

BARNSELEY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD

**Venue: Virtual Meeting via
Microsoft Teams**

Date: Monday, 28th September, 2020

Time: 9.30 a.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 29th June, 2020 (copy attached) (Pages 1 - 5)
6. Matters Arising
To discuss matters arising from the previous minutes, which are not included elsewhere on the agenda.
7. BDR Manager's Report (Pages 6 - 26)
 - Governance
 - Contract Delivery
 - Legal
 - Financial
 - Communications
 - Resources
 - Glossary of Terms
8. Current Issues - Flies
9. Risk Register (Pages 27 - 34)
10. Date, time and venue for the next meeting
Monday, 14th December, 2020 commencing at 9.30 a.m.

BARNSELY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD
Monday, 29th June, 2020

Present:- Councillor Hoddinott (RMBC), Councillor Lamb (BMBC), Councillor McGuinness (DMBC) and Councillor Sansome (RMBC) together with Mrs. L. Baxter, Mr. P. Castle, Mr. M. Gladstone, Mr. P. Hutchinson, Mr. S. Lund, Mr. C. Pratt and Mr. N. Naisbitt.

An apology for absence was received from Mr. L. Garrett (DMBC).

52 APPOINTMENT OF CHAIR FOR THE 2020/2021 MUNICIPAL YEAR

Resolved:- That Councillor Lamb of Barnsley Metropolitan Borough Council be appointed Chair of the Barnsley, Doncaster and Rotherham Joint Waste Board for the 2020/21 Municipal Year.

(Councillor Lamb in the Chair)

53 APPOINTMENT OF VICE-CHAIR FOR THE 2020/2021 MUNICIPAL YEAR

Resolved:- That Councillor McGuinness of Doncaster Metropolitan Borough Council be appointed Vice-Chair of Barnsley, Doncaster and Rotherham Joint Waste Board for the 2020/21 Municipal Year.

54 DECLARATIONS OF INTEREST

There were no Declarations of Interest made at the meeting.

55 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the Agenda Item 9 on the grounds that an appendix of the report involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.

56 MINUTES OF THE PREVIOUS MEETING HELD ON 2ND DECEMBER, 2019

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

Arising from Minute No. 45 (webcasting of meetings), it was noted that the meeting was being recorded and would be uploaded to the Council's website.

57 JOINT WASTE BOARD

The Barnsley, Doncaster and Rotherham Joint Waste Manager submitted a report stating that one of the contractual documents entered into between the Barnsley, Doncaster and Rotherham Local Authorities at financial close of the BDR Waste PFI project was an Inter-Authority Agreement (IAA). This IAA 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 Local Authorities for the management and administration of what are termed Relevant Contracts under the IAA. At the date of today’s meeting, the BDR Waste PFI Contract is the only Relevant Contract to which the IAA applies and is referred to as the “Principal Contract”.

The submitted report detailed how the functions of this Joint Waste Board will be delegated down to the BDR Steering Committee and the BDR Manager in order to deal more efficiently with the day-to-day decisions that will be required under the Principal Contract. All decisions of the JWB, BDR Steering Committee and the BDR Manager will be made in accordance with the provisions of the prevailing Inter-Authority Agreement.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Joint Waste Board notes that:-

(a) with the exception of the decisions reserved to the Local Authorities for a unanimous decision under the Inter-Authority Agreement, all other decisions in respect of the Principal Contract are delegated by the Joint Waste Board to the Authorised BDR Steering Committee Member;

(b) the Authorised BDR Steering Committee Member may elect to delegate certain decisions to the BDR Manager;

(c) 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); and

(d) Rotherham Metropolitan Borough Council’s representative on the BDR Steering Committee (Tom Smith, Assistant Director Community Safety and Street Scene) will be the Authorised BDR Steering Committee Member for 2020/21.

58

BDR MANAGER'S REPORT

The Barnsley, Doncaster and Rotherham Joint Waste Manager submitted a report which highlighted and updated the following issues relating to the Joint Waste Private Finance Initiative (PFI) for the period April 2019 to March 2020:-

- Resources
- BDR Liaison Committee Meeting

- BDR Steering Committee
- South Yorkshire Leaders' Meeting
- Operating Contractor
- Contract Delivery
- Tonnage Tracker
- Complaints
- Report Environmental
- Fire Protection Improvements
- Bio-Filter Improvements/Replacement
- Acid Scrubber
- Ferrybridge
- Grange Lane – Barnsley Transfer Station
- Upgrade works
- Health and Safety
- Legal
- Operational Management Budget Forecast 2020-21
- Communications and Community
- Community Liaison Group
- Resources
- Joint Working and BDR Support

Resolved:- That the report be noted.

59

CURRENT ISSUES

Verbal updates were provided on the following issues:-

Flies

- Weekly work took place on tracking fly numbers to ascertain if there was any significant increase/comparison with previous years
- A low level of complaints had been received in the early part of the year – 3 in April and 5 in the early part of May – but following a social media campaign during 26th May and 6th June 73 complaints were received. However, a lot of those complaints were received from locations 2-3 kms away from the plant and areas that would not receive complaints from normally
- Levels had reduced since with 10 complaints received last week when the weather had been particularly hot. An analysis had been undertaken to gain an understanding of the issues and some actions put in place. These included:-
 - Significant reduction in the volume of third party waste accepted at site.
 - Barnsley transfer station was being used as a buffer to reduce the peaks on Wednesdays and Thursdays, the 2 busiest days. This was having an improved level of control and also allowed clearing

of the reception pits entirely of waste more frequently (3-4 times a week)

- The shredder pit was also cleared before any new waste was shredded.
- Pesticide treatments had been maintained and the plant worked closely with its pesticide contractor.

Noise

- There were no significant issues since the rectification works carried out 3 years ago

Odour

- Replacement of the biofilter with compost oversize had improved the situation significantly
- Biofilter 2 would be replaced with the same media in the not too distant future
- The Environment Agency monitored the situation
- 5 complaints had been received but since the bio filter works were completed in January, 2020, the levels had decreased

Visits

- Due to the Covid-19 situation, the community educational liaison activities were being carried out as far as possible via social media
- The funding opportunities were still available with an award recently having been made
- Risk assessments were being carried out to determine what activity could be carried out

Resolved:- That the updates be noted.

