

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

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

**Date: Monday 26 June 2023**

**Time: 1.40 p.m.**

### **A G E N D A**

#### **1. Apologies**

To receive apologies for absence from any member who is unable to attend the meeting.

#### **2. Minutes of the previous meeting held on 6 March, 2023, and matters arising (copy attached) (Pages 3 - 6)**

To consider and approve the minutes of the previous meeting as a true and correct record of the proceedings.

#### **3. Declarations of Interest**

To receive declarations of interest from any member in respect of any items on the agenda.

#### **4. Exclusion of Press and Public**

To determine if there are any items on the agenda for which there is reason to exclude members of the press and public from observing the proceedings.

#### **5. Joint Waste Board (Pages 7 - 12)**

To consider and approve the following:-

- Appointment of New Chairman
- Appointment of New Vice Chairman
- Authorised Representatives
- Rotation of Chair Changes
- Terms of Reference

#### **6. BDR Manager 2022-23 Annual Report (Pages 13 – 29)**

To receive an annual report from the BDR Manager for 2022-23 in respect of:-

- Governance
- Contract Delivery
- Legal
- Financial
- Communications
- Resources

## **7. Current Issues**

To consider the following current issues:-

- Persistent Organic Pollutants (POP's)
- Best Available Technologies (EA Permit)
- WRAP Food waste initiative

## **8. Risk Register (Pages 30 - 35)**

To consider a risk report and register.

## **9. Restricted Items**

To consider the following exempt items:-

- Joint Insurance Cost Report (JICR)
- Power Gainshare Payment
- HWRC procurement Update
- Separate Food Waste Collection Transitional Period

## **10. Information Only Items (Pages 36 - 39)**

To consider the Community Liaison Group Meeting Minutes and any other items for information only.

## **11. Date, Time and Venue for the next meeting**

The next meeting of BDR Joint Waste Board will be held on 4 September, 2023, commencing at 1.30 pm in Rotherham Town Hall.

**BARNSELY, DONCASTER AND ROTHERHAM JOINT WASTE BOARD**  
**6th March, 2023**

Present:- Councillor Beck (in the Chair); Councillors Higginbottom and Houlbrook together with Kellie Hopkins (DMBC) and Paul Hutchinson (BDR Team).

Apologies for absence were received from Sam Barstow, Lisbeth Baxter, Paul Castle, Barry Connolly, Rhonda Fleetwood, Lee Garnett, Matt O'Neill, Nigel Naisbitt and Paul Woodcock.

**158           DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**159           MINUTES OF THE PREVIOUS MEETINGS HELD ON 12 SEPTEMBER 2022 AND 5 DECEMBER 2022**

It was noted that 155 of 5<sup>th</sup> December, 2022, should be headed "Community Engagement" and not Risk Register as printed.

**Resolved:-** That, subject to the above clerical correction, the minutes of the meetings held on 12<sup>th</sup> September and 5<sup>th</sup> December, 2022, be approved.

**160           BDR MANAGERS REPORT**

Paul Hutchinson presented the submitted report which highlighted and updated the following issues relating to the Joint Waste Private Finance Initiative (PFI):-

- Governance
- Contract Delivery
- Legal
- Financial
- Communications
- Resources
- Joint Working and BDR Support

Attention was also drawn to the following:-

- It was hoped to recruit a Senior Technical Officer the funding for which would come from the 2023/24 budget. The postholder would assist the team in anticipation of the increased workloads and service change requirements from new legislation
- A Technical Consultant (Santec) had been secured specifically to investigate, review and advise on issues such as Environment Agency permit changes, Resource and Waste Strategy outcomes and maintenance plans

