

## **BARNSELEY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD**

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

**Date: Friday, 15th March, 2013**

**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 14th December, 2012 (copy attached) (Pages 1 - 4)
6. BDR Manager's Report (copy attached) (Pages 5 - 9)
  - Governance
  - Project Timetable
  - Technical
  - Legal
  - Financial
  - Communications
  - Resources
  - Health and Safety
7. Risk Register (copy attached) (Page 10)
8. Meeting Dates.
  - week commencing 10<sup>th</sup> June, 2013, 2.00 p.m. at the Town Hall, Rotherham.

- week commencing 9<sup>th</sup> September, 2013, 2.00 p.m. at the Town Hall, Rotherham.
- week commencing 9<sup>th</sup> December, 2013, 2.00 p.m. at the Town Hall, Rotherham.

9. Key Dates (information attached) (Page 11)

10. Audit Action Plan (for discussion)

11. Exclusion of the Press and Public.

The following item is 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)).

12. BDR PFI Budget Summary March 2013 (report herewith) (Page 12)

13. Date and Time of Next Meeting - to be agreed.

**BARNSELY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD  
14th December, 2012**

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

together with officers:-

David Burton	Rotherham MBC
Beth Clarke	BDR Joint Waste Manager
David Finnegan	Barnsley MBC
Tracy Holmes	Rotherham MBC
Lee Richardson	Doncaster MBC
Steve Noble	DEFRA

Apologies for absence were received from:-

Councillor S. Ali	Rotherham MBC
Karl Battersby	Rotherham MBC
Ian Gledhill	Rotherham MBC
Tim Hardie	Barnsley MBC

**D20. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**D21. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH SEPTEMBER, 2012**

Consideration was given to minutes of the previous meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board, held on 18<sup>th</sup> September, 2012, were considered.

Resolved:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**D22. MATTERS ARISING**

{1} Chair and Vice-Chair and lead officer of the Barnsley, Doncaster and Rotherham Joint Waste Board

Members requested clarification of the positions of Chair, Vice-Chair and lead officer of the Joint Waste Board. The following arrangements were agreed in order to rotate the positions of Chair and Vice-Chair and lead officer of the Joint Waste Board between the three constituent local authorities:-

(a) Municipal Year 2012/2013  
Chair – appointed member of Rotherham MBC  
Vice-Chair – appointed member of Doncaster MBC

(b) Municipal Year 2013/2014  
Chair – appointed member of Doncaster MBC  
Vice-Chair – appointed member of Barnsley MBC

(c) Municipal Year 2014/2015

Chair – appointed member of Barnsley MBC

Vice-Chair – appointed member of Rotherham MBC

(d) The above pattern of rotation shall continue in each successive Municipal Year, with the positions of Chair and Vice-Chair being elected annually at the meeting of the Joint Waste Board usually held during June.

(2) Welcome to new officials

The Joint Waste Board welcomed Mrs. Lee Richardson (Doncaster MBC) and Mr. Dave Finnegan (Barnsley MBC) to their first meeting.

### **D23. BDR PROJECT UPDATE**

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

(a) The report is expected shortly from the Waste Infrastructure Development Programme (WIDP) Transactors from the Department of Environment, Food and Rural Affairs, resulting from their contract management review of the BDR Waste PFI scheme.

(b) Discharge of planning conditions - the Bolton Road planning consent had 28 conditions attached and 6 of them have now been discharged; 19 others are in the process of being discharged and 3 will continue through the operating phase (eg: opening hours); conditions relating to land contamination, drainage, landscaping works and biodiversity require further work prior to their being discharged.

(c) The Bolton Road facility has now been granted a permit. The construction of the culvert at the Bolton Road site is progressing on schedule. The Contractor continues to work on the detailed design to ensure the most efficient procedures are in place for the operational phase.

(d) The Ferrybridge site permit was issued on 30<sup>th</sup> November, 2012. In accordance with the planning permission, the cricket pavilion and new car parking area have been completed.