60

RISK REGISTER

Consideration was given to the report which set out in detail the risks associated with the delivery of the BDR PFI Waste Facility contractual obligations now the facility was operational. The risks identified in the register were considered by the BDR Steering Committee every 8 weeks.

The current Risk Register contained 17 risks with one new risk proposed for inclusion - pandemic (Coronavirus).

Resolved:- (1) That the updated Risk Register be received and the contents noted.

(2) That any further risks be identified that require deletion or addition to risk register.

61 CLINICAL WASTE

It was noted that there was no alignment across the 3 authorities on the issue of clinical waste collection.

Barnsley did not collect clinical waste; Rotherham did collect it and received a financial contribution from the Rotherham Clinical Commissioning Group.

A report had been prepared for Doncaster's Health and Wellbeing Board and the Better Care Fund proposing that Doncaster's Clinical Commissioning Group continue to fund the collection of sharps for the current financial year and joint fund the service with the Council for 2021/22. Nothing had changed in relation to kerbside clinical waste collection.

Resolved:- That the report be noted.

62 DATES AND TIMES OF FUTURE MEETINGS

Resolved:- That meetings be held during the 2020/21 Municipal Year as follows:-

Monday, 28th September, 2020
 11th November
 12th April, 2021

All commencing at 9.30 a.m.



BDR WASTE PFI
BDR MANAGER UPDATE REPORT

APRIL 2020 – AUG 2020

1.0 Governance

1.1 Resources

- 1.1.1 The BDR Team continues to work from home since Covid-19 lockdown was introduced. It is likely that they will continue to do so until January 2021 to continue to comply with virus control measures for staff working arrangements. The teams work has been managed and completed through the councils' IT systems and via Microsoft Teams. As well as our own workload we are supporting and helping to co-ordinate the BDR councils' response to the Covid-19 crisis and maintain business as usual as much as possible. This includes ensuring the Bolton Road waste treatment facility and Barnsley Transfer Station continue to accept waste, supporting a joint BDR response to managing HWRCs, co-ordinating through Assistant Directors and Senior management across BDR and supplying the latest guidance, information and legislation amendments to Waste Managers.

2.0 Contract Delivery

2.1 Bolton Road

Table 1 – Year to date tonnes processed from 1 April 2020 to 31 August 2020

Inputs	FY19/20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
Contract Waste (Limbs)						
A (Household)	53,046.88	5,348.90	5,120.42	5,022.82	5,476.78	4,339.90
B (Commercial)	5,304.32	253.28	294.10	382.74	476.48	400.08
Barnsley C (HWRC)	5,402.57	-	183.64	331.30	397.94	350.26
D (Public Highways etc)	1,227.36	66.96	69.52	98.74	103.65	94.64
E (Grounds Maintenance)	-	-	-	-	-	-
Doncaster A (Household)	72,043.34	6,971.18	6,680.32	6,367.16	7,369.98	5,972.52
B (Commercial)	2,264.16	144.56	234.96	425.88	366.16	222.84
C (HWRC)	7,057.99	-	246.84	463.52	582.06	526.34
D (Public Highways etc)	-	-	-	-	-	-
E (Grounds Maintenance)	-	-	-	-	-	-
Rotherham A (Household)	48,909.02	4,854.40	4,686.70	4,847.86	4,950.82	4,367.10
B (Commercial)	3,379.36	178.72	190.16	251.52	275.12	230.96
C (HWRC)	6,207.54	-	225.98	336.74	376.58	344.88
D (Public Highways etc)	-	-	-	-	-	-
E (Grounds Maintenance)	-	-	-	-	-	-
Limbs A&B Sub-Total	184,946.98	17,751.04	17,206.66	17,297.98	18,915.34	15,533.40
Limbs C,D,E Sub-Total	19,895.46	66.96	725.98	1,230.30	1,460.23	1,316.12
Direct Delivered						
Landfill	-	-	-	-	-	-
Recovery	-	-	-	-	-	-
Recycling	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-
Total Contract	204,842.44	17,818.00	17,932.64	18,528.28	20,375.57	16,849.52
Non-Contract						
Barnsley	17,540.75	234.47	381.16	4,099.90	2,918.28	1,451.92
Doncaster	-	-	-	-	-	-
Rotherham	-	-	-	-	-	-
17,540.75	234.47	381.16	4,099.90	2,918.28	1,451.92	
3rd Party						
Renewi Derby	26,673.85	688.32	580.78	811.10	1,559.86	2,585.24
Outputs						
Council Outputs						
Landfill	6,094.91	29.08	407.69	379.18	266.82	338.18
Recovery (RDF + Moisture)	180,524.55	15,805.69	13,684.08	16,720.73	17,346.89	14,702.52
Ferrous	1,384.81	121.49	112.62	175.70	129.93	121.85
Non-Ferrous	200.67	14.96	28.72	23.70	24.80	24.32
Fines	10,051.19	1,327.10	1,250.10	1,298.44	1,075.80	986.22
Glass & Stone	3,721.37	452.35	445.15	529.41	502.40	359.37
Plastic	2,789.54	398.08	203.76	273.16	262.13	415.21
Direct Delivered	-	-	-	-	-	-
Recycling Sub-Total	18,147.58	2,313.97	2,040.35	2,300.41	1,995.07	1,906.96
Ferrybridge Metals	2,307.82	193.52	162.02	206.07	213.45	172.71
AWM-Recycling	-	-	-	-	-	-
Fines CLO Uplift	1,882.14	248.51	234.09	243.14	201.45	184.67
Recycling Total	22,337.54	2,756.00	2,436.46	2,749.61	2,409.97	2,264.35
Outbound Total	204,767.04	18,148.74	16,132.13	19,400.32	19,608.79	16,947.66
Performance						
Recycling (%)	12.08%	15.53%	14.16%	15.90%	12.74%	14.58%
Diversion (%)	96.99%	101.69%	87.69%	102.66%	94.93%	98.58%
Moisture Loss (%)	-	29.66%	31.53%	29.56%	30.17%	32.52%

1.1.1 Table 1 contains information on tonnes of waste processed from April to August 2020. The overall tonnage received is reviewed quarterly to re-calculate the anticipated full year outturn to ensure accurate forecasting, invoicing and budgeting.