- Over the current financial year there had been a general downward turn in the amount of waste being produced – 207,500 tonnes of waste against forecasted 219,000 tonnes
- Current recycling rate of 14.52%, default of 10.5% and a target of 17.5%
- Currently anticipated approximately 1% of waste going to landfill in 2022/23, however, due to a hydraulic ram having broken down, contingency arrangements had been put in place and waste would be diverted to landfill until the machinery was back in action
- No complaints had been received since December 2022. Renewi was proactive with regard to fly management, monitoring the weather and had started to use pesticides
- Work was ongoing with regard to the damaged AD pasteurisation tunnels with discussions taking place between Renewi and their sub-contractor who built the tunnels. There were no issues with waste acceptance or with performance, however, further construction may be needed in the future
- Consideration of a feasibility study of Barnsley Transfer Station to ascertain the possibility of increasing capacities/extension
- The Technical Consultant and legal expert were looking into Renewi's claim that the Environment Agency draft revised permit was a Qualifying Change of Law resulting in a possible claim for any additional resources/expenditure to meet the new permit requirements . It would have no effect on service delivery
- BDR HWRC contract waste (containing Persistent Organic Pollutant (POPs)) was taken to Barnsley Transfer Station and then transferred to Ellsmere Port. Renewi was currently only charging contract band rate whilst awaiting BDR Team's evaluation of their Change in Law claim. Santec was looking at the guidance notes from the Environment Agency, the position statement and what changes had been incurred. Nationally there was a feeling that the guidance was a change in law and most authority would have to deal with that with their contractors. It was anticipated that that the cost would increase for contract waste (POPs). However, it should be noted that non-contract PFI waste, bulky items, would still be an issue
- The 4<sup>th</sup> Joint Insurance Cost Report (JICR) had been received and was with legal and financial advisors for review

- The budget was underspent. Expenditure had been profiled and re-calculated to ensure the Team met all the anticipated workloads in 2022/23
- There was now only one Community Education Liaison Officer due to maternity leave

In response to a question regarding third party waste tonnage and how it was dealt with, where it came from, impact on delivery etc., it was noted that the BDR contract had a 265,000 tonne capacity and contractually Renewi could bring in third party waste for spare capacity. Renewi tended to get third party waste mainly from their own contracts e.g. Derby and also had a reciprocal arrangement with Viola when they shutdown. However, they did not bring waste in if it would cause problems for BDR deliveries as contract waste took priority.

In response to a question asked about POPs, it was noted that a watching brief was being kept with regard to the BDR contact and the revised permit from the Environment Agency.

In response to a question regard the JICR, it was noted that the Report was in place. A report had to be drafted individually and the contractor has to set out what the differentials were from the previous version of the insurance and the requirements of the industry. There was no issue in rejecting the Report. If the contractor wished to pursue a claim they had to go through dispute resolution; in the past Renewi had not actively pursued this option.

**Resolved:** That the information provided be noted.

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## **CURRENT ISSUES**

(1) It was noted that Councillor Higginbottom would be Chair at the next meeting in accordance with the rotation of Chair as set out in the Terms of Reference.

Sam Barstow, Assistant Director RMBC, would become Chair of the Steering Group.

(2) It was noted that Ministerial approval was being sought with regard to a transitional period before mandatory food waste collection was required. BDR had applied for a transitional arrangement as our disposal contract provided the outputs as the legislation required. DEFRA was collecting requests for transitional periods, reviewing these and presenting information to the Secretary of State for the Environment.

(3) The Community Liaison Group now met 6 monthly. A Chair was still being sought.

(4) The evaluation of the Barnsley and Doncaster Household Waste Recycling Centres' tenders was being undertaken. Rotherham's tender would hopefully go out to market shortly.

**Resolved:-** That the update be noted.

**162 RISK REGISTER**

Paul Hutchinson introduced the Risk Register and highlighted the key changes:-

- There had been no new risks added or risks removed from the Register.
- The annual deep drive review of the full Register had been undertaken with each risk examined and reviewed to ensure it was still current, at the appropriate level and all consequences, control and management of the risk was appropriate
- Slight amendment to the internal reporting regime in Rotherham
- Risk No. 21 (Changes in Local Authority Policy) had been increased until final guidance was received from the Government

**Resolved:-** That the report be noted.

**163 COMMUNITY LIAISON GROUP**

The minutes of the Community Liaison Group meeting held on 9<sup>th</sup> August, 2022, were noted.

