

BARNSELY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD

**Venue: Rotherham Town Hall,
The Crofts, Moorgate
Street, Rotherham, S60
2TH**

Date: Friday, 29th June, 2012

Time: 3.00 p.m.

A G E N D A

1. To determine if the matters are to be considered under the categories suggested in accordance with Part 1 (as amended March 2006) of Schedule 12A to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Appointment of Chairman for 2012/13 Municipal Year.
4. Appointment of Vice Chairman for the 2012/13 Municipal Year.
5. Introductions and apologies.
6. Minutes and matters arising of the previous Project Board Meeting held on 3rd April, 2012. (Pages 1 - 4)
7. Project update (report herewith). (Pages 5 - 7)
 - BDR Manager's Report;
 - Planning and Permitting update.
8. Communications update (report herewith). (Pages 8 - 9)
 - Corporate Communications and Marketing Manager, Commissioning, Policy and Performance, Resources Directorate, to report.
9. Risk Register (report herewith). (Page 10)

10. Exemption of the Press and the Public.

The following items are likely to be considered in the absence of the Press and the Public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council)).

11. Delegation of Powers (report herewith). (Pages 11 - 17)

12. Budget report (report herewith). (Page 18)

13. Proposed date and time of future meetings.

- Tuesday 18th September, 2012, 2.00 – 4.00 pm, Rotherham Town Hall;
- December, 2012;
- March, 2013;
- June, 2013 – AGM.

14. Any other business.

Barnsley, Doncaster and Rotherham Waste Partnership**Minutes, Recommendations and Decisions of the
Waste PFI Project Board****Held on Tuesday, 3rd April 2012 at 10:30am – 12:00pm****Location: Committee Room 2, Rotherham Town Hall**

Present	Councillor Richard Russell (Chairman)	RMBC
	Councillor May Noble (on behalf Cllr R Miller)	BMBC
	Councillor Mark Thompson	DMBC
	Karl Battersby	RMBC
	David Burton	RMBC
	Beth Clarke	RMBC
	Ann Gosse	BMBC
	Darren Richardson	BMBC
	Gill Gillies	DMBC
	John Holden-Ross	Project Director
	Tim Hardie	BMBC
	Matthew Bell	BMBC
	Ian Gledhill	RMBC
	Rhonda Fleetwood	RMBC
Apologies	Councillor Roy Miller	BMBC
	Tracy Holmes	RMBC
	Frances Foster	BMBC

Item		Action
1.	Apologies Apologies were noted as above.	
2.	Minutes from the Project Board Members Meeting held 12th January 2012 and Project Board Meeting with 3SE held 25th January 2012. The minutes from the last meetings were agreed as true.	
3.	Joint Waste Board DR advised that post financial close the project will be in a new era of governance and there is therefore a need to set out how this will work going forward under IAA2 principles. A formal structure for a	LC

Item		Action
	<p>Statutory Committee will need to be put in place, especially on the level of decision making to be made by Board and Steering Group, as the day to day running will be the responsibility of LC, who will in turn feed updates into the Steering Group.</p> <p>Local Elections are due and the project governance needs clarified, this must then be approved by individual Cabinets. June 2012 is the earliest to formally bring report to Cabinet.</p> <p>Cllr R Russell stated that reporting mechanisms need to continue on a regular basis to elected members and that going forward Joint Waste Board meetings should take place quarterly for political reporting with the next Joint Waste Board June 2012.</p> <p>It was also agreed that papers for Board would need to go out in advance of meetings in order for members to have sufficient time to review them.</p> <p>DR stated it is critically important that Board meets quarterly and that LC would provide update information to Steering Group who would meet monthly and that in between these meetings the Steering Committee personnel would ensure that their members are briefed individually. Information would not be going to meetings without elected members being made aware of any developments. Any major issues would be dealt with as exceptional reporting under Executive Board.</p> <p>Cllr M Noble stated that we also need a good communications exercise for the local residents near the site in order to allay any fears they may have.</p> <p>Cllr R Russell advised that an Executive Board can be called if required as suggested by DR, whereby LC will provide update papers and can also call an Officers meeting instead of full Board.</p> <p>Cllr R Russell advised that the existing Project Board would be a Shadow Joint Waste Board in interim until elections confirmed June 2012.</p> <p>TH advised that formal decisions are required to be made over the coming weeks on how Steering Group would operate, which would also be a Shadow Steering Committee.</p> <p>DB/IG/TH agreed that Shadow Board would operate under RMBC Standing Orders as agreed in accordance to IAA2.</p>	<p>LC/RF</p> <p>LC/RF</p> <p>Steering Committee Leads/LC</p>

