319.95	1,334.06							9,979	
		Vale of White horse	1,339.53	1,340.52	1,237.38	1,136.76	1,123.07	1,068.93	1,295.46							8,542	
		West Oxfordshire	1,765.61	1,792.36	1,654.02	1,850.24	1,723.70	1,616.49	1,748.80							12,151	
		Countywide figure	11,360.65	12,132.35	10,890.05	11,762.04	11,292.27	10,163.92	11,028.02							78,629	
NI 196	Improved street and environmental cleanliness – fly tipping	Cherwell															
		Incidents	36	30	34	30	44	44	41							259	
		Grading															
		Oxford City															
		Incidents	132	85	97	71	87	133	136							741	
		Grading															
		South Oxfordshire															
		Incidents	47	29	27	51	90	35	52							331	
		Grading															
		Vale of White horse															
		Incidents	33	29	13	28	55	29	19							206	
		Grading															
		West Oxfordshire															
		Incidents	50	37	29	31	41	34	43							265	
Grading																	
Countywide figure																	
Incidents	298	210	200	211	317	275	291							1802			
Grading	-	-	-	-	-	-	-										

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

**Strategic need for household recycling facilities to the north of
West Oxfordshire District**

1 Purpose of Report

- 1.1 To discuss the need for a household waste recycling centre (HWRC) to the north of West Oxfordshire district.

2 Background

- 2.1 In September 2011 OCC closed the Dean Pit Household recycling facility. Households in the far north of West Oxfordshire District Council (WODC) now need to travel to Alkerton near Banbury, a return journey of 34 miles or to Dix pit in Stanton Harcourt, a return journey of approximately 50 miles, to access a HWRC.
- 2.2 In February 2012, following public consultation which indicated a strong desire for a recycling facility in the Chipping Norton area, WODC Cabinet took the decision to investigate redeveloping a site in Chipping Norton within WODC ownership known as 'Greystones' into a HWRC subject to planning permission and detailed business case. Initially the redevelopment of the site into a recycling centre was estimated to cost in the region of £190,000 but would generate a net revenue stream from recycling credits and materials income in the region of £22,000 per annum resulting a marginal but positive business case.
- 2.3 As a consequence of the planning application, due to highway requirements to enable the widening of the entrance road to the site the development required the acquisition of a strip of land from Chipping Norton Town Council. Unfortunately agreement for the acquisition of this land could not be reached.
- 2.4 In June 2013, WODC Cabinet reviewed the business case for the redevelopment at Greystones and concluded that primarily due to a reduction in recyclate material values, the proposal was no longer financially viable.
- 2.5 This decision was called in by Finance and Management Overview and Scrutiny Committee in July 2013. The Committee resolved 'That the call in request is not supported but that the Cabinet be invited to explore alternative solutions for the provision of recycling facilities to the north of the District without unacceptable financial risk to the authority'.
- 2.6 The following points were raised during the debate at Finance and Management Overview and Scrutiny Committee:
- Concerns regarding cost of bulky item collections for pensioners, cost and environmental impact of journey to other HWRCs and need for local recycling facility.
 - Clarification of County Council's responsibilities, noting that WODC had moved in to an area that was the clear responsibility of the County Council. Whilst the County was required to provide a waste disposal site, it only had to provide one within the County. There was a greater appetite amongst Members to consider and explore opportunities to develop a scheme in partnership with the County Council.
 - Need to raise the matter at the Oxfordshire Waste Partnership and encourage the provision of a facility in the north of the District. When the decision to close the Dean Pit site was made, the County Council had expressed its intention to

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

open an alternative facility in the Kidlington area. Whilst that proposal had been shelved, the County was still looking to provide a replacement facility if an appropriate and financially viable location could be identified.

3 Financial, Risk and Staff Implications

- 3.1 Costs associated with the development of a HWRC will be site and project specific, but previous estimates for the development of a site near Chipping Norton by WODC were around £190,000.

4 Areas Affected

- 4.1 West Oxfordshire District Council and Oxfordshire County Council.

5 Effect on Strategic Policies

- 5.1 The development of HWRC facilities supports a number of policies within the Joint Municipal Waste Management Strategy, in particular policy 5: *Oxfordshire Waste Partnership will ensure that recycling facilities and services are available to all residents.*

6 Options or Alternatives

- 6.1 Options for working together to review the provision of HWRCs may be proposed.

