

JOINT WASTE BOARD ANNUAL GENERAL MEETING (AGM)

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

Date: Friday, 12th June, 2015

Time: Chairman's Briefing 1.30 p.m.
Meeting 2.00 p.m.

A G E N D A

1. Introductions and Apologies.
2. Declarations of Interest
3. Minutes from the Joint Waste Board Members Meeting held 20th March, 2015 and Matters Arising (herewith) (Pages 1 - 3)
4. Joint Waste Board (documentation herewith) (Pages 4 - 7)
 - Appointment of Chairman
 - Appointment of Vice Chairman
 - Authorised Representatives
 - IAA2 Delegations Report
5. BDR Managers Annual Report (herewith) (Pages 8 - 20)
 - Governance
 - Project Delivery
 - Technical
 - Legal
 - Financial
 - Communications
 - Resources
 - Other
6. Commissioning Update (Beth Baxter to report)
7. BDR PFI Budget 2014-2015/2015-2016 (herewith) (Pages 21 - 23)
8. Risk Register (herewith) (Page 24)

9. Any Other Business:-

- Noise (Beth Baxter to report)

10. Date, time and venue for the next meeting - To be confirmed.

**BARNSELEY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD
12th December, 2014**

Present:- Councillors M. Hussain and McNeely (Rotherham MBC), Councillor C. Mills (Doncaster MBC) and Councillor S. Howard (Barnsley MBC).

Officers present: Mrs. L. Clarke (BDR Joint Waste Manager), Mr. D. Burton (Rotherham MBC), Mr. P. Castle (Barnsley MBC) and Mr. J. Busby (DEFRA).

Apologies for absence were received from Councillor R. Miller (Barnsley MBC), Mrs. G. Gillies (Doncaster MBC) and Mr. M. Gladstone (Barnsley MBC).

22. APPOINTMENT OF VICE-CHAIRMAN

Agreed:- That Councillor Mahroof Hussain of Rotherham Metropolitan Borough Council be appointed Vice-Chairman of the Barnsley, Doncaster and Rotherham Joint Waste Board for the remainder of the 2014/2015 Municipal Year.

(In the absence of the Chairman, Councillor Hussain assumed the Chair)

23. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

24. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH SEPTEMBER 2014

Consideration was given to minutes of the previous meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board, held on 19th September, 2014.

Agreed:- That the minutes of the previous meeting of the BDR Joint Waste Board be approved as a correct record for signature by the Chairman.

25. MATTERS ARISING

With regard to Minute No. K17 of the meeting held on 19th September, 2014, it was noted that there had been a successful interactive workshop held on Wednesday 19th October, 2014, entitled "Launch of the Rubbish Adventure", with grant funding provided by the Royal Academy of Engineering. The workshop had been held in order to provide information about the waste processes taking place at the BDR facility.

26. BARNLEY, DONCASTER AND ROTHERHAM - JOINT WASTE STRATEGY

Further to Minute No. 16 of the meeting of the BDR Joint Waste Board held on 19th September, 2014, the Barnley, Doncaster and Rotherham Joint Waste Manager reported on the progress being made with regard to the proposed over-arching Joint Waste Strategy, with the addition of individual action plans for each of the three constituent local authorities. This matter is to be discussed by the BDR Steering Committee at its meeting to be held on Tuesday 16 December 2014 and a progress report will be submitted to the next meeting of this Joint Waste Board. It was agreed that Members will also be issued with a briefing note after the Steering Committee meeting on 16 December 2014.

27. BDR MANAGER'S REPORT

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

- Governance
- Project Delivery
- Technical matters
- Legal
- Financial
- Communications
- Resources
- Health and Safety
- Other sundry issues

Discussion took place on issues of corporate social responsibility affecting the Shanks Company and Members requested that a report on this matter be submitted to the next meeting of the BDR Joint Waste Board.

Members also agreed to undertake a visit of inspection to the Bolton Road site on Monday 19 January 2015. Details of this visit will be published in the Waste Matters newsletter.

Agreed:- That the report of the BDR Joint Waste Manager be received and its contents noted.