Table 2 - Third Party Waste Year to date 1 April 2019 to 31 August 2020

Inputs 3rd Party	2019/20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Total
Renewi Derby	26673.85	688.32	580.78	811.10	1559.86	2585.24	6225.30

1.1.2 Third-party waste is municipal waste from other Renewi local authority contracts. The amount being accepted has been reduced to ensure enough capacity to process BDR waste under Covid working restrictions and to allow for improved reception pit cleaning as part of Renewi’s fly management measures.

Figure 1 – Contract Outputs

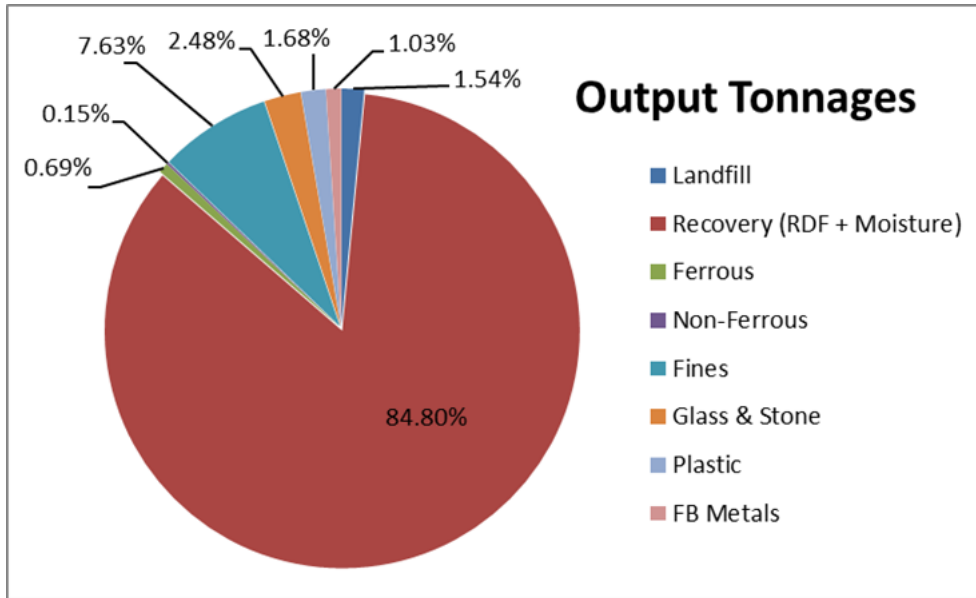


Table 3 - Contract Outputs

Contract Outputs	2019/20	April	May	June	July	Aug	YTD 2020/21
Landfill	6094.91	29.08	407.69	376.86	266.82	338.18	1418.63
Recovery (RDF + Moisture)	180524.55	15805.69	13684.08	16720.73	17345.36	14702.52	78258.38
Ferrous	1384.81	97.30	112.62	175.70	129.92	121.85	637.39
Non-Ferrous	200.67	39.15	28.72	23.70	24.80	24.32	140.69
Fines	10051.19	1327.10	1239.83	1298.44	1075.71	986.22	5927.30
Glass & Stone	3721.37	452.35	445.15	529.41	502.36	359.37	2288.64
Plastic	2789.54	398.08	203.76	273.16	262.11	415.21	1552.32
Direct Delivered	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recycling Sub-Total	18147.58	2313.97	2030.08	2300.41	1994.90	1906.96	10546.32
Ferrybridge Metals	2307.82	193.52	162.02	206.07	213.43	172.71	947.75
AWM-Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fines CLO Uplift	1882.14	248.51	232.17	243.14	201.45	184.67	1109.94
Recycling Total	22337.54	2756.00	2424.27	2749.61	2409.76	2264.35	12603.99
Outbound Total	204767.04	18148.74	16121.86	19398.00	19607.08	16947.66	90223.34

1.1.3 N.B. The above figures are unaudited and subject to change. Landfill diversion is calculated by total waste diverted from landfill divided by the total waste delivered.

Table 4 – Performance Year to Date from 1 April 2019 to 31 August 2020

Performance	2019/20	April	May	June	July	Aug	YTD 2020/21
Recycling (%)	12.08%	15.53%	14.09%	15.87%	12.74%	14.56%	14.56%
Diversion (%)	96.99%	101.69%	87.63%	102.49%	94.93%	98.58%	97.06%
Moisture Loss (%)	28.01%	29.66%	31.55%	29.56%	30.17%	32.52%	30.69%

1.1.4 Some months diversion is above 100%. This is due to the processing of waste taking 14 days (over a month end). Therefore, some months more processed material may leave site than is received.

1.2 Complaints

Flies

2.2.1 Table 5 below illustrates the number of fly complaints by month.

Table 5 - Fly complaints by month

	April 2020	May 2020	June 2020	July 2020	August 2020	YTD
No. fly Complaints	3	21	80 (38)*	8 (6)*	4	117

* complaint substantiated by the EA due to proximity to site

2.2.2 June saw a local Facebook campaign that specifically named the BDR treatment facility at Bolton Road as the cause of increased levels of flies and encouraged residents to report the site to the EA.

2.2.3 The EA submitted a Compliance Assessment Report (CAR) in June 2020 indicating 38 complaints were received from localities within a 1.5km radius of the site. The EA Fly Management Plan guidance states that “Houseflies are capable of dispersing over distances of several kilometres, although problems seldom occur at distances greater than 2-3 km from the source. Significant problems likely to cause unacceptable nuisance levels tend to occur within 500m of the source”. The consultant suggested that in practice the majority of the problems caused by dispersing flies are usually within 1.5 km of the source hence the decision to draw the line at 1.5km.

Renewi has provided information that 10 of these complaints were from one area. As the EA were unable to visit the properties associated with the 38 complaints due to Covid restrictions, zero score on the CAR report was issued for the month.

