

**Minutes of the Simultaneous Executive Meeting between the
Policy and Strategy Committee of Adur District Council
and the Cabinet of Worthing Borough Council**

Adur Civic Centre, Shoreham by Sea

27 February 2007

Councillor Neil Parkin (Chairperson)
Councillor Julie Searle (Vice-Chairperson)

Councillor Keith Dollemore
Councillor Robert Dunn
Councillor Debbie Kennard

Councillor Liza McKinney
Councillor Angie Mills

Absent*

In attendance and taking part in the discussions representing Worthing Borough Council were Councillors Keith Mercer (Leader), Paul High, John Rogers and Bryan Turner.

SEM/562/06-07 Declarations of Interest / Substitute Members

Councillor Dunn declared an interest as a member of West Sussex County Council.

SEM/563/06-07 Questions and Statements by the Public

Members of the public were invited to ask questions or make statements about any matter for which the Council had a responsibility or which affected the district. No questions were asked.

SEM/564/06-07 Confirmation of Minutes

Resolved that the Minutes of the Committee held on 13 November 2006, the minutes of the Joint Committee on 13 November, 12 December and 23 January 2007 all be approved as correct records and signed by the Chairman.

SEM/565/06-07 Items Raised under Urgency Provisions

None.

SEM/566/06-07 AWS Single Service Vehicle and Wheeled Bin - Update

Before the Committee was a report of the Chief Executive, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 5.

The report updated members on the procurement process for the new single service vehicle fleet, wheeled bins and recycling boxes. The quotations for the supply of bins had been obtained through an e-auction process and a range of prices based on various bin sizes have been assessed. The leading bidders had been interviewed and their products seen. This report sought confirmation of the final size to be selected and recommends a supplier to be accepted. The colours of the bins and lids were to be as previously agreed by SEMs.

Members were asked to consider and decide on whether to include an electronic chip on the wheeled bins as standard.

The quotations for the supply of vehicles had been undertaken using the Braintree Framework Directive. These to have been assessed and recommendations are made for acceptance of the most advantageous bid. The colour of the vehicles was recommended to be blue.

The revised financial position is reported, together with information about the commissioning and operation of the new Ford Materials Recycling Facility (MRF) that will handle the recyclables from the single service.

A revised exempt information page (Annex A to the report) was placed on the table at the meeting. It contained minor financial amendments to the original exempt information report despatched to members but the amendments did not alter the overall financial position as reported to the meeting nor the recommended supplier.

The Head of Contract Services introduced the report highlighting the two main areas for decision by the meeting, those being whether electronic chips should be included in the purchased wheeled bins and the colour of the vehicles.

There had been a number of operation changes since the last decisions made by members at SEMs. There was now no requirement for a separate glass recycling box as the operation could now cope with direct glass extraction from mixed recycled waste, the knock on effect of this was a change to the vehicle crewing agreements (which could be reduced by one person) and also an alteration to the vehicle specification details. The financial effect was cost neutral. Vehicle operatives had been involved in evaluating the proposed vehicles and positive feedback had been received on handling and size of the vehicles to be purchased.

Regarding the colour (blue) suggested, a swatch chart was passed around the meeting with both Leaders indicating that independently they had both chosen the same shade of blue (5012) as their preference. Concern was expressed that the colour of the lettering chosen would need to be carefully identified to ensure it was not lost in the background colour. The officers explained that details of the logo were awaited from the designers, but this would be taken into account

In considering the size of bins to be offered to house holds, the meeting agreed with the suggestion in the report that the example 140lt bin for household waste be offered to all residents with option for a 240lt being restricted to those categories in the report. A 140 lt would be offered for recyclables with encouragement for increased recycling there would be no restriction on households opting for a larger bin especially since glass would now make the waste co-mingled.

Discussions on the size of the bins lead onto whether or not to include electronic chips in the purchase. Officers explained that the chips could identify a bin location but the reading of any other data (for example weight) would require purchase of specific reader equipment on each vehicle. The specification for the vehicle did not include this purchase neither was it recommended for purchase. Members discuss the requirement for this device, public opinion and acceptability, cost and actual need before agreeing that electronic chips for the bins would not be purchased.