**164 DATE, TIME AND VENUE FOR THE NEXT MEETING**

**Resolved:-** (1) That a further meeting be held on Monday, 26<sup>th</sup> June, 2023, commencing at 1.30 p.m.

(2) That discussions take place with the Monitoring Officer with regard to the possibility of holding future meetings virtually.

<h1 style="margin: 0;">BRIEFING</h1>	<b>TO:</b>	BDR Joint Waste Board
	<b>DATE:</b>	26/6/2023
	<b>LEAD OFFICER:</b>	Lisbeth Baxter BDR Manager Waste Management, Regeneration and Environment
	<b>TITLE:</b>	Rotation of Chair

## 1. Background

- 1.1** One of the contractual documents entered into between Barnsley Metropolitan Borough Council, Doncaster City Council and Rotherham Borough Council (the “Authorities”) at financial close of the BDR Waste PFI project was an Inter-Authority Agreement (“IAA3”) being the third joint working agreement between the Authorities following on from procurement phase and pre-financial close versions. This IAA3 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 the IAA3. At the date of this meeting, the BDR Waste PFI Contract is the only Relevant Contract to which IAA3 applies and is referred to as the “Principal Contract”.
- This briefing details how the functions of the JWB will be delegated down to the BDR Steering Committee chair and then to the BDR Manager (as chair of the Joint Waste Team which reports to the BDR Steering Committee) 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 chair and BDR Manager will be made in accordance with the provisions of the prevailing IAA3.
- Local authorities may arrange for the discharge of functions by (i) a joint committee or (ii) by an officer of one of them under section 101(5)(a) of the Local Government Act 1972. In this case, a group of officers is established under IAA3 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 Local Government Act 1972 does not allow the delegation of powers to be exercised jointly by a committee of officers.
- To fit with the legislative requirements the Joint Waste Board (JWB) as a joint committee of members 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 other officers from the Authorities on the BDR Steering Committee.
- 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 at the AGM in June. For the municipal year 2022/23, this delegation was made to the Rotherham Borough Council member of the BDR JWB, who also acted as the Chairman of that body.
- The structure of the BDR JWB for 2023/24 will be as follows:

**Barnsley Metropolitan Borough Council representative: Chair**

Cabinet Spokesperson - Environment and Highways

**Doncaster City Council representative: Vice Chair**

Portfolio Holder for Sustainability and Waste

**Rotherham Borough Council Representative**

Cabinet Member for Transport and Environment

In line with this principle, it has been agreed that the Authorised BDR Steering Committee Member will also rotate annually

For the municipal year 2022/23, this delegation was made to the Doncaster City Council member of the BDR Steering Committee, who also acted as the Chairman of that body. For the municipal year 2023/24, this delegation will therefore be made to the Rotherham Borough Council member of the BDR Steering Committee. This officer, as Authorised BDR Steering Committee member, 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.

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

**Rotherham Borough Council representative: Chair**

Assistant Director (Community Safety and Street Scene) or in their absence Service Manager (Community Safety and Street Scene).

**Doncaster City Council representative: Vice Chair**

The Assistant Director (Environment) or in their absence Head of Waste and Highways Infrastructure

**Barnsley Metropolitan BC representative:**

The Service Director (Environment & Transport) or in their absence the Head of Commercial and OP Support Services (Environment and Transport)

**2. Key Issues**

<p><b>2.1</b></p>	<p>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 high value, long term joint project involving three local authorities with central government revenue support funding, 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 PFI project</p>
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**3. Key Actions and Timelines**

<p><b>3.1</b></p>	<p>The delegations and rotation of Chair and Vice-Chair of the JWB are a contractual requirement of the IAA3 and should take place at the AGM of the JWB in June each year.</p>
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**4. Recommendations**

**4.1** That the JWB note that:

1. With the exception of the decisions reserved to the Authorities for a unanimous decision under the IAA3, all other decisions in respect of the Principal Contract are delegated by the JWB to the chair of the BDR Steering Committee (the “Authorised BDR Steering Committee Member”).
2. The Authorised BDR Steering Committee Member may elect to delegate certain decisions to the BDR Manager.
3. 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).
4. That Rotherham Borough Council’s representative officer on the BDR Steering Committee will be the Authorised BDR Steering Committee Member for 2023-2024.

