

POLICY & RESOURCES COMMITTEE

Date: 15 June 2009

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Robin Underwood (Chairman)
Wendy Brackenbury (Vice-Chairman)
Andy Mercer (Leader of the Council)

Pauline Bradberry JP
Lisa Costello
Roger Glithero JP
Glenn Harwood MBE
Sylvia Hughes

Richard Lewis
Steven North
John Richardson MBE
Anna Sauntson

PART A ITEMS

30. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 20 April 2009 were approved and signed by the Chairman.

31. APOLOGIES

Councillors David Brackenbury, Albert Campbell and Philip Hardcastle sent apologies.

32. DECLARATIONS OF INTEREST

The following Councillors declared a personal or a personal and prejudicial interest in the agenda items indicated:-

Councillor	Item(s)	Nature of Interest	Prejudicial
Pauline Bradberry	13	Member of the Spire Homes Board	Yes
Robin Underwood	11 & 12	Personal acquaintance of a member of CCP's management team	No

Councillor Pauline Bradberry left the room during the discussion and voting on agenda item 13.

33. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions.

34. PERSONNEL SUB-COMMITTEE MINUTES

The minutes of the meeting of the Personnel Sub-Committee, held on 9 June 2009, were received and the recommendations contained in minutes 6.1 and 7.4 were considered. The minutes appear as pages 37 to 38 and form part of this minute.

RESOLVED:

That the following recommendations be approved:-

Minute 6.1 (Terms of Reference)

That the current terms of reference be approved, subject to "SMT" being added in brackets after the words "Chief Officers" in the second line of Point 4.

Minute 7.4 (Review of the Staff Forum)

- (1) *That the terms of reference (attached at Appendix 1 as part of this minute) and the arrangements for a new formal employee communication and consultation group be approved.*
- (2) *That minutes of the XChange group meetings be submitted to the Personnel Sub-Committee.*

35. URGENCY PROCEDURE

Members noted that the Chief Finance Officer, in consultation with the Leader of the Council and Chairman of the Policy and Resources Committee, had approved the publishing of the Official Journal of the European Union (OJEU) Notice for the procurement of the next Waste Collection, Recycling and Cleansing contract and the construction contract for the Manor Park Project in Rushden under the Urgency Procedure in the Council's Constitution.

36. WASTE AND RECYCLING WORKING PARTY

The minutes of the meetings of the Working Party, held on 21 April and 9 June 2009, were received, and the recommendations were considered. The minutes appear at pages 39 to 43 and form part of this minute. Members noted that the recommendation in minute 5.2 of the meeting on 21 April had been approved under the urgency procedure. The recommendation in minute 6.1 of the meeting on 9 June was considered under agenda item 7 (b) Waste Contract Update.

37. RUSHDEN REGENERATION: MANOR PARK LEISURE CENTRE PROJECT

The Committee considered a report on the progress of the proposed Manor Park leisure centre project to date. Members noted that 93 expressions of interest had been received since the publication of the contract notice in the Official Journal of the European Union

(OJEU) for the appointment of the project management and design teams. Thirty seven companies had submitted Pre-Qualification Questionnaires (PQQs), which considered financial position, health and safety, technical capacity and capability, experience and performance of similar services. From the short-list of twelve companies, an Evaluation Panel had carried out a robust two-stage evaluation to select the project management company and the design team.

The Committee noted that the Project Board, project management team, design team and the Head of the Welland Procurement Unit had agreed that the 'Competitive Dialogue' approach would be used as the preferred procurement process for the construction phase. Members discussed the benefits of this process and were assured that the approaches and details aired during the discussion with each contractor would be confidential and not shared with other candidates.

Members noted that the aspiration was for the building to be as environmentally-friendly as possible and this would be explored as part of the competitive dialogue process but the contractor would have to adhere to a fixed price. A balance between green credentials and cost efficiency would have to be reached.

It was reported that the intention was to include a public consultation during the design phase and it was likely that a workshop would be held for Members to consider the design.

RESOLVED:

- (1) That the progress made to date be noted.
- (2) That the project Board be delegated authority to:
 - develop tender documents
 - evaluate tenders and recommend a preferred contractor to the Policy and Resources Committee
 - draft any necessary contractual documents and
 - approve the terms of the agreement.

38. PILOT PRIVATE SECTOR LEASING SCHEME LETTINGS POLICY

Further to Minute 414 (16 March 2009), Members considered the draft Pilot Private Sector Leasing Scheme Lettings Policy for the pilot Private Sector Leasing scheme. The Lettings Policy covered a number of areas, including eligibility, exclusions, lettings process, selection criteria, and monitoring. It was noted that the Lettings Policy would be reviewed after a period of 12 months to determine whether it had been successful and if any changes were required.