7 Recommendations

- 7.1 That Oxfordshire Waste Partnership notes the concerns from WODC regarding the lack of HWRC facilities and that the County Council review the provision of HWRCs serving the north of the County.

8 Reasons for Recommendations

- 8.1 To seek the most appropriate and sustainable solution for waste that protects the environment, including minimising the transport of waste.

9 Contact Officer

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Background Papers:

- WODC CABINET – WEDNESDAY 15 FEBRUARY 2012
(Minute CAB.124 refers) FUTURE OF GREYSTONES DEPOT, CHIPPING NORTON
- WODC CABINET – WEDNESDAY 19 JUNE 2013
(Minute CAB.27 refers) FUTURE OF GREYSTONES DEPOT, CHIPPING NORTON
- WODC FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE WEDNESDAY, 17 JULY 2013
(Minute FMOS.26 refers) CALL IN OF CABINET DECISION – FUTURE USE OF GREYSTONES DEPOT
- WODC CABINET – WEDNESDAY 18 SEPTEMBER 2013
(Minute CAB. 63 refers) FUTURE OF GREYSTONES DEPOT – CALL-IN OF CABINET DECISION

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Waste Treatment Project and Bulking and Haulage Update

1 Purpose of Report

- 1.1 To update on the progress of the residual waste treatment and bulking and haulage projects.

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. Oxfordshire achieved a county wide recycling and composting rate of over 60% in 2011/12 and 2012/13 which means we are amongst the very best in the country at recycling and composting. From next year the residual waste remaining will be treated rather than landfilled.
- 2.2 The County Council formally awarded a contract to treat Oxfordshire's residual waste to Viridor on 10 March 2011. 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.
- 2.3 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.
- 2.4 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 CNIM/Clugstone continues to make good progress in constructing the EfW facility. The most significant construction activity over the past two months has been installing the many kilometres of cables required throughout the facility and to connect to the national grid.
- 3.2 Health and safety performance on the construction site remains very good. During December the number of man hours worked with no major or lost time accidents reported passed 1.5 million. Viridor continue to closely monitor CNIM/Clugstone's health and safety performance to ensure compliance with safe systems of working and the development of appropriate procedures for the commissioning phase.
- 3.3 Overall the target construction programme is on track for commissioning with waste to start in spring 2014 and for the facility to become fully operational in late summer 2014. Oxfordshire's waste will be required for commissioning the facility and under the contract the

County Council is obliged to deliver all residual municipal waste that can be processed to the facility as soon as it becomes fully operational.

- 3.4 The new waste transfer stations are programmed to be available in time for the EfW facility commissioning period. Construction of the Dix Pit waste transfer station is expected to start early in 2014. Planning consent for the use of part of FCC's new MRF at Sutton Courtenay for waste transfer was approved in December.
- 3.5 Officers have been liaising closely with WCA officers, Viridor, and our bulking and haulage contractors to develop a programme of site inductions and training for collection crews and drivers. This will be delivered in March and April.
- 3.6 Depending on the delivery point for each district the site inductions will cover the procedures for waste delivery and health and safety at either the EfW facility or waste transfer station as appropriate. The training will also include information on waste that is excluded from the EfW facility because it cannot be processed. The most likely excluded waste items that district councils deal with are bulky wastes, such as mattresses and PVC window frames. The overall aim is that obvious items of excluded waste are not delivered to the EfW facility and officers are working together to develop how this will be achieved.
- 3.7 District council involvement is essential to ensure a successful transition from landfill to waste treatment. There has been a good level of cooperation to date which has been helpful in planning for the transition. This will be increasingly important over the coming months as the date for the first waste deliveries to Ardley is now less than four months away.
- 3.8 Information about the residual waste treatment project is available on the Council's web site. (www.oxfordshire.gov.uk/alternativestolandfill).

4 Financial, Risk and Staff Implications

- 4.1 Internal and external resources have been made available to support contract management during the construction period as required.
- 4.2 The project is being managed using the County Council's project management methodology and documentation including a risk register.
- 4.3 At financial close the residual waste treatment contract was assessed to provide 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 will implement policy 7 of the Oxfordshire Joint Municipal Waste Management Strategy 2013 which states that the OWP will minimise waste to landfill and recover energy from non-recyclable waste through the operation of the Ardley EfW facility, and landfill no more than 5% of non-recyclable household waste.