28. RISK REGISTER

The Barnley, Doncaster and Rotherham Joint Waste Board considered the updated Waste PFI transition phase risk register, as at 2 December 2014. Reference was made to:-

: Insurance – construction insurance is in place and insurance for the operations on site will be in place at the commencement of the contract; there are a limited number of companies which will insure waste management premises due to the number of fires and this is having an

impact on the premiums; consideration is to be given to reflecting the impact of the increased premiums in the risk register; potential control measures include fire safety training and records of employee training; other potential risks discussed were the volume of waste and the impact of service changes on levels of recycling.

Members requested that information explaining the details of the issues contained within the risk register shall be reported to the next meeting of the Joint Waste Board.

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

29. EXCLUSION OF THE PRESS AND PUBLIC

Agreed:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended (information relating to the financial/business affairs of any person (including the Joint Waste Board)).

30. BDR PFI BUDGET REPORT 2014/2015

Consideration was given to the Budget Summary, as at November 2014, for the Barnsley, Doncaster and Rotherham Joint Waste Private Finance Initiative (PFI). It was noted that current expenditure remained within the agreed budget. Reference was made to the costs of legal advice.

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

31. DATE, TIME AND VENUE FOR THE NEXT MEETING

Agreed:- (1) That the next meeting of the Barnsley, Doncaster and Rotherham Joint Waste Board be held on Friday, 20th March, 2015, at the Town Hall, Rotherham, commencing at 2.00 p.m.

(2) That the next following meetings of the Barnsley, Doncaster and Rotherham Joint Waste Board be held on Friday 12th June, 2015 and also during September and December, 2015, at the Town Hall, Rotherham, commencing at 2.00 p.m.

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL
REPORT TO COMMISSIONER MANZIE
RECORD OF DECISION**

1	Date:	12 June 2015
2	Title:	BDR Waste PFI Joint Waste Board Approval of Delegations under Second Inter-Authority Agreement for Municipal Year 2015/16
3	Directorate:	Environment and Development Services
4	Advisory Cabinet Member :	Waste Management - EDS

5 Summary

5.1 One of the contractual documents entered into between Barnsley, Doncaster and Rotherham Councils at financial close of the BDR Waste PFI project was an Inter-Authority Agreement ("IAA2"). IAA2 creates the Joint Waste Board ("JWB") as a joint committee pursuant to section 101(5) of the Local Government Act 1972, which is established as part of the joint working arrangements between the Authorities for the management and administration of what are termed Relevant Contracts under IAA2. At the date of this meeting, the BDR Waste PFI Contract is the only Relevant Contract to which IAA2 applies and is referred to as the "Principal Contract".

5.2 This report details how the functions of the JWB will be delegated down to the BDR Steering Committee and BDR Manager in order to more efficiently deal with the day-to-day decisions that will be required under the Principal Contract. All decisions of the JWB, BDR Steering Committee and BDR Manager will be made in accordance with the provisions of IAA2.

6 Recommendations

6.1 That the BDR Joint Waste Board approve:

6.2 With the exception of the decisions reserved to the Authorities for a unanimous decision under IAA2 all other decisions in respect of the Principal Contract are delegated by the JWB to the Authorised BDR Steering Committee Member.

6.3 The Authorised BDR Steering Committee Member may elect to delegate certain decisions to the BDR Manager.

- 6.4 The BDR Manager may delegate any decisions delegated to them to a member of the Joint Waste Team (if the right to delegate is granted by the Authorised BDR Steering Committee Member).**
- 6.5 The JWB notes that Barnsley Metropolitan Borough Council's representative on the BDR Steering Committee will be the Authorised BDR Steering Committee Member for 2015/16.**

7 Proposals and Details

7.1 Local Authorities may arrange for the discharge of functions by (i) a joint committee or (ii) by an officer of one of them under the Local Government Act 1972 s101(5)(a). In this case, a group of officers is established under IAA2 called the BDR Steering Committee, which will be empowered to make the day-to-day decisions required for the management and administration of the Principal Contract. However, the 1972 Act does not allow the delegation of powers to be exercise jointly by a committee of officers.