## BDR Joint Waste Board

### Terms of Reference

1.0	<b>Membership of the BDR Joint Waste Board</b>
1.1	The BDR Joint Waste Board will consist of Portfolio Holders with responsibility for Waste Services (or their deputy) and will be chaired by a Portfolio Holder on an annually rotating basis.
1.2	Members will be identified at the June Annual Meeting of the BDR Joint Waste Board.
1.4	For the BDR Joint Waste Board to be quorate, a minimum of three Portfolio Holders (or their deputies) must be present at the meeting.
1.5.	The end date for the Joint Waste Board is the expiry of the BDR PFI Contract or such other date as unanimously agreed in writing.
2.0	Objective is to Work together towards efficiencies and the sharing of best practices and opportunities
3.0	<b>Scope of the BDR Joint Waste Board</b>
3.1	<p>The scope of the BDR Joint Waste Board is to:-</p> <ul style="list-style-type: none"> <li>➤ consider the performance of joint contracts i.e. <ul style="list-style-type: none"> <li>○ BDR PFI and Royalty Deed</li> <li>○ Household Waste Recycling Centres</li> <li>○ Organic</li> <li>○ Treatment and disposal</li> </ul> </li> <li>➤ Consider the effectiveness of management of the above contracts</li> <li>➤ Develop a procurement strategy to gain further opportunities from joint working</li> <li>➤ Agree resources for projects to deliver efficiencies/savings including allocation of budgets</li> <li>➤ Agree the Operational Management Budget for the BDR PFI Contract</li> <li>➤ Agree proposed communication strategies for joint working</li> <li>➤ Recommend items for consideration by Steering Committee and the Joint Waste Team</li> </ul>
3.2	<p>The members of the BDR Joint Waste Board will be asked to:-</p> <ul style="list-style-type: none"> <li>➤ Give due consideration to the management of the BDR Operational Management Budget</li> <li>➤ provide strategic direction to any project</li> <li>➤ monitor the progress of agreed projects against any project plans,</li> <li>➤ agree allocation of funds for the projects subject to approval by the Authorities</li> <li>➤ receive regular reports from the project team and provide any comments and/feedback on these reports,</li> </ul>

	<ul style="list-style-type: none"> <li>➤ act as 'critical friends' throughout the process by providing challenge, feedback and comments,</li> <li>➤ agree and assign resources to support any projects and ensure sufficient priority is given to the projects to allow them to progress,</li> <li>➤ Provide a responsive decision-making group to the Project Leads to ensure the project timelines are achieved</li> <li>➤ Make approvals at key stages, subject to delegation by their Authority</li> <li>➤ Ensure that any project is delivered on time and within budget</li> <li>➤ Review and manage the risks associated with projects.</li> </ul>
3.3	Any procurement project that is proposed as part of the actions for this Joint Waste Board will be run in accordance with the Lead Authorities Procedure Rules and will be in accordance with The Public Contracts Regulations 2015.
4.0	<b>Format of Meetings</b>
4.1	The Joint Waste Board will be facilitated by the BDR Manager and supported by the BDR Senior Contracts Manager and Administrative Officer. The agenda and reports will be set by the Joint Waste Board Chairperson in consultation with the BDR Manager and sent to Joint Waste Board at least 5 days in advance of the meeting.
4.2	The meetings will be held every 3 months unless otherwise agreed at meetings. The venue for the meetings will be in the administrative area of the Chairperson.
4.3	<p>The following may be invited to attend meetings :-</p> <ul style="list-style-type: none"> <li>➤ Waste Service Managers</li> <li>➤ Legal Officers</li> <li>➤ Finance Officers</li> <li>➤ Communication Officers</li> <li>➤ Development Planning Officers</li> <li>➤ Technical Advisors</li> <li>➤ Legal Advisors</li> <li>➤ Financial Advisors</li> <li>➤ Waste Infrastructure and Development Transactor</li> <li>➤ Contractors Representatives</li> </ul> <p>The above list is not exhaustive</p>
4.4	<ul style="list-style-type: none"> <li>➤ If BDR Joint Waste Board wish specific issues to be considered these can be raised at the meeting and officers will research these issues and present them to a future meeting of the Joint Waste Board.</li> <li>➤ The Joint Waste Board will report key milestones during any project, and any decision the Joint Waste Board wishes their Individual Authorities to take, to their individual Councils.</li> <li>➤ The internal approvals process that is necessary for any specific project should be provided to the Project Lead Officer for inclusion in the overall project plan.</li> </ul>
5.0	<b>Working Manner</b>
5.1	<p>The overriding principles for working together is that all parties should :-</p> <ul style="list-style-type: none"> <li>➤ act in good faith,</li> <li>➤ be open, honest and transparent,</li> </ul>