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OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

17 January 2014

Sustainable Clothing Action Plan

1 Purpose of Report

- 1.1 To seek approval for Oxfordshire Waste Partnership to sign up as a Supporter to the Waste and Resources Action Programme (WRAP) Sustainable Clothing Action Plan (SCAP).

2 Background

- 2.1 The SCAP 2020 Commitment aims to see the clothing, charity, and public sector working together to reduce the environmental footprint of textiles.
- 2.2 Signatories and Supporters of the SCAP 2020 Commitment pledge to play their part in reducing the carbon, waste and water footprints of clothing they supply or receive in the UK, starting from a baseline year of 2012. A copy of the Supporters Commitment is attached at Appendix 1.
- 2.3 The Commitment is delivered through the direct actions of Signatories and with the help of Supporters in clothing supply and end-of-life, and through consumer actions which we will seek to influence. Signatories and Supporters pledge to adopt good practice in relevant Action Areas (from the list below) and measure and report annually on outcomes.

THE SEVEN ACTION AREAS OF THE COMMITMENT ARE:

1. Use a common assessment tool to measure our baseline position and track changes in footprint over time.
 2. Reduce the environmental footprint of clothing through fibre and fabric selection.
 3. Over the longer term, work with our supply chain partners to reduce the environmental footprint of their processes.
 4. Extend the useful life of clothes and reduce the environmental impact of clothing in use through our product design and services.
 5. Develop effective messaging to influence key consumer behaviours which will reduce the environmental footprint of clothing.
 6. Increase re-use and recycling to recover maximum value from used clothing.
 7. Develop actions that help keep clothes out of landfill.
- 2.4 Oxfordshire councils spend over £660,000 landfilling over 8,000 tonnes of clothes, shoes and fabrics discarded every year. All of these could have been recycled. Even ripped or damaged clothes can be recycled into things such as car seats, punch bags or industrial rags.

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

- 2.5 OWP already works to promote textile reuse and recycling through the following activities:
- Provision of recycling banks and collections
 - Promotion of facilities through websites (including the reuse A-Z, which lists all places for recycling and reusing textiles) and leaflets
 - Organising events to promote the reuse and repair of textiles, such as ReFashion (currently held twice a year in Witney and Oxford, attracting over 2000 visitors to date and diverting nearly 2 tonnes of material from landfill) and Swap and Fix (held for the first time in Oxford this year, with 200 visitors).

3 Financial, Risk and Staff Implications

- 3.1 There are no direct financial implications resulting from signing up as a supporter to the SCAP commitment. Continued funding for ReFashion and Swap and Fix events requires approx. £2000 per year from the existing OWP Communications plan budget.

4 Areas Affected

- 4.1 All partner councils are affected.

5 Effect on Strategic Policies

- 5.1 Signing up as a Supporter to the SCAP commitment supports the following policies within the Joint Municipal Waste Management Strategy:

Policy 3 - Oxfordshire Waste Partnership will help households and individuals to reduce and manage their waste in order to ensure zero growth of municipal waste per person per annum.

Policy 4 - Oxfordshire Waste Partnership will provide an integrated system of collection and processing of household waste which will achieve, as a minimum:

- By 31 March 2020:recycle or compost at least 65% of household waste
- By 31 March 2025:recycle or compost at least 70% of household waste

Policy 6 - Oxfordshire Waste Partnership will encourage businesses to reduce, reuse and recycle by providing good quality recycling services, information and advice.

6 Options or Alternatives

- 6.1 Members may choose not to sign up to the SCAP commitment.

7 Recommendations

That:

- 7.1 I. Oxfordshire Waste Partnership signs up to become a Supporter of SCAP.
 II. To note the good work undertaken by partner councils to divert textiles from landfill and to continue to support this.

8 Reasons for Recommendations

- 8.1 To increase links with textile businesses and further raise the profile of textile related events and the work of OWP and partner councils.

To minimise the financial costs of disposing of textile waste and to maximise recycling and environmental performance.

9 Contact Officer

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Background Papers:

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