

BARNSELY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD

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

Date: Friday, 14th December, 2012

Time: 2.00 p.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for absence
4. Declarations of Interest
5. Minutes of the previous meeting held on 18th September, 2012 (copy attached) (Pages 1 - 3)
6. Matters Arising
To discuss matters arising from the previous minutes, which are not included elsewhere on the agenda.
7. BDR Manager's Report (copy attached) (Pages 4 - 7)
 - Governance
 - Project Timetable
 - Technical
 - Legal
 - Financial
 - Communications
 - Resources
 - Health and Safety
8. Risk Register (copy attached) (Page 8)
9. Health and Safety

10. Meeting Dates 2013
Suggested pattern of meetings :

Steering Committee

Tuesday 26.2.2013

Tuesday 21.5.2013

Tuesday 20.8.2013

(this August date may change due to holiday period)

Tuesday 26.11.2013

Joint Waste Board

week commencing 11.3.2013

w/c 10.6.2013

w/c 9.9.2013

w/c 9.12.2013

11. Any Other Business
- Sheffield Chief Executives Meeting (21 January 2013)
12. Date, time and venue for the next meeting
- March, 2013, 2.00 p.m. at the Town Hall, Rotherham
 - June, 2013, 2.00 p.m. at the Town Hall, Rotherham
 - September, 2013, 2.00 p.m. at the Town Hall, Rotherham
 - December, 2013, 2.00 p.m. at the Town Hall, Rotherham

BARNSELY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD
18th September, 2012

Present:- Councillor R. S. Russell (Rotherham MBC) (in the Chair); Councillor S. Ali (Rotherham MBC), Councillor R. Miller (Barnsley MBC) and Councillor C. Ransome (Doncaster MBC).

together with officers:-

Karl Battersby	Rotherham MBC
Ian Gledhill	Rotherham MBC
Ann Todd	Rotherham MBC
Beth Clark	BDR Joint Waste Manager
Darren Richardson	Barnsley MBC
Gareth Barwell	Doncaster MBC
Steve Noble	DEFRA

Apologies for absence were received from:-

Gill Gillies	Doncaster MBC
Dr Anne Gosse	Barnsley MBC
Jonathan Baggaley	Rotherham MBC
Frances Foster	Barnsley MBC
Tracy Holmes	Rotherham MBC
Catherine Anderson	Doncaster MBC

K12. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

K13. MINUTES OF THE PREVIOUS MEETING HELD ON 29TH JUNE, 2012

Consideration was given to minutes of the previous meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board, held on 29th June, 2012, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman, with the inclusion of Councillor Ali (Rotherham MBC) in the list of persons present at the meeting.

K14. MATTERS ARISING

The Barnsley, Doncaster and Rotherham Joint Waste Board expressed its thanks and best wishes to Mr. Darren Richardson, who was leaving Barnsley MBC to take up a new position in York.

K.15 PROJECT UPDATE

The Barnsley, Doncaster and Rotherham Joint Waste Manager submitted a report updating the progress of the following issues:-

(a) Governance – the scheme of delegations, in accordance with the terms of the Inter-Authority Agreement 2 have now been approved by the three member local authorities.

(b) A consultation period on the draft Permit for the facility at Bolton Road, Manvers is underway – representations have to be submitted by 25th September 2012; all representations will be considered and if there are no new issues raised the Permit will be formally signed and accepted and the Judicial Review process will begin.

(c) Ferrybridge Multi-Fuel facility – the Environment Agency have requested further information, which should be finalised by the end of September 2012; the public consultation exercise on a draft permit is expected to take place in October 2012 and the Permit finalised by the end of that month; the enabling works at Ferrybridge will be completed by December 2012

(d) Works on the access area at Bolton Road, Manvers have begun; the standard process for closure of the public bridleway has been undertaken.

(e) Finance - details of the current budget position were reported. The current underspend was noted.

(f) Audit – the Barnsley MBC auditors have completed their audit of the BDR Waste Management PFI Contract and have made eight recommendations. A copy of the Action Plan, produced as a consequence of the audit, will be provided for all members of this Joint Waste Board. Information will be reported to each meeting of the Joint Waste Board to ensure that Members are up-to-date with the progress of the key stages for the Gateway Reviews. There shall be an annual audit process of the BDR Waste Management PFI Contract.

(g) Non-Executive Director - the Project Governance best practice guidance, published by DEFRA (June 2008) recommends the formal appointment of a non-executive director to the Joint Waste Board. Members decided that such an appointment was not necessary at this time, as the role and function of the Joint Waste Board is already subject to the scrutiny processes of each of the three member local authorities.

(h) Land transfer – this proposed transfer of land between the three local authorities has been delayed, but it is anticipated that the land transfer will happen in September 2012.

(i) Community Liaison Group – it was agreed that Elected Members of this group shall be urged to attend the meetings, with the use of named substitutes when necessary, to ensure adequate representation.

Resolved:- That the report be received and its content noted.