7.2 To fit with the legislative requirements the JWB therefore delegates its powers to one of the BDR Steering Committee officers (the “Authorised BDR Steering Committee Member”), who will then act in consultation with the others. For the municipal year 2014/15, this delegation was made to the Doncaster member of the Steering Committee, who also acted as the Chairman of that body. It has been agreed previously that the roles of the Chairman and Vice-Chairman of the JWB will rotate between the three Authorities on an annual basis. In line with this principle, it has been agreed that the Authorised BDR Steering Committee Member will also rotate annually. **For the municipal year 2015/16, this delegation will therefore be made to the Barnsley member of the Steering Committee.** This officer will subsequently delegate certain functions to the BDR Manager in order to more efficiently deal with the day-to-day decisions that will be required under the Principal Contract.

7.3 The structure of the BDR Steering Committee will be as follows:

Barnsley Representative

The Service Director, Environment & Transport or in their absence the Head of Commercial and Support Services, Environment and Transport (this to be the Authorised BDR Steering Committee Member for 2015/16).

Doncaster Representative

The Assistant Director Environment or in their absence Head of Service, Environmental Protection

Rotherham Representative

Director of Streetpride or in their absence Waste Manager.

8. Finance

8.1 No financial implications associated with this.

9. Risks and Uncertainties

- 9.1** Delegation of decisions in the manner requested facilitates the smooth running of the Joint Waste Board. Without such delegations in place, given that this is a project involving three local authorities, there would be a serious risk that proper and prompt decision-making would prove to be very difficult, with a consequent adverse effect on the efficient operation of the project.

10. Policy and Performance Agenda Implications

- 10.1** The delivery of the sub-regional waste facility by 2015 will provide sustainable waste treatment solutions to support reduced CO2 emissions and increased recycling while reducing reliance on landfill.

11. Background Papers and Consultation

Joint Waste Board IAA2 Delegations report v4 21.5.14 Final
Joint Waste Board minutes 27.6.14
Inter Authority Agreement (IAA2)

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BDR WASTE PFI
BDR MANAGER ANNUAL UPDATE REPORT

APRIL 2014 – MARCH 2015

1.0 Governance

In May 2014 the Rotherham representative on the Joint Waste Board, Richard Russell was not elected. In December 2014 Cllr Mahroof Hussain, RMBC, was formally appointed as Rotherham's representative and Vice Chair to the Joint Waste Board.

Cllr Hussain resigned from RMBC early 2015.

Councillor Roy Miller, the Chair of the Joint Waste Board, formally thanked Richard Russell for his work on the BDR PFI Project over the years.

2.0 Project Delivery

2.1 Bolton Road

Item	Percentage Complete	Target Completion Date	Actual Completion Date	Comments
Discharge of planning conditions	95%	1/7/2015		Outstanding conditions: <ul style="list-style-type: none"> • Biodiversity • Flood management plan • Traffic management plan The above have now all been submitted to RMBC planners, who have verbally accepted them. Shanks awaiting formal sign off
Permit progress	100%	1/7/2012	1/10/12	All 4 pre-operational permit conditions have been signed off
Fire Strategy completed	95%	24/2/2015	24/2/2015	The Fire Strategy has undergone a complete review following incidents at Ferrybridge and Frog Island. Fire Service/RMBC Emergency planners have attended site and have been consulted regarding requirements in case of emergency

Item	Percentage Complete	Target Completion Date	Actual Completion Date	Comments
Power on to permanent works	100%	26/8/2014		Final G59 connection completed
Buildings complete excluding planting	100%	29/9/2014	23/6/2014	All external works complete. Workshop build and fit out complete. Visitors' centre build and fit out complete, handover on 23/06/14
Roads and weighbridge complete	100%	01/10/2014	01/09/2014	Weighbridges installed and roads complete. Handover completed 01/09/14
Intelligent Transfer Station (ITS) Construction	100%	7/4/2015	24/2/2015	All external works completed
ITS Commissioning	98%	24/2/2015		All six waste handling cranes and grabs installed, cold commissioning commenced. Refinement progressing well on mechanical and electrical installation they are now 100% complete, Both bio drying halls suspended concrete floors, 100% complete. Fast acting doors to reception pits and shredder pits now commissioned
ITS Acceptance Tests	10%	20/5/2015		Acceptance testing commenced 18/4/2015
Anaerobic Digestion (AD) Commissioning	70%	11/11/2014		Readiness certificate issued by IC. Vets signed off of Hazard Analysis and Critical Control Point (HACCP) plan and hot commissioning on AD commenced

