

MINUTES

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| Held on: | 9 February 2010 |
| Time: | 9.30am |
| Place: | CHG2, East Northamptonshire Council, Thrapston |
| Present: | <p>Councillors: David Bateman, Roger Glithero, Glenn Harwood (Chairman), Marian Hollomon, Richard Lewis, Peter MacGovern and Steven North.</p> <p>Officers: Mike Deacon (MD) Head of Environmental Services, Julia Smith (JS) Commercial Health Manager and Waste Contract Procurement Project Co-ordinator, Michael Bailey (MB) Waste Management Officer, Rachel Reeds (RR) Democratic Services (Minutes)</p> <p>In attendance: Jane Perrin, Northamptonshire Waste Partnership, for item 4.</p> |

Action

1.0 MINUTES AND ISSUES ARISING

- 1.1 The minutes of the meeting held on 6 October 2009 were approved, subject to the addition of Councillor Hollomon to the list of apologies.
- 1.2 *Minute 6.1* – It was noted that the Residents Panel had been refreshed by a third.
- 1.3 *Minute 9.0* – It was reported that MB had drafted a timetable of site visits to increase Working Party Members' knowledge of solutions for handling and processing waste. This approach was **agreed** by the Working Party. MD and MB to finalise itinerary with GH. It was noted that site visits as part of the procurement process for the new waste contract would be dealt with separately. MD also to give RG a full briefing on the new food/green waste treatment facility in the north of the district as part of his role as ward member.

MD/MB

MD

2.0 APOLOGIES FOR ABSENCE

- 2.1 Councillors Duncan Reid and Anna Sauntson sent their apologies.

3.0 DECLARATIONS OF INTEREST

- 3.1 Councillors Roger Glithero and Glenn Harwood declared personal interests because they were members of the Green Waste Club.

4.0 NORTHAMPTONSHIRE WASTE PARTNERSHIP (NWP)

- 4.1 Jane Perrin of the NWP attended to report on this item. She reported on progress to date with Project Reduce (the joint procurement project between Northamptonshire County Council (NCC) and Milton Keynes Council (MKC) for the processing of residual waste). Members noted that the bidders had been narrowed down to four who had all submitted solutions. MKC and NCC were currently firming up their agreement regarding the splitting of costs and administration. A waste composition analysis to aid the bidders was also in progress and the overall summary would be available shortly.

- 4.2 It was noted that NCC and the NWP were focussing on raising the profile of Project Reduce through press notification, radio publicity and leaflets in public places. A leaflet had been finalised. JP to liaise with project director regarding the distribution of the leaflet to all Members.

JP/MD

- 4.3 Members asked questions about the problem of non-recyclable packaging, transport of waste, implications for ENC's procurement project and household waste recycling centres. JP reassured Members that Project Reduce had taken into account the fact that three of the districts within Northamptonshire were going through waste contract procurement and had taken into consideration for its projections the fact that kitchen waste collection might be included in the final contract(s).

- 4.4 JP informed Members that transfer stations and transport issues were being fully considered by the NWP steering group as part of the project but that it was too early for robust indications. The Working Party noted that the project director was keen to reduce transport costs and turnaround times.

- 4.5 JP reported that Enterprise Management Services had been awarded the contract for management of the household waste recycling centres by NCC from 1 April 2010. She shared with Members the details of the NWP's briefing note and it was noted that the full mobilisation plan would be shared with the districts and boroughs at the earliest opportunity. Members asked that the briefing note be attached to the minutes for the information of all members (see Appendix 1).

- 4.6 SN raised the following concerns that he had GH had raised at the last meeting of the NWP:

- The possible time delay caused by the introduction of a meet and greet service
- The possible impact on the Rushden site and flytipping caused by the reduced opening hours at the Wellingborough site, of which ENC should not have to bear the cost.

The Working Party also noted that SN and GH had advised the NWP to take the closing of the Newton Road site into account when considering plans for the Northampton Road site.

- 4.7 JP reported that a league table had recently been published regarding waste arising and sustainable waste processes. ENC had been placed 120 out of 273 authorities nationally.

5.0 GREEN WASTE CLUB

Action

- 5.1 MD reported that Verdant had put several measures in place to ensure that the problems experienced during renewal of membership of the Club last year would not occur this year. The Working Party noted that
- A weblink would be put on the ENC website
 - Three dedicated lines for renewals would be open from 10am to 6pm, Monday to Friday, for three weeks following the dispatch of renewal notices on 12 March (with the option to extend), with another line for enquiries
 - A prize draw had been proposed with a prize of £500 Thomas Cook vouchers.