- 2.2.4 There have been 4 fly complaints in August 2020 from the neighbouring areas, this was a decrease in fly complaints from the previous month. Renewi continues to manage its controls on site to ensure they have as little impact on the surrounding area as possible.
- 2.2.5 The EA and their consultant entomologist visited the MBT facility on 20th July. Waste streams were inspected at several locations with evidence of fly activity in the raw waste delivered by the councils, but no evidence found in bio-dried waste. The bio-dried waste was picked from the end of the process where the waste has almost completed the drying process and therefore presents a less attractive breeding area. The EA have instructed Renewi to carry out further extensive investigations within the bio-hall (and other areas).

The consultant's report raised some concerns on the level of flies/maggots and larvae in the input waste, dosage of the larvicide, the need for rotation with another larvicide and the potential for second generation of flies amongst other things.

- 2.2.6 The EA and the BDR Contract monitoring team held a meeting to discuss the issues on 26 August 2020. The view of the EA is that the Renewi site is breaching its permit in relation to flies and a CAR report was sent stating this and the actions they are required to take. The EA Officer indicated that there were some areas in the locality where the residents' bin hygiene was lacking and the Renewi CELO is to provide information to the EA on hints and tips to keep flies out of household bins so they can include this and contact details for Renewi in communications to local residents.
- 2.2.7 EA Officers also raised concerns that there is misinformation about the facility with some residents believing that flies were imported to site to be used in the process and others believing the facility was an incinerator. The CELO is to work on raising awareness in the local community of what the facility is and does.
- 2.2.8 On receipt of the consultant's report from the EA Renewi instigated some remedial actions including additional BAYT boards, increased fly monitoring sites in the AD plant, turning off of spray misters and investigating alternative methods of surface application of larvicide prior to receipt of the CAR.
- 2.2.9 On the 3rd September 2020 John Healey sent a flyer to properties in the Bolton upon Dearne area regarding the facility and actions he had taken to resolve issues. The flyer provided local residents with the contact details for the EA should they be experiencing problems with flies.

Odour

2.2.4 Table 6 below illustrates the number of odour complaints by month.

Table 6 - Odour complaints by month

	April 2020	May 2020	June 2020	July 2020	August 2020	YTD
No. Odour Complaints	4	5	1	0	1	10

2.2.5 The EA have reported 1 odour complaints received in August 2020.

2.2.6 Since Biofilter line 1 has been replaced (to rectify the failure of the first lifecycle replacement media and subsequent increase in odour) testing and analyses has confirmed it is working within the agreed parameters. Now Biofilter line 1 has been rectified, planned lifecycle work on Biofilter line 2 to refresh the media can commence. As biofilter 2 is currently performing to an acceptable level only a partial rather than full replacement of the filter's media may be required. Once the refurbishment work has been completed on biofilter 2 further testing will be undertaken to confirm they are working as expected.

Noise

2.2.7 Table 7 below illustrates the number of noise complaints by month.

Table 7 – Noise complaints by month

	April 2020	May 2020	June 2020	July 2020	August 2020	YTD
No. Noise Complaints	1	0	1	0	0	2

2.2.8 There have been 0 noise complaints received in August 2020.

2.3 Fire Protection Improvements

2.3.1 The situation currently remains the same due to Covid19. Some snagging works remain outstanding and have been put on hold. This outstanding work does not impact on the operational effectiveness of the system.

2.4 Grange Lane

Upgrade Works

- 2.4.1 Following completion of the dilapidation works on the floor at Barnsley Transfer Station work commenced on the upgrade works in August. The new weighbridge office is in place and the welfare facilities are being upgraded.

Fire

- 2.4.1 On the 15th August a fire broke out at Barnsley Transfer Station. SYFS attended and the fire was extinguished by late afternoon on the 16th August. A total of 200t of HWRC waste was alight and once extinguished it was removed from the affected bay and tested to ensure appropriate disposal. The Fire Service confirmed that they do not believe it to be arson but were unable to specify a cause of the fire. Renewi believe either a battery or disposable BBQ with the waste caused the fire
- 2.4.2 The fire caused extensive damage to bay 4 and the electrical and fire detection system for the whole sorting and storage shed was damaged. A structural engineer and Renewi insurance assessors attended site on the 17th August and although it was deemed bay 4 could not be used until repairs were undertaken the rest of the facility could be used. The facility was back in use for some waste streams on the 21st August and within the week, the site was accepting HWRC and Green waste.
- 2.4.3 Renewi are currently working to a project plan for reinstatement and this will be reported on once sub-contractors are appointed
- 2.4.4 Until the remedial work can be completed, bay 4 has been deemed unusable for H&S reasons and it is not expected for the transfer station to be fully operational until later in the year. This has dramatically reduced the capacity at BTS and initially required BMBC residual waste to be delivered to Bolton Road. BMBC felt this change of delivery point was impacting on their ability to complete daily collections.
- 2.4.5 On Friday 28th August following consultation with the EA this arrangement has now been changed, with all HWRC residual waste delivered directly to Bolton Road allowing the majority of Barnsley RCV and ancillary vehicles to deliver to BTS.
- 2.4.6 BDR residual HWRC waste delivered to Bolton Road will be sorted in the tipping hall into MBT waste and waste to be sent to Landfill

2.5 Health and Safety

2.5.1 During the month 164 close calls were raised generating an average of 2.4 close calls raised per employee per month (Renewi set a target of 2 per month per employee). Additionally, the close out rate for the recorded actions was over 98%.

Table 8 – Compliance from April 2020 to August 2020

2020/21	Close Call	Accident less than 3 days	Accident more than 3 days	Non RIDDOR dangerous occurrence	RIDDOR dangerous occurrence	RIDDOR more than 7-day injury	Major RIDDOR	Environmental
April	54	2	0	6	0	0	0	4
May	105	1	0	3	1	0	0	1
June	126	1	0	3	0	0	0	5
July	164	1	0	0	0	0	0	3
Aug	118	2	0	0	0	0	0	2
YTD Total	567	7	0	12	1	0	0	15

3.0 Legal

3.1.1 There is additional support as required from a legal locum, and internal and external technical and financial advisors for more complex matters.