RESOLVED:

That the proposed Pilot Private Sector Leasing Scheme Lettings Policy be approved, subject to the removal of the phrase "against particular individuals" from section 4.4.

39. BUDGET REVIEW GROUP UPDATE REPORT

The Chief Finance Officer reported that several meetings of the Budget Review Group had been held to date and a number of potential areas for cost reduction were being analysed for further consideration by the Group. The Committee considered proposals to reduce the

revenue budgetary provision for 2010/11 in two areas, historic building grants and community safety. Members considered the proposals and

RESOLVED:

That the Historic Building Grants Scheme be withdrawn from the 2010/11 budget and that a sum of £15,000 be provided for Community Safety Grants in 2010/11 for community based (not individual household) initiatives.

40. EXCLUSION OF PUBLIC

It was

RESOLVED

That the public and press, with the exception of Board Members of Cultural Community Partnerships for item 11, be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

41. CULTURAL COMMUNITY PARTNERSHIPS (CCP)

The Committee received a presentation from the Chief Executive of Cultural Community Partnerships (CCP) which covered the background to CCP, the benefits of being a not-for-profit organisation, services managed/provided, achievement, challenges and the future vision for CCP.

42. PROVISION OF LEISURE AND CULTURAL SERVICES

Further to minute 470 (20 April 2009), the Chief Executive reported on the results of his assessment of options for the future delivery of leisure and cultural services in the district and his 'due diligence' review of Cultural Community Partnerships' (CCP's) finances. The Chief Executive answered questions and Members made comments and suggestions, in particular, on cost-saving initiatives.

RESOLVED:

- (1) That the Council forgo the planned £21,900 deduction from the 2009/10 management fee on the grounds that repayment has effectively already been made, and that the fee be reinstated to £618,490.
- (2) That an additional £300,000 funding be provided to CCP to meet its cash requirements for the year to 31 March 2010.
- (3) That the limited provision for maintenance costs in CCP's budget be noted.
- (4) That the anticipated appointment of Councillor Greenwood-Smith to the CCP Board as a community representative be noted.
- (5) That CCP be required to provide financial data to the Chief Executive on a monthly basis.

43. HOUSING OPTIONS CONTRACT

The Committee considered a two year extension to the Housing Options Contract between the Council and Spire Homes. The Contract incorporated the Housing Advice, Homelessness and Choice Based Lettings Services, which the Council had a statutory duty to provide.

RESOLVED:

That a two year extension to the Housing Options Contract with Spire Homes, up to January 2012, be approved, at a cost of an additional £22,000 per annum.

PART B ITEMS

44. WASTE CONTRACT UPDATE

The Committee considered a report on the progress of the project to procure the next Waste, Recycling and Cleansing contract. Members noted that 23 completed Pre-Qualification Questionnaires (PQQs) had been received since the publication of the OJEU Notice and considered the selection criteria. Members were concerned that not enough of the criteria would result in immediate disqualification if an unsatisfactory response was received. Mr Tony Hall of the Welland Procurement Unit explained that factors that might lead to disqualification were set out in the back of the PQQ and, even if an item was not marked as such in the criteria, the Project Board would have the opportunity to use discretion and consider disqualification.

RESOLVED:

That the proposed actions as set out in the report be endorsed.

It was further

R.1 RESOLVED TO RECOMMEND:

That the revised Terms of Reference and delegation to the Waste and Recycling Working Party be approved, subject to the replacement of the phrase "Northamptonshire County Council" with "Northamptonshire Waste Partnership" in the last sentence of section 4.0, and the amendment of the sixth sentence of section 2.0 to read "have five members of the Working party act as the Project Board in relation to the renewal of the waste management contract". (The amended version is set out in Appendix 2 of these minutes at pages 44 to 45.

Chairman



EAST NORTHAMPTONSHIRE COUNCIL

Personnel Sub Committee

Minutes of a meeting held on 9 June 2009 at 2.00 pm, East Northamptonshire House, Thrapston

Present:

Councillors

Wendy Brackenbury
Roger Glithero
Sylvia Hughes
Andy Mercer

David Oliver
Katy Everitt
Peter Cooper

Chief Executive (DO)
Head of Organisational Development (KE)
Democratic Services (Minutes)