(2) That a further progress report be presented to the next meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board.

K16. COMMUNICATIONS UPDATE

The Press and Publications Officer (Rotherham MBC) reported on the following matters:-

: press releases have been issued about the public rights of way closures;

: a photograph opportunity would be arranged with the press, when construction work begins on the main facility at Bolton Road, Manvers;

: other press releases will be issued at key milestones, or in response to media requests, in accordance with the Communications Strategy;

: the internet web site has been updated and contains information about the impact of vehicular traffic, particularly in the Dearne area; it is important that the waste disposal vehicles should keep strictly to their designated routes;

: Visitor Centre – the design competition is progressing, with students of local colleges being encouraged to submit entries.

Resolved:- That the information be noted.

K17. RISK REGISTER

The Barnsley, Doncaster and Rotherham Joint Waste Board considered the updated Waste PFI transition phase risk register.

Members discussed alternative styles of presenting the information contained in the risk register.

It was noted that the permits are now progressing.

Resolved:- That the updated information be received and future information be presented in the revised format now identified.

K18. HEALTH AND SAFETY

The Barnsley, Doncaster and Rotherham Joint Waste Manager reported that there are now visits, every fortnight, by the BDR Construction Design and Management (CDM) Co-ordinator.

K19. DATE, TIME AND VENUE FOR THE NEXT MEETING

It was agreed that the next meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board shall take place on Friday, 14th December, 2012, at the Town Hall, Rotherham, commencing at 2.00 p.m.

At the December meeting, the dates of the meetings in March and June, 2013, would be finalised.

BDR WASTE PFI**BDR MANAGER UPDATE REPORT 30/11/2012****1.0 Governance**

Waste Infra-Structure Development Programme (WIDP) Transactors from the Department of Environment Food and Rural Affairs (DEFRA) carried out a Contract Management Review of the BDR Waste PFI on the 7th and 8th November 2012. Officers from all three Councils were interviewed along with representatives of the Contractor and the Technical Advisors. The aim of the review was to assess the progress of the BDR Waste PFI Contract. A report is expected shortly.

2.0 Project Delivery**2.1 Bolton Road**

Item	Percentage Complete	Target Completion Date	Actual Completion Date	Comments
Bridge design	100%	24/9/2012	17/8/2012	Bridge construction to adoptable standards for 20 year life
Planning Bolton Road	100%	10/8/2012	9/8/2012	Full planning consent obtained Judicial Review period ended on 9/8/2012 no issues were raised.
Discharge of planning conditions	65%	1/7/2015		The Bolton Road planning consent had 28 conditions attached of those 6 conditions have been discharged 19 are in the process of being discharged, 3 will continue through the operating phase e.g. opening hours.
Bolton Road permit process	80%	July 2012 in Final Business Case (FBC)		<p>Permit received from Environment Agency on 5/10/2012. There are 4 pre-operational conditions.</p> <ul style="list-style-type: none"> • An odour management plan is to be submitted before the facility becomes operational • Background sampling of bio-aerosols must be undertaken • Further information on noise must be submitted • Evidence of the technical competence of the Site Manager must be supplied <p>Judicial Review Period will end on 6/1/2013</p>

Item	Percentage Complete	Target Completion Date	Actual Completion Date	Comments
Site possession Shanks	100%			Shanks Contractor onsite Construction, Design and Management advisor checked Method Statements and Quality Systems, enabling works underway.
Mobilisation for Enabling Works	100%	15/10/2012	13/8/12	Shanks Contractor mobilised
Enabling works Bolton Road	80%	23/12/2012		All consents in place for working on the access road. Culvert in place, backfilling well underway although adverse weather conditions have caused some delays this is not expected to impact on the overall programme.
Mobilisation for Construction Bolton Road	20%	12/12/12		3SE construction sub-contractor Birse partially mobilised for the construction of the main facility.
Power on to permanent works	0%	26/8/2014		
Buildings complete excluding planting	0%	29/9/2014		
Roads and weighbridge complete	1%	01/10/2014		
Intelligent Transfer Station (ITS) Commissioning	0%	7/4/2015		
ITS Acceptance Tests	0%	20/5/2015		
Anaerobic Digestion (AD) Commissioning	0%	12/5/2015		
Animal By-Products Regulations (ABPR) Compliance	0%	12/5/2015		
AD Acceptance Tests	0%	16/6/2015		
Progress towards Service Commencement	5%	1/7/2015		

2.2 Ferrybridge

Ferrybridge permitting process	60%	July 2012 in FBC		Public consultation on the Ferrybridge Permit ended on 21 st November 2012. If no concerns are raised a final permit is expected to be issued mid-December 2012 Judicial Review period will end 3 months after this expected mid-March 2013.
Discharge of planning conditions				The Ferrybridge planning consent had 75 conditions attached of those 13 conditions have been discharged with 5 in the process of being discharged.
Enabling works Ferrybridge	80%	17/12/2012		Cricket Pavilion completed, new car parking area completed, work on access underway
Main Works Hot Commissioning	0%	12/10/2014		
Operational Testing	0%	5/4/2015		
Facility Operational	0%	5/4/2015		

3.0 Technical

Further intrusive site investigations are underway to finalise the assessment of ground conditions at Bolton Road; a report on the results is expected early December 2012.