Item	Percentage Complete	Target Completion Date	Actual Completion Date	Comments
FITs application	50%	The target date for this to have the maximum benefit for the term of the Contract is 1/7/2015		FiTS application underway. BDR manager has raised with Contract Director that BDR need to have sight of the application
Animal By-Products Regulations (ABPR) Compliance	100%	12/5/2015	22/06/2015	Sign off now complete.
AD Acceptance Tests	50%	16/6/2015		Due to commence May 2015
Progress towards Service Commencement	98%	1/7/2015		Balfour Beatty have now left site Both A2A (formerly Ecodeco) and Jones Celtic Bio Energy (JCBE) now established with progress on mechanical and equipment fit out.
Recruitment	95%			Staff turnover has resulted in vacancies for some office staff.

2.2 Ferrybridge

Item	Percentage Complete	Target Completion Date	Actual Completion Date	Comments
Enabling works Ferrybridge	95%	17/12/2012		Cricket pavilion completed, new car parking area completed, work on access underway. Outstanding work on tank but this will not affect the main works commencing
Main Works Hot Commissioning	50%	12/10/2014	29/3/2015	This date has slipped into March 2015 at last update. This date has no implications for BDR as SRF will not be available until early March 2015
Operational Testing	0%	5/4/2015		
Facility Operational	0%	5/4/2015		

2.3 Grange Lane

Surveys have been carried out on the Grange Lane transfer station prior to handover from FCC to Shanks Waste Management. Work on the transfer of the Environmental Permit, leases and staff is well underway and it is anticipated all will be completed by 1 July 2015.

3.0 Technical

3.1 Bolton Road

The construction work is now complete and Balfour Beatty are carrying out snagging and defect resolution of the various buildings and infrastructure.

3.1.1 A2A (formally Ecodeco)

The Mechanical Biological Treatment plant at Bolton Road underwent readiness tests to ensure the facility was fit to accept waste on the 24 February 2015. Part of the testing regime was a fire system test which was witnessed by the construction insurance company on the 25 February 2015.

The Contractor issued a notice requiring first waste on the 26 February 2015.

There have been some processing issues in the refinement section of the plant and as a result waste was diverted from the facility to contingency points to allow for some reconfiguring of the refinement section. Work is continuing on the refinement section to improve the quality of the dry recyclates.

3.1.2 Jones Celtic Bio Energy (JCBE) (Dry AD plant)

Work on the dry AD plant progressed to plan; the following works have been completed:

- Installation of fermenter doors, pipe work and gas analysers and all internal construction works to fermenters, reception hall, ASP and In Vessel Composting (IVS) areas now complete
- Training of workforce commenced w/c 23/09/14
- All fermenters filled before Christmas, with first changeover on 12/01/15
- Installation and dry commissioning of the combined heat and power (CHP) engine
- Bio filter construction complete, fill of LECA complete, and tented cover now installed
- Extraction ductwork equipment and associated pipework and cleaning equipment now commissioned.
- Standby boiler commissioned and commenced heat cycle of fermenter under floor and wall heating by slowly raising the temperature

- Commissioning commenced November 2014
- Readiness certificate issued by Independent Certifier (IC).
- Vets signed off HACCP plan
- 2G 0.5MW generator commissioned, G59 relay work for allowing the engine to run and supply power to the ITS.

The Environment Agency (EA) and Shanks have discussed the bunding requirement for the percolate tank. An assessment was made using Best Available Techniques (as described in BAT conclusions under Directive 2010/75/EU of the European Parliament) for the waste storage requirements. Since the percolate tank is constructed as an integral part of the AD building and cannot be bunded, a thicker membrane is to be used around the tank.