- | | Action |
|---|---------------|
| <p>1. <u>APPOINTMENT OF CHAIRMAN</u></p> <p>RESOLVED:
That Councillor Roger Glithero be appointed Chairman for 2009/10.</p> | PC |
| <p>2. <u>APPOINTMENT OF VICE CHAIRMAN</u></p> <p>RESOLVED:
That Councillor Sylvia Hughes be appointed Vice Chairman for 2009/10.</p> | PC |
| <p>3. <u>MINUTES - 10 NOVEMBER 2008, AND 2 AND 3 FEBRUARY 2009</u></p> <p>3.1 The minutes of the meetings held on 10 November 2008, and 2 and 3 February 2009 were approved and signed by the Chairman as a correct record.</p> | |
| <p>4. <u>APOLOGIES FOR ABSENCE</u></p> <p>Councillor David Brackenbury sent his apologies.</p> | |
| <p>5. <u>DECLARATIONS OF INTEREST/QUESTIONS</u></p> <p>There were no declarations or questions from Members.</p> | |
| <p>6. <u>SUB COMMITTEE TERMS OF REFERENCE</u></p> <p>6.1 Members considered whether any changes should be made the Sub Committee's current terms of reference, and it was</p> <p>RESOLVED:
That the current terms of reference be approved, subject to "SMT" being added in</p> | KE |

brackets after the words “Chief Officers” in the second line of Point 4. (The amended version is attached at Appendix 1 as part of this minute)

7. REVIEW OF THE STAFF FORUM

7.1 KE provided a short briefing to Members about the review of the Staff Forum. She advised the Sub Committee that the Staff Forum did not currently have any elected employee representatives and the Council currently used informal arrangements to communicate and consult with employees.

7.2 KE confirmed the review had been requested by employees and that the review had been undertaken by an Officer led project group which looked at:

- The Forum’s terms of reference
- How formal communication and consultation took place
- Why the Council needed a formal mechanism for communication and consultation with employees
- How formal communication and consultation should take place in the future.

7.3 After the review, the project group suggested that a new employee communication and consultation group be created called XChange (pronounced exchange), which would communicate and consult with employees on collective issues relating to:

- The development and revision of policies and procedures affecting employees
- Changes to terms and conditions of employment
- Issues that will have an impact on the Council’s employees e.g. significant change to the Council’s organisational structure.

7.4 The Sub Committee considered the project group’s proposals, and it was

RESOLVED TO RECOMMEND:

(1) That the terms of reference (attached at Appendix 2 as part of this minute) and the arrangements for a new formal employee communication and consultation group be approved. **KE**

(2) That minutes of XChange group meetings be submitted to the Personnel Sub Committee. **KE**

8. DATE OF NEXT MEETING

8.1 Members noted that the next meeting would be held on Tuesday 21 July 2009 at 2.00pm.

Chairman



EAST NORTHAMPTONSHIRE COUNCIL

Waste and Recycling Working Party

Minutes of a meeting held on Tuesday 21 April 2009 at 9.30am, in CHG2, East Northamptonshire House, Thrapston

Present:

Councillors:

David Bateman
Roger Glithero JP
Glenn Harwood MBE (**Chairman**)

Richard Lewis
Duncan Reid

Officers:

Mike Deacon (MD) – Head of Environmental Services
Beth Gordon (BG) – Waste Manager
Rachel Reeds (RR) – Democratic Services (Minutes)

ACTION

1. APOLOGIES FOR ABSENCE

- 1.1 Councillors Richard Lewis, Marian Hollomon, Steven North and Anna Sauntson sent apologies.

2. DECLARATIONS OF INTEREST

- 2.1 Councillors Roger Glithero, Glenn Harwood and Duncan Reid, and the Waste Manager, Beth Gordon, declared non-prejudicial personal interests because they were members of the Green Waste Club.

3. MINUTES

- 3.1 The minutes of the meeting held on 19 March 2009 were received and approved. It was noted that the Policy and Resources Committee had amended recommendation 6.6 to read:

That the Working Party act as the Project Board for all the required processes relating to the renewal of the Waste Management Contract and that the Terms of Reference of the Working Party be reconsidered at the June 2009 meeting of the Committee

MD/RR

- 3.2 Minute 8 – MD reported that he had sent a letter to the Green Waste Club contractor highlighting the issues raised by members of the public and would be meeting the area manager and contract manager next week to discuss the matter.
- 3.3 Members expressed concern that alternative collection days over the Easter bank holidays had not been advertised in the Nene Valley News. It was noted that the information had been included in the Council Tax leaflet and posted on

the website. The information would be advertised in the Nene Valley News in the future.

5. WASTE CONTRACT SPECIFICATION

5.1 MD explained that the brief for the current waste contract, due to end in August 2011, had been prescriptive and output-based. The brief for the new contract was to be outcome-based and put the onus on the industry to produce an attractive contract. MD asked Members to consider the key criteria for the contract that should be included in the OJEU notice. He directed Members' attention to the aims relating to waste management that were included in the Council's Corporate Plan.