3SE have formally submitted 4 items under the review procedure for comment by BDR. These were in regard to the Visitors Centre design, the Gatehouse design and the access road requirements. There are no material changes and no cost impact arising from these changes.

Work on the access road is well underway and is expected to complete on schedule.

4.0 Legal

The Councils' have now agreed the land transfer documentation necessary to allow Doncaster and Barnsley to become part-owners of the land at Bolton Road, Manvers.

Formal transfer of the legal ownership into the joint names of the three Councils is expected to take place early in December 2012.

5.0 Financial

Barnsley and Doncaster have been invoiced for their proportion of the Quarter 1 2012/13 and Quarter 2 2012/13 Operational Budget costs.

Invoices have been raised to Barnsley and Doncaster in relation to the land transfer.

The operational management costs are projected to be within budget for 2012/13. The 2013/14 operational management budget will be maintained at the 2012/13 levels.

6.0 Communications

The review of the BDR Website following Financial Close is now complete.

- The home page has been redrafted to align with the 3SE solution.
- The frequently asked questions page has been updated to reflect the 3SE solution
- A construction page has been added to update on progress
- A Community page has been added, minutes from the Community Liaison Group meetings are published on the Community page.

The table below details the number of website hits on a monthly basis since Financial close.

	April	May	June	July	Aug	Sep	Oct	Total
Average hits per day	31	21	31	19	22	27	22	173
Monthly Hits	929	664	934	578	693	801	671	5270

An updated Communications plan has been produced; this continues to be reviewed in line with the Key Milestones of the Construction of the plant.

Council Members will continue to be updated on a regular basis through the internal Waste Matters leaflet the next edition will be in January 2013.

Shanks have requested information on the project from a BDR perspective for publication in their internal magazine.

7.0 Resources

Service level agreements are now in place for Building Control, Quantity Surveying and Construction Design and Management Advisor (CDMC) support for the BDR Team.

Waste Infrastructure Development Program Transactors have provided the Joint Waste Team with training on Construction and Commissioning.

Links have been made with South Tyne and Wear and Lancashire Waste Management to allow for sharing of best practice in managing a PFI Contract.

Work continues on the Contract Manuals to ensure effective knowledge transfer from the Procurement Team to the Joint Waste Team.

Risk Status Report

Risk Ref	Risk Register	Details	Current Risk Rating				Controlled		Control Measures					
			02/12	05/12	08/12	11/12	Rating	Target Date	Not Started	In Progress	Implemented	Total	% Implemented	
WPFIT0001	Waste PFI Transition Phase	Waste volumes change	4	4	4	4	2	02/03/2015	0	4	1	5	20%	
WPFIT0002	Waste PFI Transition Phase	Off site works costs increase	4	6	6	6	4	01/03/2013	0	3	1	4	25%	
WPFIT0003	Waste PFI Transition Phase	Planning Delay	8	6	1	1	3		0	0	8	8	100%	
WPFIT0004	Waste PFI Transition Phase	Planning Failure	8	8	1	1	4		0	0	5	5	100%	
WPFIT0005	Waste PFI Transition Phase	Permitting Delay	12	12	16	8	8	01/04/2014	0	4	3	7	43%	
WPFIT0006	Waste PFI Transition Phase	Permitting Failure	8	8	8	1	4	11/03/2013	0	2	2	4	50%	
WPFIT0007	Waste PFI Transition Phase	Legislative Change	n/i	12	12	12	9	04/03/2013	0	3	2	5	40%	
WPFIT0008	Waste PFI Transition Phase	Transport Movements	n/i	9	6	6	4	01/04/2014	2	1	1	4	25%	
WPFIT0009	Waste PFI Transition Phase	Major incident at ITS/AD	n/i	12	8	8	8	01/07/2015	2	5	0	7	0%	
WPFIT0010	Waste PFI Transition Phase	ITSAD fails commissioning tests	n/i	12	12	12	8	01/07/2015	1	3	0	4	0%	
WPFIT0011	Waste PFI Transition Phase	Business Continuity	n/i	9	9	9	6	14/01/2013	0	2	3	5	60%	
WPFIT0012	Waste PFI Transition Phase	Business Continuity	n/i	12	6	6	6	07/01/2013	0	5	3	8	38%	
WPFIT0013	Waste PFI Transition Phase	Design Changes result in scope creep	n/i	n/i	8	8	4	01/07/2015	0	7	0	7	0%	
WPFIT0014	Waste PFI Transition Phase	Construction delay	n/i	n/i	8	8	8	07/01/2013	0	2	0	2	0%	
			14	44	110	105	90	78		5	41	29	75	39%