(e) All three local authorities have now agreed the land transfer documentation necessary to allow Doncaster MBC and Barnsley MBC to become part-owners of the land at Bolton Road, Manvers.

(f) The 2013/14 operational management budget will be maintained at the 2012/13 amounts. Overall resources continue to be reviewed, to ensure adequate staffing levels.

(g) Communications – the BDR Internet website has now been updated; the BDR Joint Waste Manager and 3SE Contract Manager continue to attend community events when requested. Members will be involved in the official ground-breaking ceremony at Bolton Road on Monday 18th February, 2013. Elected Members thanked officers for their hard work in delivering the project and in particular with the commitment shown to community liaison.

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

**D24. RISK REGISTER**

The Barnsley, Doncaster and Rotherham Joint Waste Board considered the update Waste PFI transition phase risk register. It was noted that the 'Permitting Delay' was still highlighted as a 'red' risk, even though this risk had reduced slightly during the period since the last meeting.

None of the risks had increased since the last meeting. Members heard that progress was already being made in respect of (i) business continuity and (ii) construction delay.

Resolved:- That the updated information on the risk register be received.

**D25. HEALTH AND SAFETY**

The Barnsley, Doncaster and Rotherham Joint Waste Manager reported that the inspection visits, undertaken every two weeks by the BDR Construction Design and Management Co-ordinator, were continuing and were positive, with no incidents to report.

**D26. MEETING DATES 2013**

The following arrangements and pattern were agreed for meetings to be held during 2013:-

Steering Committee : Tuesday 26<sup>th</sup> February, 2013  
Joint Waste Board : Friday, 15<sup>th</sup> March, 2013

Steering Committee : Tuesday 21<sup>st</sup> May, 2013  
Joint Waste Board : week commencing 10<sup>th</sup> June, 2013

Steering Committee : Tuesday 20<sup>th</sup> August, 2013  
Joint Waste Board : week commencing 9<sup>th</sup> September, 2013

Steering Committee : Tuesday 26<sup>th</sup> November, 2013  
Joint Waste Board : week commencing 9<sup>th</sup> December, 2013

**D27. ANY OTHER BUSINESS**

It was agreed that the minutes of meetings of the Barnsley, Doncaster and Rotherham Joint Waste Board be reported to the meetings of the Leaders of these three local authorities.

**D28. DATE, TIME AND VENUE FOR THE NEXT MEETING**

It was agreed (1) that the next meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board shall take place on Friday, 15<sup>th</sup> March, 2013, at the Town Hall, Rotherham, commencing at 2.00 p.m.

[2] That the annual general meeting of the Joint Waste Board shall take place at the Town Hall, Rotherham, during the week commencing Monday, 10<sup>th</sup> June, 2013.

**BDR WASTE PFI****BDR MANAGER UPDATE REPORT 4/03/2013****1.0 Governance**

The WIDP Contract Management Review report was received on 15/1/2013 overall the review was positive. WIDP made some recommendations to ensure the continued effective management of the contract. These focussed around knowledge management, including the completion of the contract manuals and work instructions, communications between the collection managers and the BDR PFI team and reviewing the organisational structure of the team to ensure it remains fit for purpose in the various phases of the Contract.

The operational management team are working towards completing the contract manuals by the summer 2013.

The June Joint Waste Board will be the Annual General Meeting at which point the Chair will rotate.

**2.0 Project Delivery****2.1 Bolton Road**

<b>Item</b>	<b>Percentage Complete</b>	<b>Target Completion Date</b>	<b>Actual Completion Date</b>	<b>Comments</b>
Bridge design	100%	24/9/2012	17/8/2012	Bridge construction to adoptable standards for 120 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. Detail design work will require some minor-material amendments to be made to the application. These are due to some slight practical variations in the design of the gatehouse, visitors centre, architectural treatment and surface treatment.
Discharge of planning conditions	75%	1/7/2015		The Bolton Road planning consent conditions that require more work to be undertaken are the drainage, odour management, contamination and noise.