5.2 After discussion, it was

RESOLVED TO RECOMMEND:

That the OJEU notice be framed around the following principles:

- Increasing recycling in line with or above the targets set out in the Northamptonshire Joint Municipal Waste Strategy (NJMWS);
- A weekly collection of kitchen waste either separately or with residual waste;
- Reduction of waste taken to landfill in line or below the NJMWS targets;
- Clean streets in line with targets set against the National Indicator 195.

5.3 The possibility of including a request for efficiency savings/support for the growth agenda was also considered. MD agreed to consult with Welland Procurement Unit officers as to whether this should be included in the supporting information.

MD

6. HOME COMPOSTING

6.1 Members' views were canvassed on the continuation of the home composting scheme after the government funding ended. Members felt it was a very beneficial scheme and contributed to waste minimisation. It was noted that local businesses could be approached with a view to developing a local arrangement that would minimise cost to the Council.



EAST NORTHAMPTONSHIRE COUNCIL

Waste and Recycling Working Party

Minutes of a meeting held on Tuesday 9 June 2009 at 9.30am, in the Council Chamber, East Northamptonshire House, Thrapston

Present:

Councillors:

David Bateman	Richard Lewis
Roger Glithero JP	Duncan Reid
Glenn Harwood MBE (Chairman)	Anna Sauntson
Marian Hollomon	

Officers:

Beth Gordon (BG) – Waste Manager
Rachel Reeds (RR) – Democratic Services (Minutes)

Also in attendance for items 1 - 9: Jane Perrin (Northamptonshire Waste Partnership)

ACTION

1. APPOINTMENT OF CHAIRMAN

1.1 It was

RESOLVED:

That Councillor Glenn Harwood be appointed Chairman of the Waste and Recycling Working Party.

2. APOLOGIES FOR ABSENCE

2.1 Councillors Peter MacGovern and Steven North sent apologies.

3. DECLARATIONS OF INTEREST

3.1 Councillors Roger Glithero, Glenn Harwood, Duncan Reid and Anna Sauntson, and the Waste Manager, Beth Gordon, declared non-prejudicial personal interests because they were members of the Green Waste Club.

4. MINUTES

4.1 The minutes of the meeting held on 21 April 2009 were received and approved.

5. APPOINTMENT OF VICE-CHAIRMAN

5.1 It was

RESOLVED:

That Councillor Steven North be appointed Vice-Chairman of the Waste and Recycling Working Party.

6. TERMS OF REFERENCE

- 6.1 Members considered the draft Terms of Reference for the Waste and Recycling Working Party. After discussion, it was

RESOLVED TO RECOMMEND

That the draft Terms of Reference for the Waste and Recycling Working Party be approved, subject to the replacement of the phrase "Northamptonshire County Council" with "Northamptonshire Waste Partnership" in the last sentence of section 4.0.

7. NORTHAMPTONSHIRE WASTE PARTNERSHIP (NWP) UPDATE

- 7.1 The Chairman introduced Jane Perrin of the NWP. She updated Members on progress with Project Reduce, a £138 million Private Finance Initiative between Northamptonshire County Council (NCC) and Milton Keynes Council for a residual waste treatment facility. She explained that bidders had until 26 May to respond to the OJEU notice and 12 Pre-Qualification Questionnaires (PQQs) had been received to date. It was reported that work with internal and external stakeholders and on transport modelling was ongoing. Members noted that a public awareness campaign about the project was planned for the summer. It was also noted that NCC and Milton Keynes Council had gone out to tender for a waste composition analysis to look at residual waste streams (one analysis would be carried out in the Autumn and one in the Spring).
- 7.2 It was also reported that the procurement process for the Household Waste Recycling Centres was ongoing.
- 7.3 The Working Party discussed government proposals to enforce recycling and kitchen waste collection across all Councils. Members also questioned Ms Perrin on lobbying the packaging industry regarding the use of recyclable materials.

8. ENCOURAGING RECYCLING

- 8.1 The Waste Manager presented the results of two focus groups on incentives and enforcement of recycling that were held on 10 March 2009 with a total of 25 residents recruited from the Council's residents' panel. It was noted that incentives and enforcement were not favoured by residents who would prefer a simpler system and more education.
- 8.2 Members discussed the merits and disadvantages of mixed recycling bins, as well as the reasons behind the current use of three different coloured boxes for recycling materials. It was noted that many people found the schedules complicated. Members were reminded that the current system need not continue and that the onus was on bidders for the future waste contract to suggest alternative methods of collecting the recycle. The Working Party also noted that fines would be levied by the EU and the national government should the county exceed its allowance for landfill and the cost was likely to have to be recovered by NCC through Council Tax.