4.0 Financial

Table 9 - Operational Management Budget 2020/21

20/21 Budget approved by JWB			
	Budget 2020-21	Forecast	Variance
Management	£131,888	£132,046	£158
Administration	£24,806	£22,951	-£1,855
Call off Legal	£62,691	£118,334	-£11,607
External Finance	£30,000		
External Legal	£12,250		
External Technical	£15,000		
Insurance Advisors	£10,000		
Call off Finance	£0		
Call off Technical	£0		
HWRC Project	£0		
Total	£286,635	£273,331	-£13,304

5.0 Communications

5.1 Community Education Liaison Officer (CELO)

- 4.1.1 The minutes from the Community Liaison Group (CLG) Meeting on 8 June 2020, as agreed at the CLG meeting on 1 September 2020 are attached at appendix 1, for information purposes.
- 4.1.2 Social media content posted every Friday throughout the year with the hashtag #FoodWasteFriday to support the Love Food Hate Waste Campaign and encourage food waste prevention. Throughout the summer this was supported by a focus on food waste with increased messaging across all social platforms, a Facebook Live Q&A session and giveaway. The statistics can be found in appendix 2.
- 4.1.3 6.2 Social media content posted every Tuesday throughout the year with the hashtag #ChooseDaysReuseDay and the topic for July was reusable water bottles, August was reusable cutlery and straws and September focuses on clothes and the Love Your Clothes campaign. We also issued press releases to local and regional media on each monthly re-use campaign and as a result of one of these, BBC Radio Sheffield conducted two live interviews with the CELO on the clothes re-use topic which coincides with Oxfam's Second-hand September
- 4.1.4 6.3 The Autumn waste composition analysis will take place from 5th October unless prevented by local restrictions. This cycle will include residual waste sampling from kerbside collection, HWRCs and trade premises as well as kerbside recycling and garden waste.

5.0 Resources

- 5.1.1 The BDR team are fully staffed and have been assisting Barnsley, Doncaster and Rotherham councils with projects as identified in section 8.0. There is additional support as required from a legal locum, internal and external technical and financial advisors for more complex matters.

7.0 Other

Environmental Reports

- 7.1 An issue with a fermenter caused low quality gas to enter the gas bag which resulted in both the CHP and Flare to fail. Because of these failures, gas was released through the Pressure Release Valve (PRV). The cause of the problem was traced to a pressure transducer on one of the fermenters, which allowed air to be sucked into the system through the PRV and / or the desulphurisation system.

8.0 Joint working and BDR support

8.1 Listed below are the current projects and areas the BDR team are assisting individual councils with or co-ordinating:

BMBC

- Support in investigation of current and potential new DMR / Paper and Card disposal contracts
- Facilitating movement on the delays work
- Variations to the BTS contract with Barnsley to allow Paper and Card to be managed as a contingency measure.

DMBC

- Support on Waste Data Flow data collation and input for Q4
- Assistance with the development of the Doncaster Environmental Strategy

RMBC

- Support on Tendering and awarding of new Clinical Waste Disposal contract
- Completion of the legal documents for the Organic and Recycling Contracts

B.D.R

- Covid 19 support
 - Co-ordinating approach across BDR(S)
 - Support on all aspect of the crisis, including guidance, industry insight, legislation changes, resource support / availability, updates and action logs
 - In conjunction with Renewi, ensuring the Waste Treatment Facility remains operational and taking as much household waste as is possible.
 - Ensuring joint working on management of BDR contracts such as HWRC to fulfil the requirements of the service
 - Joint communication
 - Best practice and networking
- Solutions and progression of HWRC contract variation requirements
- Tetra Pac and/or P.T.T introduced into kerbside recycling and PFI contract variation requirements
- Waste and Resource strategy
 - Letter to Environment secretary

- Co-ordination of responses to consultations
- South Yorkshire Municipal Waste Strategy
 - Changes required due to Resource and Waste Strategy

8.0 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.
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.
Compliance Assessment Report (CAR) form	A CAR form is used by Environment Agency officers when assessing compliance with Environmental Permits.
Compliance Classification Scheme (CCS)	Compliance Classification Scheme (CCS) score and what action EA are considering. A CCS score is recorded where non-compliance with a permit condition(s) has been identified
Compositional Analysis	Waste Composition Analysis is a study that provides essential information about the weight and type of each component waste material that is in any given waste stream. It firstly involves obtaining representative samples of these waste streams, then manually hand sorting into various pre-defined sort categories using the correct methodology, which are then weighed in each individual fractions in align with Waste Data Flow (WDF) municipal reporting each waste stream has its own European Waste Code (EWC).
Covid	COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for

	disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.
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.
Facebook	Facebook, Inc. is an American online social media and social networking service company.
Ferrybridge Multifuel 1/Multifuel 2 (FM1/FM2)	Multifuel Energy Ltd. (MEL) operates a new £300 million multifuel plant on land owned by SSE at Ferrybridge 'C' Power Station near Knottingley in West Yorkshire. This project is called Ferrybridge Multifuel 1/2 (FM1/FM2)
Household Waste Recycling Centre (HWRC)	A civic amenity site (CA site) or household waste recycling centre (HWRC) is a facility where the public can dispose of household waste and also often containing recycling points.
Joint Waste Board (JWB)	The Statutory Committee comprising Portfolio Holders and Senior Officers with responsibility for waste.
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. MBT plants are designed to process

	mixed household waste as well as commercial and industrial wastes.
Microsoft Teams	Is a business-oriented communication and collaboration platform that combines workplace chat, video meetings, file storage, and application integration.
Private Finance Initiative (PFI)	Mechanism for creating "public-private partnerships" (PPPs) by funding public infrastructure projects with private capital.
Refuse Collection Vehicle (RCV)	The collection of rubbish and waste, usually in a rubbish or refuse truck, before final disposal.
Renewi UK Services	The new trading name for Shanks Waste Management.
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.
Veolia	Veolia Environment S.A., branded as Veolia, is a French transnational company with activities in three main service and utility areas traditionally managed by public authorities – water management, waste management and energy services
Waste Data Flow	WasteDataFlow is the web-based system for municipal waste data reporting by UK local authorities to government.
Waste Infrastructure Credits	Awarded by DEFRA to incentivise local authorities to develop infrastructure to treat waste as an alternate to landfill.
Waste Transfer Station (BTS)	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.