The Members endorsed this approach and were also pleased to note that the cost of membership would not rise this year.

MD

6.0 CURRENT WASTE CONTRACT

- 6.1 SN had asked for this item to be put on the agenda in order that Members be informed about the procedures in place to ensure performance is maintained to the end of the current contract. Members were reassured that performance targets, procedures and penalties had been built into the existing contract.

7.0 WASTE CONTRACT PROCUREMENT UPDATE

- 7.1 The Group received a report on progress to date with the waste contract procurement project. Members asked that the report be appended to the minutes for the information of all Councillors (see Appendix 2).
- 7.2 MD reported that Julia Smith, Commercial Health Manager, was acting as project co-ordinator until the new Waste Manager, Charlotte Tompkins, took up her position on 22 February.
- 7.3 MD invited all Members of the Working Party to contact him or JS at any time for further information on the project.

8.0 DATES OF FUTURE MEETINGS

- 8.1 The Working Party raised a few issues for resolution. MD to inform Working Party members about the annual spring clean. Members also asked that encouraging and enforcing recycling be added to a future agenda. It was noted that this could be an issue for the Waste Manager and Housing Strategy Manager to work together on through the agreements with Registered Social Landlords etc.

MD

MD/RR

- 8.2 The next meeting of the Working Party would be held on 13 April and future dates would be circulated for agreement.

RR/MD

NEW RECYCLING CENTRE CONTRACT AIMS TO TACKLE ENVIRONMENTAL CHALLENGES

A new contract governing the running of the county's household waste recycling centres will ensure the service develops over the next 15 years to tackle environmental challenges ahead.

Northamptonshire County Council's cabinet agreed the awarding of the new contract at a meeting on December 1 to Enterprise Managed Services (EMS) after the firm was selected as the preferred bidder.

The management of waste is becoming increasingly expensive with high, unavoidable future costs being faced by the county council as a result of recent changes in legislation.

Cllr Heather Smith, county council cabinet member for environment, growth and transport, said: "Carrying on putting the same amount of waste in landfill really isn't an option for us as not only is this disastrous environmentally, but because of new legislation, is becoming increasingly expensive.

"We're confident that this new contract, which will be over 15 years, is the best one to take us forward to meet the challenges that lie ahead and bring about more recycling in Northamptonshire.

"We will see a great many changes over the next 15 years and there will be a number of improvements to our recycling centres, which will bring benefits to everyone."

The new contract will start on April 1, 2010 and from then onwards there will be a series of changes to the 10 recycling centres across Northamptonshire.

These include:

- Revised and enhanced site layout changes within the first year of the contract to encourage recycling and reuse.

- Re-development of the sites to address population increase over the course of the 15 year contract. This will include general infrastructure changes at sites and the upgrading of four single level sites to split level along with the addition of multi-lane off-loading at: – Towcester, Wellingborough, Ecton and Corby.
- Enhanced and expanded small-scale commercial waste services at four sites – Ecton, Sixfields, Kettering and Rushden HWRCs (currently just Ecton).
- A ‘meet and greet’ service at the centres so that people can be assisted in locating where the correct bins are.
- The creation of off-site shops for so reuse items can be bought, freeing-up more room at the actual sites.
- Wollaston HWRC will become a waste-free recycling centre. No non-recyclable (ie black bag) waste will be accepted on the site.
- To provide a more cost effective service EMS propose the following changes in times when the sites are open to the public:
 - longer opening hours in summer (April- Sept) 8am to 8pm (12 hours) and longer winter times (Oct-Mar) 8am-6pm (10 hours)
 - Five sites would be open seven days a week - Kettering, Rushden, Sixfields, Ecton and Daventry.
 - Five sites would be open five days a week – Brixworth, Corby, Towcester, Wellingborough and Wollaston.*

Note (*) - Brixworth, Corby, and Wollaston will be closed Wednesdays and Thursdays. Towcester and Wellingborough will be closed Tuesdays and Wednesdays.



East Northamptonshire Council

Waste and Recycling Working Party - 9 February 2010

Waste, Recycling and Street Cleansing Procurement Update

Attachments: Project timeline

1. Background

- 1.1 The waste management services of refuse collection, recycling and cleansing are included in one contract. The current contract runs out in 2011 and we are currently in the process of procuring the next contract. The contract has an estimated value of £48 million over fourteen years (seven year contract with an option to extend for up to another seven years).