9. GREEN WASTE CLUB UPDATE AND SATISFACTION SURVEY RESULTS

- 9.1 The Waste Manager reported that, following concerns raised by Members regarding the Green Waste Club and the renewal process, a meeting had been held with Verdant's management to discuss the Council's concerns. It was noted that Verdant would be putting in place alternative arrangements for renewals in 2010 and that it had been agreed that all publicity and renewal material would be checked by the Council prior to distribution to residents. Verdant had issued a press release in the Nene Valley News and the Evening Telegraph apologising to customers for the problems experienced.
- 9.2 Members also noted the results of the satisfaction survey that had been undertaken in January 2009 prior to the problems experienced with renewals and the increase in subscription charges. It was noted that satisfaction levels were high and that, despite the subsequent problems, membership numbers had increased.

10. WASTE CONTRACT PROCUREMENT UPDATE

- 10.1 Members had been provided with a timeline illustrating the stages of the procurement process, and the criteria that the Project Team had agreed would be used to short-list bidders at the PQQ and contract award stages of the process. It was reported that 22 PQQs had been requested and all would be opened after the closing date of 19 June. At their next meeting the project Team would discuss the evaluation of the PQQs and the competitive dialogue process.
- 10.2 The Chairman suggested that up to 5 Members of the Working Party sit on the Project Board and Members noted that the first meeting of the Board would be on 8 July.
- 10.3 Members discussed the importance of keeping all Members informed about the development of the waste contract. It was suggested that Members be briefed on a regular basis in order to keep them updated and to allow for any possible contentious issues to be highlighted.
- 10.4 Members raised some specific concerns of members of the public regarding the quality of bin bags and damaged recycling boxes. The Waste Manager explained that checks were carried out but if members of the public would report their concerns to the Waste management Team then their problems could be addressed and monitoring could be more focussed. It was recognised that there was a general need to communicate with and educate the public on waste and recycling issues.

11. DATE OF NEXT MEETING

- 11.1 It was noted that the next meeting of the Waste and Recycling Working Party would be held on 10 July 2009.

Waste and Recycling Working Party Terms of Reference

- 1.0 The Waste and Recycling Working Party is a working party comprising 10 members of the Council established by (but not confined to members of) the Policy and Resources Committee to consider waste management arrangements in East Northamptonshire. The formation of the Working Party recognises
- the importance and complexity of waste management and recycling matters,
 - the requirement for in-depth examination of waste and recycling arrangements;
 - the need to renew the waste management contract in August 2011, and
 - the need for effective partnership working in Northamptonshire on waste issues.
- 2.0 In particular, the Working Party will
- review the Council's priorities for waste collection and recycling in East Northamptonshire;
 - consider the implications of the Landfill Allowance Trading Scheme for East Northamptonshire;
 - consider and prepare a response to the Joint Waste Management Strategy for Northamptonshire;
 - consider arrangements for the introduction of kitchen waste collection;
 - examine the options for recycling centres;
 - have 5 members of the Working Party act as the Project Board in relation to the renewal of the waste management contract, and;
 - consider any other issues in respect of waste and recycling that are of relevance to the District;
- and make recommendations to the Policy and Resources Committee for consideration.
- 3.0 In acting as the Project Board in respect of the renewal of the waste management contract, the Working Party is delegated by the Policy and Resources Committee to
- determine the tender evaluation process, operating within the Council's Financial Regulations, Procurement Procedures and relevant European Union requirements;
 - agree the shortlist of bidders following a pre-qualification process;
 - consider the outcomes of the competitive dialogue;
 - consider and approve the draft tender documents;
 - contribute to the tender evaluation process;
 - identify a preferred contractor, and
 - make a recommendation to the Policy and Resources Committee for approval on the award of the contract commencing 1 August 2011.
- 4.0 The Working Party will also
- keep abreast of waste management developments and trends both in Northamptonshire and nationally (through DEFRA) and inform and advise the Policy and Resources Committee and the Council through the minutes of its meetings;
 - encourage and foster continual dialogue with Northamptonshire Waste Partnership in the spirit of partnership working.
- 5.0 The Terms of Reference of the Working Party will be reviewed at the meeting of the Policy and Resources Committee in June 2011.

- Policy and Resources Committee and the Council through the minutes of its meetings;
- encourage and foster continual dialogue with Northamptonshire Waste Partnership in the spirit of partnership working.

6.0 The Terms of Reference of the Working Party will be reviewed at the meeting of the Policy and Resources Committee in June 2011.