Contact Name: - Lisbeth Baxter, BDR Manager, Tel. Ext 55989
email: Lisbeth.Baxter@rotherham.gov.uk

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Facebook

	Likes (total)	New likes in report period	Unlikes in report period	Reach in report period	Reach per day	Page views in report period	Page views per day	Impressions in report period	Impressions per day	Total Number of posts
Baseline	2,410									
November										18
December	2,987	603	26	119,119	1,953	1,807	30	157,309	2,579	23
January										23
February										20
March	3,576	607	30	210,167	2,310	2,584	28	266,179	2,925	12
April	4,012	453	17	192,322	6,411	993	33			
May	4,088	87	11	44,851	1,447	360	12			No paid like ads running
June	4,077	4	15	12,413	414	59	2			No paid like ads running
April to June	4,077	544	43	249,586	2,743	1,412	16			
July	4,068	10	15	12,456	402	63	2			28 No paid like ads running
August	4,067	11	11	13,538	436.7096774	764	24.64516129	18,309	590.6129032	30 No paid like ads running

	Followers	Retweets in report period	Retweets p	Likes in report period	Likes per d	Impressions in report period	Impression Total	Number of tweets
Baseline								
November								13
December		98	2	80	1	20,459	335	15
January								21
February								15
March		95	1	122	1	28,198	310	12
April								
May								
June								
July	563	124	4.00	122	3.94	16,926	546	30
August	559	82	2.65	97	3.13	7,880	254.19	24

Like Ads

Month	Reach	Impressions	Cost per result	Result (page likes)
November 2019	7,918	27,883	£0.27	377
December 2019	8,738	27,057	£0.51	196
January 2020	10,082	34,554	£0.41	248
February 2020	9,330	27,384	£0.64	152
March 2020	10,756	27,287	£0.43	179

Link Ads

Month	Reach	Impressions	Cost per result	Result (link clicks)
November 2019	9,136	25,503	£0.28	363
December 2019	11,868	44,335	£0.40	251
January 2020	11,328	33,299	£0.40	253
February 2020	12,836	42,611	£0.43	233
March 2020	15,720	55,583	£0.18	404

	Followers	Reach in report period	Reach per day	Likes in report period	Likes per day	Impressions in report period	Impressions per day	Total Number of posts	Lifetime posts
Baseline									
November								9	
December		802	13	208	3	1,278	21	10	
January								13	
February								12	
March		1,506	17	255	3	1,696	19	7	
April									
May									
June									
July	130	999	32.23	163	5.26	784	25.29	34	
August	134	649	20.94	122	3.94	597	19.26	28	163

	Total site sessions	Site sessions per day	New users	New users per day	Pages per session	Average visit duration	Average bounce rate	
November								
December	1,216	19.93	983	16.11	2.30	1:29	61.43	
January								
February								
March	1,446	15.89	1,092	12.00	2.26	1:33	59.54	
April	967	32.23	775	25.83	2.04	1:22	70.73	Compost campaign & competition
May	748	24.13	602	19.42	1.63	1:19	77.14	Compost campaign & competition, no link ads running
June	336	11.20	247	8.23	1.68	0:54	81.55	No link ads running
Apr - Jun	2,051	22.54	1624	17.85	1.83	1:16	74.84	
July		296	9.55	230	7.42	1.40	0:27	88.51 No link ads running
August	167	5.39	123	3.97	1.63	0:33	81.44 No link ads running	



Summary Sheet

Council Report:

Barnsley, Doncaster and Rotherham Joint Waste Board

Title:

BDR Risk Register

Is this a Key Decision and has it been included on the Forward Plan?:

No

Strategic Director Approving Submission of the Report:

BDR Steering Committee

Report Author(s):

Lisbeth Baxter

Ward(s) Affected:

None

Executive Summary:

This document presents the risks associated with the delivery of the BDR PFI Waste Facility contractual obligations now the facility is operational. The risks identified in the risk register are considered by the BDR Steering Committee every eight weeks.

Recommendation:

BDR Joint Waste Board is asked to consider and note the attached updated Risk Register, and

After consideration, advise of any further risks to be added to or deleted from the risk register.

List of Appendices Included:

BDR Risk Register (appendix 1)

Background Papers:

BDR Risk Register Scoring Guide

Consideration by any other Council Committee, Scrutiny or Advisory Panel:

The register has previously been considered by the BDR Steering Committee and the BDR Joint Waste Team.

Council Approval Required:

No

Exempt from the Press and Public:

No.

Title:
BDR Risk Register

1. Recommendations

- **BDR Joint Waste Board is asked to consider and note the attached updated Risk Register, and**
- **After consideration, advise of any further risks to be added to or deleted from the risk register**

2. Background

- 2.1 The BDR Joint Waste Board last considered the risk register at its meeting on 29 June 2020.
- 2.2 There are 3 categories of risk Red, Amber, Green (RAG) representing varying degrees of exposure. Each category contains a range of risk scores and the table below shows how the RAG rating and score are derived.

LIKELIHOOD (A)	Almost Certain 5	5	10	15	20	25
	Probable / Likely 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Very unlikely / Rare 1	1	2	3	4	5
		Insignificant / Negligible 1	Minor 2	Moderate 3	Major 4	Critical/ Catastrophic 5
	IMPACT (B)					

3. Key Issues and Risks

- 3.1 There is 1 new risk proposed for inclusion on the register risk -18 pandemic (Coronavirus). There are seventeen risks on the risk register.
- 3.2 There are currently no risks proposed for deletion in the register.
- 3.4 The risk areas under each of these headings are as in appendix 1 with their respective current and target RAG rating:
- 3.5 Previous reports have highlighted to BDR Joint Waste Board that there has been very little movement in current risk scores for risks in the period since the facility became operational.