The public right of way at Bolton Road reopened 23 December 2014.

The format of the Contractor's monthly report has changed from the construction to the commissioning phase and the Contractor now reports on:

- Health and Safety Figures
- Acceptance testing plans – programmes, protocols, independent Certifier
- tracker
- Fire Strategy
- Quality & Environmental Management Systems
- Summary of Site Deliveries
- Monthly Breakdown of Deliveries – including percolate, bio filter materials
- Diversion target by Council
- Non-conforming Waste Report

3.1.3 Recruitment

Shanks carried out a recruitment process for a range of specialist roles and information on the vacancies was circulated via local and national jobs networks, local community groups, including Job Centre Plus and its universal job-match system.

The roles were also advertised in all regional and specialist media and widely publicised achieving a good level of positive media coverage.

A recruitment event also took place on 17 September 2014 at Wath Library for general roles at the new facility, where Individuals were invited to come and learn more about the project and type of roles available. The event had an excellent turn out with more than 800 people attending. Shanks HR team collated the information from the recruitment event applications and successful applicants were invited to interview.

The early recruitment was necessary to ensure the successful applicants had both adequate time for their training and an appropriate depth of understanding prior to taking over the operation of the plant.

3.2 Ferrybridge

3.2.1 Progress on Site

The boilers first pressure test took place early July 2014, much earlier than previously predicted.

First waste was commissioned on 12 March 2015 and the first fire took place w/c 16 March 2015. Full service commencement date is now anticipated to be August 2015.

3.2.2 Ferrybridge 2

Multifuel Energy Ltd is seeking permission to build a second Multifuel Power Station (known as FM2) on the Ferrybridge site. The Planning Application was submitted July 2014, accepted examination by Planning Inspectorate (PINS) in August 2014, and now enters the pre examination phase.

3.3 Grange Lane

Surveys have been carried out on the Grange Lane transfer station prior to handover from FCC to Shanks Waste Management. Work on the transfer of the Environmental Permit, leases and staff is well underway and it is anticipated all will be completed by 1st July 2015.

Planning permission for a temporary traveller site adjacent to Grange Lane has been granted by BMBC. Barnsley have provided Shanks with their service requirements at Grange Lane.

3.4 Health and Safety

Incident Type	Brief Description	Investigation ongoing/complete	Report Issued (Yes/No)
RIDDOR	Fractured foot (at site of previous injury)	Complete	Yes
RIDDOR	Concussion	Complete	Yes
Minor	Dust in eye	Complete	n/a
Minor	Pedestrian fence blew over in wind, striking electrician on the leg, no injury.	Complete	n/a
Minor	Cut to finger while	Complete	n/a

	dressing HDPE lining		
Minor	Steel erector hurt thumb whilst recovering a vehicle stuck in soft ground	Complete	n/a
Incident	Operative stepped into gully, no injury sustained.	Complete	n/a

The Emergency Planning team have been liaising with the Contractor on their emergency procedures and attended the site visit by Green Watch.

3.5 Incidents

During latter part of 2014, there were three incidents worthy of note:

1. A fire at Ferrybridge power station, which delayed the build of the new facility that BDR will be using by only half a day. The fire was in the current generating part of the facility and we await the feedback from SSE on the cause.
2. A fire at Shanks East London Waste Authority MBT facility occurred in late August. Shanks are still investigating the root cause of the fire and it is still too early to speculate. Emergency plans worked well with no injuries to personnel being sustained. A press release can be found at <http://www.shanksplc.com/news-room/news-releases/2014/07-08-2014.aspx>. Shanks are continuing to support its local authority clients via internal and external contingency arrangements at its local MBT facility at Jenkins lane in east London.
3. A fire at the Hespin Wood site in Cumbria during the early hours of Friday 7th November 2014. There were no injuries and the service provision recommenced on Monday 10th November 2014. Shanks will provide further details once the cause of the fire has been determined.

The Fire Strategy at BDR was reviewed and improvements were made following lessons learned at ELWA.

4.0 Legal

A redacted version of the Project Agreement has been uploaded onto the BDR website.