Item		Action
	<p>Cllr M Noble advised that named substitutes would also need to be included to represent elected members of all 3 LA's. TH stated that this process has been included.</p> <p>Deputies agreed as: Cllr R Russell – Cllr Shaukut Ali Cllr M Thompson – Cllr Cynthia Ransome Cllr R Miller – Cllr May Noble</p>	
4.	<p>Project Update</p> <p>JHR advised that financial close took place on 30.4.12</p> <p>Cllr M Thompson also thanked all on their work, as this is a long term project so well done to all concerned.</p> <p>DR advised that JHR took over running at a difficult time and with team in place got it to this point and thanked him for management of it.</p> <p>LC advised copy of resources paper attached and reported on 3 options as there are risks associated with under funding of resources.</p> <p>Cllr R Russell confirmed that option 3 has been agreed by all and that a review will be held in 6 months time.</p> <p>Cllr R Russell advised all that meetings will now be convened at Riverside House.</p> <p>It was agreed by all that RMBC are now the administrating authority and that there will be an annual rotation of Chairs with all meetings taking place at Riverside House.</p>	
5.	<p>Planning & Permitting</p> <p>LC advised that DPD has now been adopted by all 3 LAs with Bolton Road included.</p>	
6.	<p>Communications Update</p> <p>LC advised as per update attached that Community Liaison Group is a key aspect as they have had 3 meetings and are focusing on</p>	

Item		Action
	<p>transport tissues and have asked that we raise awareness of the facility in local areas, so will be looking to go out in the publicity vehicle over the summer in order to raise awareness on a more factual basis.</p> <p>Press release for financial close has been posted on BDR website and have also updated on permitting.</p>	
7.	<p>Risk Register</p> <p>LC advised that risk register attached is at 29.3.12</p> <p>LC stated we originally had 48 risks, 4 of which were operational and are now closed and some risks will naturally fall away with time, we will have a new operational risk register and will also be presenting on all reporting formats for Board to decide on at next meeting.</p> <p>DR advised that an operational risk register will give more clarity on risks and that LC will be directly managing risks in order to present to Board.</p> <p>Cllr R Russell asked for an exceptional report if any risk changes.</p> <p>Cllr M Thompson asked that the report shows control factors.</p>	<p>LC</p> <p>LC</p> <p>LC</p>
8.	<p>Any Other Business</p> <p>Cllr R Russell advised as per discussions under item 3 that Board meetings would take place quarterly with next one being convened June 2012.</p> <p>DR confirmed that unless specifically required no meeting would be convened between this and next Board due June 2012.</p>	LC/RF
9.	<p>Date and Time of Next Meeting</p> <p>To be confirmed.</p>	

**BDR WASTE PFI
UPDATE REPORT**18th June 2012**Resources**

Advisors – Amec (technical advisors) are accessed through the Government Procurement Service framework. PWC (financial advisors) remain on a framework agreement with RMBC and Legal advice is to be procured as required following Rotherham MBC Standing Orders.

Training – Lead Officers received training on the transition phase, construction phase and contract manuals on 31/5/2012 from Waste Infrastructure Development Programme (WIDP) Transactors.

Governance

Karl Battersby will take over as the Senior Responsible Officer now the Contract has been signed and Rotherham have become the Adminstrating Authority for the project.

Barnsley, Doncaster and Rotherham are reviewing their schemes of delegations to ensure that the delegations to the BDR Manager as identified in the Project Agreement are appropriately documented.

BMBC are currently undertaking a Governance Audit of the project.

Technical

Planning – Bolton Road – Planning permission was formally granted by Rotherham MBC on 8th May 2012.

Permitting – Bolton Road- the EA are progressing the permit application determination of the permit is expected late summer 2012.

Ferrybridge – The environmental permit application has been duly made by the Environment Agency and the public consultation process closed on the 4th May 2012 determination of this application is expected in autumn 2012.

Project Delivery

Detail design work has commenced on

- Drainage – location of the connection to the foul sewer
- Control room – the internal configuration
- Architectural features – the extent and type of cladding
- Administration building – size of the operational areas
- Visitors Centre – internal layout.

Finance

The contract management costs are projected to be within budget.

Legal

A Memorandum of Understanding for the Waste Infrastructure Development Programme (WIDP) Transactor Support is to be signed by Chief Executives from all three Councils.

Communications

The Community Liaison Group issued a press release on the project and coverage was given in the letters page of the South Yorkshire Times and the Rotherham Advertiser.

The Business Networking Event is to take place on 22nd June 2012 at the Dearne Valley Kingswood Centre, Denaby Main.

Members in each Authority have been invited to a seminar in their respective areas on the progress of the PFI Contract during July.

The BDR project will be represented at a series of events scheduled to take place in relevant local communities between 16th and the 23rd of June. 2012. The planned event for the 16th June 2012 was cancelled due to poor weather conditions.