Current RAG Rating	01/10/18	22/11/2018	3/12/2018	1/3/2019	30/9/2019	21/11/2019	5/3/2020	30/6/2020	28/9/2020
Red	2	2	2	3	3	3	3	3	3
Amber	9	5	5	5	4	4	4	5	5
Green	4	8	8	8	9	9	10	9	9
Total	15	15	15	16	16	16	17	17	17

Target RAG Rating	01/10/18	22/11/2018	3/12/2018	1/3/2019	30/9/2019	21/11/2019	5/3/2020	30/6/2020	28/9/2020
Red	0	0	0	0	0	0	0	0	0
Amber	7	5	4	5	5	5	4	4	4
Green	8	10	11	11	11	11	13	13	13
Total	15	15	15	16	16	16	17	17	17

Monitoring

- 3.6 The BDR Risk Register is reviewed eight weekly by the BDR Steering Committee. Additionally, the BDR Manager reports to the Joint Waste Team and draws attention to issues to allow internal challenge.

4. Options considered and recommended proposal

- 4.1 Not applicable.

5. Consultation

- 5.1 The BDR Steering Committee has reviewed and agreed the attached register.

6. Timetable and Accountability for Implementing this Decision

6.1 Not applicable.

7. Financial and Procurement Implications

7.1 The risks contained in the register require ongoing management action. In some cases additional resources may be necessary to implement the relevant actions or mitigate risks. Any additional costs associated with the risks are reported to the BDR Steering Committee for consideration.

8. Legal Implications

8.1 There are no direct legal implications arising from the risk register. Any actions taken by the BDR Manager in response to risks identified will take into account any specific legal implications.

9. Human Resources Implications

9.1 There are no Human Resources implications associated with the proposals.

10. Implications for Children and Young People and Vulnerable Adults

10.1 Not applicable

11. Equalities and Human Rights Implications

11.1 Proposals for addressing individual risks within the register incorporate equalities and human rights considerations where appropriate.

12. Implications for Partners and Other Directorates

12.1 The actions relating to any issues affecting partners are reflected in the risk register and accompanying risk mitigation action plans.

13. Risks and Mitigation

13.1 The BDR Manager will review and update the risk register on a six-weekly basis, to ensure risks are able to be effectively monitored and managed.

14. Accountable Officer(s):

Lisbeth Baxter BDR Manager

Approvals Obtained from:-



Strategic Director of Finance and Corporate Services: Not applicable

Director of Legal Services: Not applicable

Head of Procurement (if appropriate): Not Applicable

This report is published on the Council's website or can be found at:

Risk Number	Risk	Consequence /effect - What would actually happen as a result? How much of a problem would it be? To whom and why?	Existing actions/controls - What are you doing to manage this now?	Risk Score with existing measures (See scoring table)		Current Score	Further management actions/controls required - What would you like to do in addition to your controls?	Target Score with further management actions/controls		Target Score	Risk Owner (Officer responsible for managing risk and controls)	Risk Review Date	Movement
				I	L			I	L				
17 (CSS13)	Contractor breached financial requirement	Funders step in to find suitable alternative Contractor	Contractor to limit exposure to unnecessary costs and protect income during any negotiations of change	3	5	15	Ensure any negotiations recognise the need for the Contractor to be in a no better no worse position within the agreed risk matrix	3	3	9	BDR MANAGER	01/11/2020	↔
16 (CSS 14)	Contractor exits UK Municipal market due to financial pressures	Service disruption	The PFI model anticipates several stages where the private sector progressively take risk before the Councils bear additional cost risk. The PFI Contract has several layers of protection including Lenders stepping in.	5	3	15	The Councils will identify areas where they could work with the Contractor to help reduce the losses they are currently facing whilst maintaining the intended risk transfer and achieving the required service performance.	5	2	10	Chair of Steering Committee	01/11/2020	↔
9 (CSS13)	Changes in Government Law/Regulations including the UK exiting the European Union (Legislative Change)	Potential financial implications to cover the cost of required service change	Procedure incorporated in the Contract Conditions. Impact and actions to be jointly agreed with the Contractor to mitigate costs as far as possible. Application of the Change in Law Clauses within the contract.	3	5	15	Consider the need for the Change in Law retention fund.	3	4	12	BDR MANAGER	01/11/2020	↔
14 (CSS13)	Insurance for the BDR Waste Treatment Plant is not available	The Councils would become the insurer of last resort. The Contractor would have to approach the market every 4 months to attempt to obtain insurance/ Contract would be terminated	Contractor in liaison with Insurer is implementing upgrade of the Fire Protection systems, this is now reducing risk. Insurance broker is working with Insurance market to build confidence	4	3	12	Robust case against Uninsurable argument. Ensure Contractor completes the fire improvement works.	4	2	8	BDR MANAGER	01/11/2020	↔
10 (CSS13)	Environmental Impact to Local Area from Noise/Odour/Flyes/Vermin etc (Compliance)	Reputational damage and adverse publicity from pollution emanating from State of the Art Facility. Potential for Local/National interest	Contractual controls and performance measures. Monitoring the contract. Pro-active engagement with the local community. Sharing data Regular monitoring outside the perimeter of the plant. Close liaison with the Local Environment Agency officer to monitor the plant and agree Fly and Odour Management Plans	3	4	12	Increased fly spraying during the fly season. Use of different insecticides. Increased pit management and emptying. Communicate to householders to wrap waste. Ensure biofilters are adequately maintained	3	3	9	BDR MANAGER	01/11/2020	↔
7 (CSS13)	Obtaining required terms for Insurance is difficult due to market conditions - Insurance costs increase	There is a lack of Markets for Insuring waste plants	Robust fire strategy, latest technology for fire suppression. Fire plan signed off by insurers BDR Technical advisors and Independent Certifier. Regular fire drills. Contractor liaison and education of insurance markets. Contractual position on insurance. Implementation of fire improvement works.	2	5	10	Consider reviewing the insurance requirements. Enforcement of Contractual positions	2	4	8	BDR MANAGER	01/11/2020	↔
15 (CSS 14)	Recycling Markets	Lack of recycling markets impacts on Contractors ability to achieve recycling rate	Reviewing disposal points, ensuring Contractor has contingency in place	2	5	10	Councils may consider taking on more risk (as long as this is properly assessed) to deliver savings. Currently being investigated as part of the Councils' operational savings review.	2	4	8	BDR MANAGER	01/11/2020	↔
6 (CSS13)	Serious injury/death of a member of staff or public through service operation (MAJOR INCIDENT AT ITS/AD)	Personal tragedy. Health and Safety Executive intervention. Possible service disruption. Possible corporate liability offence	Contractor has completed and regularly reviews full Risk Assessments. Staff training, H&S Inspections, Contract Monitoring and performance deductions for non compliance. External Audit has been undertaken by Consultants and RMBC Health and Safety Team Regular monitoring of the Contractual requirements in relation to Health and Safety Consistent application of the Payment Mechanism	4	2	8	Regular visits by health and safety officers. Quarterly health and safety meetings.	3	2	6	BDR MANAGER	01/11/2020	↔
8 (CSS13)	Changes to Collection services to support budget savings that impact on the PFI Contract - waste volumes change	Potential to impact on the performance of the plant. Potential to impact on the Third Party Revenue Share due to the Councils. Implications on PFI Credits. Implications on Inter Authority Agreement.	Inter Authority Agreement measures. Significant collection change clause in the PFI Contract. Current WIDP/DEFRA position in terms of Credit Allocation position requires BDR to abide by the terms and conditions in the Promissory letter and the Final Business Case.	2	4	8	Dialogue with WIDP/DEFRA and between BDR Councils. Test potential impacts to the contract/Councils against the IAA2. Lobby Government on recycling definitions.	2	3	6	BDR MANAGER	01/11/2020	↔
2 (CSS13)	Contractor default needing emergency action and/or leading to contract termination.	Service disruption. Temporary full or partial closure of facilities.	A series of performance bond and Parent Company Guarantees exist to provide and/or pay for inter/alternative arrangements to be made. Funders would work with BDR to bring in a new contractor to deliver the service. Contingency arrangements may be implemented in the short term. Robust contract monitoring procedures	4	2	8	Ensure monitoring staff are sufficiently skilled to manage this situation. Liaison with other PFI Contract Managers, knowledge transfer	3	2	6	BDR MANAGER	01/11/2020	↔
11 (CSS13)	Failure of plant equipment results in withdrawal of credits (Review of WICS)	Reputational damage and adverse publicity emanating from poor performance of state of the art facility. Potential for Local/National interest. Budget impact	Regular contract meetings/Monitoring and review procedures/Contingency facilities in place/Performance deduction. Step in provisions exist. It is likely that the Funders would step in to appoint another Contractor if performance is poor. Alternately the Councils could step in until the Contract could be re-tendered	3	2	6	Ensure monitoring staff are sufficiently skilled to manage this situation. Liaison with other PFI Contract Managers, knowledge transfer close liaison with DEFRA. Contractor has improved the refinement and is introducing further measures to ensure plant performance continues to improve	3	1	3	BDR MANAGER	01/11/2020	↔
12 (CSS13)	Lack of resources due to restructures, and staff resignations failure to have a knowledge management plan (Business Continuity - BDR)	Failure to monitor the contract effectively/make payments resulting in Breach	Contract manual to document the processes and procedures. To be maintained and updated when changes occur. Contract information held on CIPFA site and on a Sharepoint portal. Staff training and development. Knowledge management plan.	3	2	6	Staff retention could be improved if a clear career path existed. CIPFA Asset Management system to hold all relevant documentation.	2	2	4	BDR MANAGER	01/11/2020	↔
5 (CSS13)	Ensure the balance of risk between Contractor and BDR is maintained.	Councils could take more risk than anticipated	Change protocol in place, consideration needs to be given to level of risk as changes are negotiated.	3	2	6	Councils may consider taking on more risk as long (as this is properly assessed) to deliver savings. Currently being investigated as part of the Operational Savings review	2	2	4	BDR MANAGER	01/11/2020	↔
4 (CSS13)	Fraud	Contractor could attempt to charge for more than they are entitled to/Client team could collude with Contractor	Process for checking Tickets from each Council is in place. Financial and Legal Officers form part of team. Information shared across all 3 Councils Direct debit mandate is in place for Barnsley and Doncaster to pay Rotherham. All deductions are accounted for in line with the IAA3. Guaranteed minimum tonnage requirement for the Councils. Regular reports to Steering Group/Joint Waste Board. Systems in place to pay the Contractor Internal and External Audits undertaken	3	2	6	Make an agenda item at meetings	2	2	4	BDR MANAGER	01/11/2020	↔

13 (CSS13)	Closure of facility or inability to provide the service due to a force majeure event (major incident at ITSAD Facility)	Service disruption. Temporary full or partial closure of facilities.	Contractual conditions provide a shared responsibility to agree measures to mitigate the effects and facilitate the continuation of the service. There are contingencies and other controls within the contract to divert waste to other waste facilities. No current short to medium threat.	3	2	6	Undertake a communications campaign. Use contingency sites and/or other contracts where possible e.g. Veolia landfill contract. Use emergency procurement if absolutely necessary.	3	2	6	BDR MANAGER	01/11/2020	
1 (CSS13)	There is a risk that the contractor will not comply with the terms and conditions and the performance will be less than the Councils are paying for.	Service disruption. Temporary full or partial closure of facilities.	Regular contract meetings/Monitoring and review procedures/Emergency plan/Contingency facilities in place/Performance deduction , Step in provisions exist. It is likely that the Funders would step in an appoint another Contractor if performance is poor. Alternately the Councils could step in until the Contract could be re-tendered.	2	2	4	Ensure succession planning is adequate. Invest in training for the current team Project Management and COTC.	2	1	2	BDR MANAGER	01/11/2020	

Consequence /effect: - What would actually happen as a result? How much of a problem would it be? To whom and why?	Existing actions/controls - What are you doing to manage this now?	Risk Score with existing measures (See scoring table)		Current Score	Further management actions/controls required - What would you like to do in addition to your controls?	Target Score with further management actions/controls required (See Scoring Table)		Target Score	Risk Owner (Officer responsible for managing risk and controls)	Risk Review Date	Movement
		I	L			I	L				