5.0 Financial

The Operational Management costs for 2014/15 were within budget.

The Operational Management budget forecast for 2015/16 is now in place and has been agreed to remain the same as 2014/15. This assumes no Change in Law is applicable for the facility.

The Joint Waste Team is currently working on systems to ensure the apportionment of costs during the operational phase is in line with the requirements of the Inter Authority Agreement (IAA2).

6.0 Communications

The Communication team prepared a report for consideration by Steering Committee in February 2014 on how to raise the project profile.

BDR Manager and Shanks Contracts Director were speakers at the Minerals Engineering Society (MES) in May 2014. The presentation was well received and the Members of the Society would like to have a site visit and receive a technical paper on the anaerobic digestion plant.

Magna (Science and Adventure Centre) secured a grant from the Royal Academy of Engineering 'Ingenious Scheme' and issued a press release May 2014 which secured a good range of positive local regional and specialist media coverage. Workshops have taken place with Shanks and Magna and they are currently working up the project design ideas and looking to engage engineers.

The official launch of the "It's a Rubbish Adventure", the joint project with Magna Science Adventure Centre, took place on 29 October 2014 at Magna. Children saw the processes involved in moving, sorting, re-using and recycling waste in a hands-on experience of special equipment, including a conveyor belt.

BDR submitted a bid to WRAP for funding for a communication campaign to maintain or increase recycling and tie into the community liaison work undertaken by the Shanks Community Education Liaison Officer (CELO).

WRAP confirmed funding of £60K to prepare a communication plan to increase recycling. The BDR Team have been working with Shanks to deliver the outputs of the plan, which include:-

- Production and delivery of leaflets
- Production of new vehicle livery
- Recruitment of recycling advocates
- Production of material for social media to encourage recycling from every room

Members across Barnsley, Doncaster and Rotherham Council visited the Bolton Road site for a first-hand look at the facility on 19 January 2015. The visit commenced with a short presentation and then a minibus tour of the site. Balfour Beatty supplied Barnsley beekeeping group with some excess building materials.

7.0 Resources

The BDR Joint Waste Team was reviewed to ensure it was appropriate for the operational phase.

8.0 Other

A Compositional Analysis was completed to determine the composition of the waste in the black bins of the BDR area. The results will be used to formulate the educational awareness activities of the Community Education and Liaison Officer.

Doncaster Council's planning committee approved plans for a new Waste Transfer Station (WTS) on the Kirk Sandal Industrial Estate. This has now been signed off, construction commenced w/c 9 February 2015 and is on schedule.

The WTS will reduce the need for a large number of refuse collection vehicles and their crews repeatedly having to travel to and from Manvers to dispose of waste.

The design and operation of the proposed WTS has been carefully considered to minimise the impact of the facility on neighbouring communities and will help to mitigate transport movements from Doncaster to the PFI Facility. The Community Liaison Group has welcomed this, as it will reduce the pressure on the main routes from Doncaster to the Bolton Road Facility.

Open4business Trans Pennine held events to increase the uptake on the Portal in June and September 2014. This portal advertises opportunities for businesses to contract with Scottish and Southern Electric.

9.0 Glossary of Terms

Term	Definition
3SE	The name for the partnership between Shanks Group plc and Scottish & Southern Energy plc.
A2A (formerly Ecodeco)	Italian company who research, design, construct, and manage plant and equipment for the disposal of waste.
Animal By Product Regulations (ABPR)	Defined in article 3 of EU Regulation (EC) No 1069/2009 laying down health rules as regards animal by-products and derived products not intended for human consumption.
Anaerobic Digestion (AD)	A series of biological processes in which micro-organisms break down biodegradable material in the absence of oxygen. One of the end products is biogas, which is combusted to generate electricity and heat.
Annual General Meeting (AGM)	A meeting that official bodies, and associations involving the general public hold on an annual basis.
Construction Design and Management Regulations 2007 (CDM Regs)	These regulations place legal duties on virtually everyone involved in construction work.
Combined Heat and Power (CHP)	Is the simultaneous production of heat and electricity from a single source.
Community Liaison Group (CLG)	This is group of 15 of residents and ward councillors with an active interest in ensuring the facility at Bolton Road is properly managed.