2. Progress so far

- 2.1 The Policy and Resources Committee approved the following key principles, put forward by the working party, for the procurement of the new contract:

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

- 2.2 The agreed award criteria for the new contract are as follows:-

- Price and Value for money – 50%
- Method, service and quality – 30%
- References – 5%
- Sustainability – 5%
- Updated Financial stability – 10%

- 2.4 The OJEU notice was published in May 2009 detailing the services we want providing, the award criteria, length of contract and potential value. Companies that responded to the OJEU notice were asked to complete Pre Qualification Questionnaires (PQQ).

- 2.5 The PQQ covered a range of issues including general company information, financial information, approach to health and safety, experience and environmental performance. We received fourteen responses from potential contractors and evaluated these against a range of criteria. Eight companies were selected to go through to the next stage of the process. This decision was made by the Project Board in July 2009.

- 2.6 The Invitation to Submit Outline Solutions (ISOS) was the next phase of the project. The eight companies were invited to submit outline solutions. This involved the bidders submitting an outline of how they would provide services to East Northamptonshire based on our existing budget and at 15% below our existing budget. We received seven responses as one bidder withdrew from the process at this stage. These submissions were evaluated and presented to the Project Board for approval.

- 2.7 We then entered into Phase 1 dialogue with the seven contractors, which involved meeting with the contractors to discuss their submissions and explore how efficiencies might be incorporated into the contract. These meetings were evaluated using a range

of criteria and each contractor was scored accordingly.

- 2.8 The contractors were then asked to resubmit their outline solution based on the dialogue stage. These were then evaluated using a range of criteria and scored accordingly. The scores from the dialogue were then combined with the submission scores. On this basis, in December 2009 the Project Board agreed to take 5 contractors through to the next stage of the process.
- 2.9 We have now started a consultation phase to help inform the project board when making procurement decisions. The Residents Panel have all received a survey requesting information on waste and recycling. Town and Parish Councils have been sent surveys asking for their input into the process. Six focus groups will be taking place in March to explore some of the issues raised in more detail. In addition to this we will be consulting with the Youth Council in March.
- 2.10 A Consultation Plan and a Communications Plan have been developed for the procurement process and were agreed by the Project Board in December 2009. In early January the Project Team gave a presentation to all Members on the procurement process to date and key milestones for the future.

3. Next steps

- 3.1 The next phase of the project is referred to as Indicative Pricing. We are now putting together a submission pack to send to the bidders in March 2010. This pack will ask contractors to give indicative prices for the services they will be providing. This will give an indication as to the likely cost of the contract and as such allows us to identify potential budget implications. In addition, we will also be asking for some information on sustainability. At the end of the stage we may enter into further dialogue to discuss finances and reasons behind submitted costings. The number of contractors may be reduced at this stage.
- 3.2 We will then enter into the Tender Stage known as ISDS where we will receive final tenders and costs from the bidders. There will then be a full evaluation and as a result a recommendation to the Policy and Resources Committee on the award of contract from the Project Board.

4. Recommendation

- 4.1 It is recommended that the Waste and Recycling Working Party notes the contents of the report and the attached Project Timeline.

Person Originating Report: Julia Smith, Project Manager and Commercial Health Manager,
jsmith@east-northamptonshire.gov.uk 01832 742066

Date: 20 January 2010

(Working Party Report Template Rev5)

Project Timeline

| | | | |
|-------------------------|-------------------------|--------------------|----------|
| Project Name: | ENC Waste Contract | Date: | 25.01.10 |
| Project Owner: | Beth Gordon | Version No: | V1.5 |
| Project Sponsor: | Mark Lovell/Mike Deacon | | |
| Project Support: | Kirsty Squires | | |