The Committee did agree that a key element in the strategy to reduce the amount of waste to landfill was an education campaign to encourage greater recycling and heard from officers of the proposals in this respect

On questions from members the Officers explained how the identification of assisted collection would work, the size of bins for flats/communal properties and the roll out of the new bins across the area. The Officers also confirmed that bins for green waste could be hired by residents and that householders would not be required to return current waste bins or blue boxes to the Council.

Resolved that

- i) the success with the procurement arrangements be noted;
- ii) confirmation be given that the wheeled-bin size to be used as the base for both residual waste and recyclables from households is a 140litres (as previously agreed by SEMs) with the 240litres size as the “larger” bin option that can be supplied in the circumstances set out in the report;
- iii) confirmation be given that the colour of the wheeled bin body be charcoal, as previously agreed, with the lids being coloured charcoal for residual waste; blue for co-mingled dry recycling and green for garden waste;
- iv) that the wheeled-bins be purchased from Craemer as this represents the most advantageous price taking into account the final branding of the bins and the delivery arrangements to households;
- v) the wheeled-bins should not include an “electronic” chip;
- vi) the Councils accept the quotation from Dennis Eagle Ltd for the supply of operating vehicles as being the most advantageous taking into account the ease of dealing with a single supplier/manufacturer and the known track record of that supplier;
- vii) confirmation be given that the base colour of the vehicles should be blue (shade 5012);
- viii) the revised estimated financial implications of the single service style and the use of the new Ford MRF be noted ;
- ix) authorisation be given to the Head of Corporate and Legal Services (Adur) and Assistant Director (Legal and Democratic Services) (Worthing) to complete the appropriate documentation to secure the purchases.

SEM/567/06-07 AWS The Move Towards a Single Authority Employer - Update

Before the Committee was a joint report of the Directors of Adur and Worthing Councils, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 6.

The report updated members on the process that is to be followed in order to create a single Adur and Worthing Services ("AWS") structure. To do this it was necessary to create a single employer so that the terms and conditions of all AWS staff are the same. The SEM meeting of 16th March 2006 agreed a staff structure for the service. Various methods of achieving a single employer have been considered and it is recommended that staff transfer to one of the Councils applying the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE").

On balance it was recommended that the staff should transfer to Adur for administrative and employment purposes, under the overall control of the Joint Committee upon which both Councils were represented. This fitted the agreed principle of sharing the provision of support services to AWS by both Councils and for practical purposes it will mean that Adur will provide human resources and financial services for AWS. It has previously been agreed that the transfer to a single employer should happen with effect from 1st July 2007 (SEMs on 21 September 2006) so that the new structure was in place for the launch of the new refuse and recycling service. However, this transfer may need to be reviewed if the two Councils agree to proceed with a more comprehensive joint staff structure as part of the partnership strategy.

It was proposed that Worthing provide IT and insurance (for vehicles) services. It was also proposed that Adur should provide legal and administrative services to SEMs and the AWS Joint Committee.

All costs would be shared on the basis previously agreed (based on the number of properties served by AWS) and the no detriment approach, whereby no one authority will not benefit as a result of additional cost/commitment being incurred by the other, would be applied.

It was pointed out by the Head of Contract Services that in paragraph 4.7 the insurance service to be supported was for AWS vehicles.

Resolved that

- i) approval be given for the arrangements whereby staff employed by Worthing Contract Services will transfer to employment by Adur applying TUPE with effect from 1st July 2007; subject to any further decision on implementing the partnership strategy;
- ii) it be noted that the Joint Committee arrangements will provide for Adur to be the employing authority for administrative purposes under the overall control of the Joint Committee upon which both Councils are represented;
- iii) approval be given to the commencement of the Joint Committee arrangements as soon as the final terms of the agreement governing them have been agreed by the Chief Executive of Adur and the Director of Services of Worthing in consultation with the respective Leaders, pursuant to minute 5 of their meeting of 12 July 2006.

iv) approval be given for the appointment of a temporary HR officer for 3 months to assist with the transfer of staff at a cost of £8,000 to be split between the two authorities on the basis of the number of households.

The meeting was declared closed by the Chairman at 8:00pm, it having commenced at 7:00pm.

Chairman

Jas/SEM 02.07