9.0 Glossary of Terms

Department for Environment, Food and Rural Affairs (DEFRA)	The UK government department responsible for policy and regulations on environmental, food and rural issues.
Environment Agency (EA)	An executive non-departmental public Body responsible to the Secretary of State for Environment, Food and Rural Affairs for issues affecting the environment.
FCC Environment	One of the UK's leading waste and resource management companies.
Feed-in Tariff Scheme (FiTS)	A government programme designed to promote the uptake of a range of small-scale renewable and low-carbon electricity.
Hazard Analysis and Critical Control Point (HACCP)	A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.
Independent Certifier (IC)	Provides the specialist service of checking the compliance of buildings and infrastructure projects against client requirements, detailed design and construction standards.
Inter Authority Agreement (IAA2)	The legal agreement between the three authorities that sets out how the contract will be governed.
Joint Waste Board (JWB)	The Statutory Committee comprising Portfolio Holders and Senior Officers with responsibility for waste.

9.0 Glossary of Terms

Joint Waste Team (JWT)	Core team consisting of the BDR Manager and BDR Project Administrator together with Technical, Legal and Finance Officers from Rotherham, Barnsley and Doncaster.
Jones Celtic Bio Energy (JCBE)	Provides a complete solution for the generation of renewable energy from biodegradable sources, such as municipal waste, food waste.
Lightweight expanded clay aggregate (LECA)	A medium for a bio film to grow on to remove odours from the AD.
Mechanical Biological Treatment (MBT)	A type of waste processing facility that combines a sorting facility with a form of biological treatment such as composting or anaerobic digestion.
Private Finance Initiative (PFI)	Mechanism for creating "public-private partnerships" (PPPs) by funding public infrastructure projects with private capital.
Solid Recovered Fuel (SRF)	A fuel produced by shredding and dehydrating solid waste (MSW) with a waste converter technology.
SSE plc (formerly Scottish and Southern Energy plc)	A British energy company headquartered in Perth, Scotland.
Shanks Waste Management (SWM)	The UK arm of Shanks Group plc, a leading international sustainable waste management business.
Transfer of Undertakings (Protection of Employment) Regulations (TUPE)	The movement of employees and any liabilities associated with them from the old employer to the new employer by operation of law.

9.0 Glossary of Terms

Waste Infrastructure Delivery Programme (WIDP)	The delivery unit in England to make available programme management resources to Defra.
Waste Transfer Station (WTS)	Facilities where municipal solid waste is unloaded from collection vehicles and briefly held while it is reloaded onto larger long-distance transport vehicles for shipment to landfills or other treatment or disposal facilities.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	BDR Joint Waste Board
2.	Date:	12/6/2015
3.	Title:	Operational Management Budget
4.	Programme Area:	Environment and Development Services

5. Summary

- 5.1 This report details the 2014/15 annual return of the Operational Management Budget for the BDR Waste Partnership and presents the 2015/16 Budget for approval.

6. Recommendations**6.1 BDR Joint Waste Board is requested to approve:**

- A). The 2014/15 annual return of the Operational Management Budget for the BDR Waste Partnership previously approved in accordance with each of the Councils' budget setting policies.**
- B). The 2015/16 Operational Management Budget for the BDR Waste Partnership previously approved in accordance with each of the Councils' budget setting policies.**

7. Proposals and Details

- 7.1 On the 27 June 2014 Joint Waste Board agreed the proposed operational management budget for the BDR Waste Partnership at £370,984 for the financial year 2014/15 and this was subsequently approved in accordance with each of the Councils' budget policies.
- 7.2 The BDR Manager is responsible for the day to day management of resources necessary for the efficient monitoring of the Contractors progress towards key contractual milestones. The budget is reported to Steering Committee on a monthly basis.
- 7.3 It is proposed that Joint Waste Board note that the 2015/16 operational management budget has been retained at 2014/15 levels.

8. Finance

- 8.1 The table below provides a summary of the 2014/15 out turn.