| Status | Activities / Milestones | Dependencies | Estimated *WM Time required | Accountable / Responsible | Start Date | End Date |
|--------|--|--------------|-----------------------------|--|-----------------|-----------------|
| G | 1. Agree WRWP as Project Board (plus one member of SMT) | n/a | n/a | MD | 19.03.09 | 24.03.09 |
| G | 2. Attend meeting with DDC and NBC to investigate scope timescales and buy in for joint procurement. | n/a | 0.5 day | MD/BG | 24.04.09 | - |
| G | 3. Contract criteria | | | | 20.03.09 | 17.04.09 |
| G | a. Discuss project team requirements with <ul style="list-style-type: none"> Legal, Communications Finance other specialist depts./partners | | 2 days per week | BG;MD | 20.03.09 | 30.03.09 |
| G | b. Agree recommended key criteria/contractual issues and service proposals including <ul style="list-style-type: none"> revenue/capital costs options on lots/single contract prescriptive or active tender priorities for service delivery Specialist consultants (?)/ benchmarking requirements | | | Project Team; Welland Procurement Unit; ENC Finance; Chair of WRWP | 20.03.09 | 10.04.09 |
| G | c. Determine recommended tender process, selection & award criteria and weightings | | | Project Team; Welland Procurement Unit; Chair of WRWP | 20.03.09 | 10.04.09 |
| G | d. Approval of recommended key criteria and tender process | 3b&3c | | MD; Project Board; SMT; Chair of WRWP | 07.04.09 | 21.04.09 |
| G | e. Communicate approved process as appropriate | 3d | | MD | 10.04.09 | 17.04.09 |

| Status | Activities / Milestones | | Dependencies | Estimated *WM Time required | Accountable / Responsible | Start Date | End Date |
|----------|-------------------------------------|--|--------------|-----------------------------|------------------------------|-----------------|-----------------|
| G | 5. | Pre-qualification process for tender | 3-5 | | | 24.04.09 | 17.07.09 |
| G | a. | Draft OJEU notice (Official Journal of the European Union) | 3d | 2 days per week | BG; Welland Procurement Unit | 24.04.09 | 07.05.09 |
| G | b. | Draft Pre-Qualification Questionnaire (PQQ) | 3d/5a | | BG; Welland Procurement Unit | 24.04.09 | 07.05.09 |
| G | c. | Post OJEU notice | 5a | | BG; Welland Procurement Unit | 08.05.09 | - |
| G | d. | Issue PQQ | 5b | | BG; Admin Support | 11.05.09 | 12.06.09 |
| G | e. | PQQ's returned –collate and timetabling for those who need to be consulted at this stage | 5d | | MD; Project team; | 19.06.09 | 26.06.09 |
| G | f. | PQQ's evaluated | 5e | | BG; Admin; | 26.06.09 | 01.07.09 |
| G | g. | Pre-qualified list agreed | 5f | | MD; BG | 01.07.09 | 13.07.09 |
| G | 6. | Short listing process | 6 | | | 13.05.09 | 20.10.09 |
| G | a. | Plan and issue next stage of short listing | 3d | 2 days per week | Project Team | 13.05.09 | 20.10.09 |
| G | b. | Notify shortlisted and unsuccessful bidders | 5g | | BG; Admin Support | 24.07.09 | 27.07.09 |
| G | Competitive dialogue process | | 7 | | | 27.07.09 | 30.07.10 |
| G | 7. | Phase One Dialogue (ISOS) | | | | 27.07.09 | 22.12.09 |
| G | a. | ISOS issued | 6a | 4 days per week | BG; KS | 27.07.09 | 04.09.09 |
| G | b. | Questions received from bidders | 7a | | BG | 10.08.09 | 02.09.09 |
| G | c. | Written answers to questions received from bidders | 7a/b | | Project Team | | 14.09.09 |
| G | d. | Evaluation of responses from bidders | 7c | | BG | 15.09.09 | 06.10.09 |
| G | e. | Feedback to bidders | 7d | | BG; KS | 07.10.09 | 20.10.09 |
| G | f. | Dialogue – first round meetings | 7e | | MD; BG; KS | 20.10.09 | 09.11.09 |
| G | g. | Answers to first round questions rcd from bidders | 7f | | Project Team | 11.11.09 | 01.12.09 |
| G | h. | Evaluation of responses from bidders (first round) | 7g | | BG; KS | 12.11.09 | 03.12.09 |
| G | i. | Update meeting with Leader of the Council | - | | MD, GH | 09.12.09 | - |
| G | j. | Project team meeting to evaluate responses from phase one dialogue | 7h | | Project Team | 10.12.09 | - |
| G | k. | Project Board meeting to evaluate responses from phase one dialogue | 7h/j | | Project Board | 17.12.09 | - |
| G | l. | Shortlist and inform contractors | 7h-k | Project Board | 17.12.09 | 31.01.10 | |
| | l. | Phase One (ISOS) Complete | | | | 22.12.09 | - |