The website is being reviewed for the construction phase of the project to ensure all information is relevant and up to date.

Health and Safety

DMBC Corporate CDM Coordinator and their deputy attended the training on the 3SE document management system and have full access to all documents.

Risk Register

The Risk Register is updated on a regular basis and presented to Steering Committee at their monthly meetings.

Joint Waste Board – 29th June 2012 Communications Update

1. Communications Action Plan

This will be updated to include the key project milestones through the construction phase and beyond, following the meeting of the BDR Communications Group on Monday 25th June 2012.

2. Local Businesses Networking Event 22nd June 2012

This event was staged at the Dearne Valley Kingswood Centre at Denaby Main to bring together local businesses based in Barnsley, Doncaster or Rotherham (or which have offices in one or more of the boroughs) with the contractors responsible for building the Bolton Road facility. It was organised by Green Issues Communique.

The event provided the opportunity for businesses to find out more factual information about the new site, learn about the process of tendering for future contracts and to talk directly to companies already involved in this major development. Two separate sessions were held during the course of the day.

An update on attendance and any issues arising from the event will be provided at the meeting.

3. Community Events

Representatives involved in the PFI project (Shanks and BDR) have been attending a series of local community events and supermarket venues over recent weeks as part of the programme of public information, including:-

- Barnburgh and Harlington Carnival and Village Show, Saturday 16th June, 12-4pm (this event was cancelled due to rain)
- ASDA, Goldthorpe, Tuesday 19th June, 9am-2pm
- ASDA Thurnscoe, Wednesday 20th June, 9am-2pm
- The Cooperative, Bolton on Dearne, Thursday 21st June, 9am-1pm
- Swinton Community Gala, Recreation Ground, Park Road, Saturday 23rd June, 10am-4pm

A community update sheet has been prepared for handout at the sessions, based on the previously-approved exhibition panels used at earlier community drop-ins..

An update on the events will be provided at the Board meeting.

4. Media Activity

Press releases have been issued to promote the business networking and community events.

David Packham, Chair of the Community Liaison Group, has issued his own information to local media. Coverage includes the Rotherham Advertiser.

The Communications Sub-Group is also considering media opportunities relating to the start of construction on site at Bolton Road and will make appropriate recommendations for consideration.

6. Website Review

A review has been undertaken of the BDR website to ensure all information is relevant and up-to-date eg project timetable and key milestones. New features will also be added, including video footage, links to pertinent national events eg National Recycling Week and initiatives, Frequently Asked Questions and information on the Community Liaison Group.

21st June 2012

Risk Register (Current/Target)

Service Unit: Waste PFI Transition Phase

Reference	Details	Risk Category	Risk Type	Current Risk Score	Target Risk Score	Assigned To (Risk Owner)	Status	Review Date	Date Last Reviewd	Days Overdue
WPFIT0005	Permitting Delay	Operational Threat	Financial	12	15	Beth Clarke	Partially Controlled	19/08/2012	19/06/2012	0
WPFIT0007	Legislative Change	Strategic Threat	Legal	12	9	Beth Clarke	Partially Controlled	08/08/2012		0
WPFIT0010	ITSAD fails commissioning tests	Operational Threat	Contractual	12	8	Beth Clarke	Partially Controlled	08/08/2012		0
WPFIT0009	Major incident at ITS/AD	Operational Threat	Technological	12	8	Beth Clarke	Partially Controlled	08/08/2012		0
WPFIT0012	Business Continuity	Operational Threat	Contractual	12	6	Beth Clarke	Partially Controlled	19/07/2012	19/06/2012	0
WPFIT0011	Business Continuity	Operational Threat	Human Resources	9	6	Beth Clarke	Partially Controlled	19/07/2012	19/06/2012	0
WPFIT0008	Transport Movements	Operational Threat	Reputational	9	4	Beth Clarke	Partially Controlled	08/08/2012		0
WPFIT0004	Planning Failure	Operational Threat	Financial	8	4	Beth Clarke	Partially Controlled	19/09/2012	19/06/2012	0
WPFIT0006	Permitting Failure	Operational Threat	Financial	8	4	Beth Clarke	Partially Controlled	19/07/2012	19/06/2012	0
WPFIT0002	Off site works costs increase	Strategic Threat	Financial	6	4	Beth Clarke	Partially Controlled	19/07/2012	19/06/2012	0
WPFIT0003	Planning Delay	Strategic Threat	Financial	6	6	Beth Clarke	Partially Controlled	19/09/2012	19/06/2012	0
WPFIT0001	Waste volumes change	Operational Threat	Financial	4	2	Matthew Bell	Partially Controlled	19/07/2012	19/06/2012	0

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