Description	Budget 2014-15	Actual 2014/15	Difference 2014/15
All other payments	176,400	83,600	-92,800
Staff costs	194,584	146,623	-47,961
Total	370,984	230,223	-140,761

- 8.2 The 2014/15 operational budget was set at a prudent level to allow resources to be augmented should there be issues during the construction/commissioning phase of the project.
- 8.3 The Joint Waste Board (JWB) is required to complete an Annual Return by 20th July 2015 to the Audit Commission for the year ending 31 March 2015. This Return is subject to audit by BDO LLP, who have been appointed by the Audit Commission, and internal verification by Rotherham MBC's Internal Audit, as lead Authority. There is a requirement to make the financial records available for public inspection between the 22 June 2015 and 17 July 2015. This will be advertised in all 3 authorities during the period 8 June 2015 to 21 June 2015
- 8.4 The table below provides a summary of the 2015/16 budget.

Description	Budget 2015-16
All other payments	182,247
Staff costs	188,737
Grand Total	370,984

- 8.4 The 2015/16 budget has been set at a prudent level to allow for potential issues during the commissioning and operational phase of the project. Staff costs have

been increased due to the level of input needed to further develop the Contract Manuals in preparation for the operational phase.

9. Risks and Uncertainties

- 9.1 A level of contingency for external advice has been built into the 2015/16 Budget however there is a risk that if a Change in Law or Compensation Event occurred the costs for external advice would be greater than the contingency sum. This will be subject to a further report in the event that either risks materialises.

10.0 Policy and Performance Agenda Implications

- 10.1 The delivery of the sub-regional waste facility by 2015 will provide sustainable waste treatment solutions to support reduced CO2 emissions and increased recycling while reducing reliance on landfill.

11.0 Background Papers and Consultation

Joint Waste Board Minutes 27 June 2014

Client Team Budget Monitoring spreadsheet

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Risk Status Report

Risk Ref	Risk Register	Risk Title	Current Risk Rating				Controlled		Control Measures				
			09/14	12/14	03/15	06/15	Rating	Target Date	Not Started	In Progress	Implemented	Total	% Implemented
WPFIT0001	Waste PFI Transition Phase	Waste volumes change	4	4	4	4	2	01/07/2015	0	4	1	5	20%
WPFIT0002	Waste PFI Transition Phase	Off site works/Ground Conditions Costs not as expected	6	6	6	6	4	30/06/2015	0	2	2	4	50%
WPFIT0007	Waste PFI Transition Phase	Legislative Change	12	12	12	12	9	30/06/2015	0	4	3	7	43%
WPFIT0008	Waste PFI Transition Phase	Compliance	6	6	6	15	9	31/07/2015	0	4	2	6	33%
WPFIT0009	Waste PFI Transition Phase	Major incident at ITS/AD	8	8	8	8	8	31/07/2015	0	7	1	8	13%
WPFIT0010	Waste PFI Transition Phase	ITSAD fails commissioning tests	12	12	12	12	8	30/06/2015	0	3	3	6	50%
WPFIT0011	Waste PFI Transition Phase	Business Continuity - BDR	9	9	9	9	6	30/06/2015	0	3	3	6	50%
WPFIT0012	Waste PFI Transition Phase	Business Continuity - 3SE	6	6	6	6	6	01/07/2015	0	3	6	9	67%
WPFIT0013	Waste PFI Transition Phase	Design Changes result in scope creep	8	4	4	4	4	01/07/2015	0	3	4	7	57%
WPFIT0014	Waste PFI Transition Phase	Construction delay	8	4	4	4	8	30/06/2015	0	1	1	2	50%
WPFIT0015	Waste PFI Transition Phase	Review of Waste Infrastructure PFI Credits	5	5	5	5	5	01/07/2015	0	3	3	6	50%
WPFIT0018	Waste PFI Transition Phase	Insurance Costs Increase	6	6	9	9	6	01/07/2015	1	2	0	3	0%
WPFIT0019	Waste PFI Transition Phase	Plant fails to commission on time	6	6	6	6	3	27/07/2015	0	3	2	5	40%
		13	96	88	91	100	78		1	42	31	74	42%