| Status | Activities / Milestones | | Dependencies | Estimated *WM Time required | Accountable / Responsible | Start Date | End Date |
|----------|-------------------------|---|--------------|-----------------------------|---------------------------|-----------------|-----------------|
| | 8. | Consultation and Communications | | | | 01.10.09 | ongoing |
| G | a. | Develop communications plan | | | JS/BG/JEW/MD | 01.10.09 | 10.12.09 |
| G | b. | Briefing to Full Council/P&R | 7l | | MD/Cllr GH/ | 11.01.10 | - |
| A | c. | Implement communications plan | 7m | | JEW/JS | 25.01.10 | ongoing |
| A | d. | Consultation with public | 7i | | JS;JEW | 31.01.10 | 31.03.10 |
| A | e. | Parish council consultation | | | JS; JEW | 31.01.10 | 31.03.10 |
| | 9. | Indicative Pricing Stage | | | | 14.12.09 | 30.07.10 |
| A | a. | Develop information pack, submission template and scoring criteria for indicative pricing stage | | | JS, KS, RN, MD, TH | 14.12.09 | 26.02.10 |
| | b. | Provide contractors with information to develop indicative pricing submission | 9a | | KS, JS, RN, TH | | 31.03.10 |
| | c. | Questions (in writing) from bidders re Indicative pricing submission pack and information | 9a-b | | JS; RN, KS, MD | 31.03.10 | 14.05.10 |
| | d. | Written indicative pricing submissions received from bidders | 9b-c | | Project Team | 28.05.10 | - |
| | e. | Evaluation of responses from bidders (indicative pricing) | 9d | | JS, RN, KS, TH | 31.05.10 | 18.06.10 |
| | f. | Project Team meeting to evaluate responses from indicative pricing stage | 9d-e | | Project Team | 21.06.10 | 27.06.10 |
| | g. | Project Board meeting to evaluate responses from indicative pricing stage | 9d-e/f | | Project Board | 27.06.10 | 02.07.10 |
| | h. | Shortlist and recommendations (this may take place after the dialogue stage – see below) | 9e-f | | JS, KS, RN, MD, TH | 21.06.10 | 09.07.10 |
| | i. | Update meeting with Leader of the Council | | | MD/GH | 01.06.10 | 30.06.10 |
| | j. | Dialogue (dependent on submissions received this may take place before the shortlist stage) | 9e-f/g | | MD, TH, KS, JS, RN | 02.07.10 | 23.07.10 |
| | k. | Take up contractor references | 9h | | KS/TH | 02.07.10 | 30.07.10 |
| | l. | Dialogue completed | 9a-j | | | | 30.07.10 |
| | 10. | Tender process (ISDS) | 9 | | | 31.07.10 | 31.03.11 |
| | a. | Prepare tender documents | | 3 days per week | | | 31.07.10 |
| | b. | Workshops, presentations and site visits | | | MD, TH, RN, KS, JS | 01.09.10 | 29.10.10 |
| | c. | Despatch tender documents | | 1 day per week | | | 01.09.10 |
| | d. | Tenders returned | | 5 days per week | | | 29.10.10 |
| | e. | Tenders evaluated | | | | | 17.12.10 |

Comment [K1]: QA have indicated this process could take 16 weeks.

| | | | | | | | |
|--|-----|----------------------------|--|-------------------|--|----------|----------|
| | f. | Award decision | | | | | 15.01.11 |
| | g. | Council approval | | N/A | | | 28.02.11 |
| | h. | Ten day stand still | | | | 01.03.11 | 11.03.11 |
| | i. | Award of contract | | 2 days per week** | | 31.03.11 | - |
| | 9. | Mobilisation starts | | | | 01.05.11 | 31.07.11 |
| | 10. | Start of contract | | | | 01.08.11 | - |

Key

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|----------|--|
| R | Red = outstanding |
| A | Amber = progress being made, regular updates to be provided |
| G | Green = completed |

* Waste Manager

** This is calculated presuming that there will be some variance to the type of refuse and recycling service we introduce. If there are no major changes to the refuse and recycling service then this may reduce. It should also be noted that the mobilisation period and contract start involves the whole waste management team, who last time incurred a significant amount of TOIL. There was also need for additional resource in the customer services team to deal with the public queries.