<b>Item</b>	<b>Percentage Complete</b>	<b>Target Completion Date</b>	<b>Actual Completion Date</b>	<b>Comments</b>
-------------	----------------------------	-------------------------------	-------------------------------	-----------------

Bolton Road permit process	100%	July 2012 in Final Business Case (FBC)	7/01/2013	<p>Permit received from Environment Agency on 5/10/2012. There are 4 pre-operational conditions.</p> <ul style="list-style-type: none"> <li>An odour management plan is to be submitted before the facility becomes operational</li> <li>Background sampling of bio-aerosols must be undertaken</li> <li>Further information on noise must be submitted</li> <li>Evidence of the technical competence of the Site Manager must be supplied</li> </ul> <p>Judicial Review Period ended on 6/1/2013 the permit is now deemed satisfactory as Shanks have not raised any issues.</p>
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 plant for main works on site. Shanks and Birse leased office space at Patrick Tobin Business Park. The Independent Certifier has commenced his review of the design and build.
Enabling works Bolton Road	100%	23/12/2012		All consents in place for working on the access road. Culvert in place, backfilling complete
Mobilisation for Construction Bolton Road	85%	12/12/12	7/12/2013	3SE construction sub-contractor Birse mobilised for the construction of the main facility excavation works commenced. The EA are consulting on the discharge of dewatering effluent from site.
Power on to permanent works	11%	26/8/2014		Way leaves have been applied for.
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	0%	20/5/2015		



Tests				
Anaerobic Digestion (AD) Commissioning	0%	12/5/2015		
Animal By-Products Regulations (ABPR) Compliance	0%	12/5/2015		
AD Acceptance Tests	0%	16/6/2016		
Progress towards Service Commencement	5%	1/7/2015		

## 2.2 Ferrybridge

Ferrybridge permitting process	1005	July 2012 in FBC		Permit issued 30/11/2012 SSE confirmed this as a satisfactory permit JR period ended on 1/3/2013 with no challenges received.
Enabling works Ferrybridge	95%	17/12/2012		Cricket Pavillion completed, new car parking area completed, work on access underway outstanding work on tank but this will not effect the main works commencing
Main Works Hot Commissioning	0%	12/10/2014		
Operational Testing	0%	5/4/2015		
Facility Operational	0%	5/4/2015		

## 3.0 Technical

### 3.1 Bolton Road

Key issues under consideration at the moment are the provision of statutory supplies, water, gas, electricity, BT and foul water drainage, these are proceeding to plan.

Fencing to the Northern and Eastern elevations of the site have been completed.

The first 2m depth of the earth has been turned and removal of concrete structures has commenced and is 85% completed. So far the amount of concrete and contamination has been largely as expected from the site intrusive information. The Piling has been delayed due to unexpected ground conditions affecting the integrity of the piling blanket but this is to be mitigated by increasing piling resource and outputs

## **3.2 Ferrybridge**

Enabling works are now complete, HZI the plant providers are in detail design phase. Progress on site can be viewed on the following link <http://www.intervalfilms.com/sse>

The Permit JR Challenge period ended and SSE have confirmed there were no challenges received.

## **3.3 Health and Safety**

There have been no incidents to report.

BDR CDM Advisor is to visit Ferrybridge to review their operation.

## **4.0 Legal**

An information sharing protocol for the three Authorities has been drafted for the information held on the BDR Portal. This portal has been provided to ensure all the completed information regarding the procurement and the project can be easily accessible to Waste Officers across BDR as part of the Knowledge Management Plan.

Wayleaves for electricity provision have been applied for.

## **5.0 Financial**

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**

An updated Communications plan has been produced in Microsoft Project and is complemented with a word document including aims and outcomes this continues to be reviewed in line with the Key Milestones of the Construction of the plant.

Council Members received the Waste Matters update in January 2013 the next issue will be in April 2013.

The Ground Breaking Event for Members took place on the 18<sup>th</sup> February 2013. Apologies were received from Cllr Roy Miller and Cllr May Noble took part instead. The photographs and accompanying brief were sent to Local and Specialised Media on the 28<sup>th</sup> February 2013.

The open evening in High Melton identified a number of traffic related issues with Melton Mill lane including those of RCV traffic. None of the issues related directly to the construction or the operation of the facility.

### **7.0 Resources**

The Transition Plan includes information on the timescales for round rebalancing and formation of a Joint Team to manage the BDR PFI Contract post construction and commissioning.

Work on the Contract Manuals is behind schedule as resourcing has been focussed on the resource loaded project plan as requested by WIDP CMR.

### **8.0 Other**

Following the Waste Infrastructure Credit Review BDR received confirmation that their Credits were not in jeopardy subject to BDR compliance with the terms and conditions of the award letter.

BDR submitted a nomination for the Best Waste Project to the Project Partnership Awards in February 2013. Information on the shortlisted projects is expected in the middle of March.

## Risk Status Report

Risk Ref	Risk Register	Details	Current Risk Rating				Controlled		Control Measures					
			06/12	09/12	12/12	03/13	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	6	6	6	6	4	28/06/2013	0	3	1	4	25%	
WPFIT0003	Waste PFI Transition Phase	Planning Delay	6	1	1	1	3		0	0	8	8	100%	
WPFIT0004	Waste PFI Transition Phase	Planning Failure	8	1	1	1	4		0	0	5	5	100%	
WPFIT0005	Waste PFI Transition Phase	Permitting Delay	12	16	8	1	8		0	0	6	6	100%	
WPFIT0006	Waste PFI Transition Phase	Permitting Failure	8	8	1	1	4		0	0	4	4	100%	
WPFIT0007	Waste PFI Transition Phase	Legislative Change	12	12	12	12	9	29/03/2013	0	3	2	5	40%	
WPFIT0008	Waste PFI Transition Phase	Transport Movements	9	6	6	6	4	01/04/2014	2	1	1	4	25%	
WPFIT0009	Waste PFI Transition Phase	Major incident at ITS/AD	12	8	8	8	8	01/07/2015	0	7	0	7	0%	
WPFIT0010	Waste PFI Transition Phase	ITSAD fails commissioning tests	12	12	12	12	8	01/07/2015	1	3	0	4	0%	
WPFIT0011	Waste PFI Transition Phase	Business Continuity	9	9	9	9	6	31/07/2013	0	2	3	5	60%	
WPFIT0012	Waste PFI Transition Phase	Business Continuity	12	6	6	6	6	01/07/2015	0	5	3	8	38%	
WPFIT0013	Waste PFI Transition Phase	Design Changes result in scope creep	n/i	8	8	8	4	01/07/2015	0	7	0	7	0%	
WPFIT0014	Waste PFI Transition Phase	Construction delay	n/i	8	8	8	8	29/03/2013	0	2	0	2	0%	
			14	110	105	90	83	78		3	37	34	74	46%

**BDR PFI Project Milestones**

**Bolton Road**

<b>Item</b>	<b>Percentage complete</b>	<b>Target completion date</b>	<b>Revised completion date</b>	<b>Comments</b>
Planning Bolton Road	100%	5/4/2012	5/4/2012	JR Period Ended 9/8/2012
Permit Bolton Road	100%	1/5/2012	2/1/2013	5/10/2012 Permit granted JR Period ended 2/1/2013.
Enabling works Bolton Road	85%	20/02/13		Work on bridge progressing well
Mobilisation for Construction	100%	12/12/12		
Bridge opening/Sod cutting	100%	18/2/2013		
Access to AD for Celtic		4/9/2013		
Access to ITS for Ecodeco		24/2/2014		
Work to commence on round re-balancing for PFI across BDR		1/1/2015		Collection managers involvement needed
Birse Completion				

**Ferrybridge**

<b>Item</b>	<b>Percentage complete</b>	<b>Target completion date</b>	<b>Revised completion date</b>	<b>Comments</b>
Permit Ferrybridge	100%	2/1/2013	1/3/2013	JR period ended no challenges
Enabling works Ferrybridge	100%	5/12/12		
Completion of Construction		20/4/2014		
Ferrybridge operational		5/4/2014		

Document is Restricted