	<ul style="list-style-type: none"> <li>➤ willing to contribute and commit,</li> <li>➤ treat everyone with respect</li> <li>➤ mutually support and co-operate with each other</li> <li>➤ share learning and best practice.</li> <li>➤ Respect the mutual need for commercial confidentiality</li> <li>➤ seek to fully motivate Officers to act with drive, enthusiasm and a determination to succeed</li> </ul>
6.0	Review of the Terms of Reference
6.1	These terms of reference to be reviewed every two years, at the written request of an Authority or if a significant change occurs

**BDR WASTE PFI  
BDR MANAGER ANNUAL REPORT 2022-2023**

## **1.0 Governance**

### **1.1 Resources**

- 1.1.1 The BDR Team continue to work flexibly from Council offices across the BDR Partnership, The PFI Waste Treatment facility at Bolton Road and from their individual homes utilising MS Teams.
- 1.1.2 Beth Baxter, one of the BDR Managers has increased her working hours (from 3 days to 5 days). On the additional two days she will be working for RMBC to complete the work on Rotherham only projects, such as improvements to the commercial waste service and Household Waste Recycling Centre (HWRC) procurement / bringing the service in house. These additional two days are being funded directly by RMBC. The increase in employee expenses has been incorporated into the budget forecast below.
- 1.1.3 In anticipation of the release of the Governments direction, guidance and secondary legislation from the Resource and Waste Strategy, the creation of a further two new 2-year posts for the BDR Team were agreed by JWB in July 2022 . In conjunction with RMBC HR one of these posts has now been created and approved on the establishment.
- The Senior Technical Officer position - to assist with anticipated large legislation changes and contract re-negotiation – is currently out for advertisement and shortlisting will be undertaken in the coming weeks.
  - The Admin Apprentice post - to support the team as it delivers the anticipated workloads - Has been held in abeyance until future workloads are better understood.
- 1.1.4 The BDR team is entering into a new procurement for financial advice, as the current suppliers contract term ends in Spring 2023. The BDR team has consulted with Steering Committee on the details and anticipated value of the proposed tender to ensure the scope and specification is appropriate. A business case has been drafted in collaboration with RMBC Procurement to seek approval to award for the next term of 5 years. The budget requirement for this is included in the operational management budget section
- 1.1.5 The procurement of technical consultant has been awarded to Stantec. The consultant will be utilised to investigate, review and advise on issues such as EA Permit Changes, Persistent Organic Pollutants (POP's) Change in Law (CiL) impacts, R&W Strategy outcomes and maintenance plans. The budget requirement for this is included in the operational management budget section.

- 1.1.6 The Community Engagement and Liaison Officer (CELO) has submitted the 2022/23 CELO Plan to the BDRS Communications Working Group in early 2022 and this was approved for delivery.

Although the assistant CELO role has been made permanent this year to continue to support the delivery of the CELO plan. From January 2023 there has been a reduction in CELO staff by 50% as the assistant CELO started her maternity leave and this has had an effect on the volume and types of CELO work that could be undertaken.

In addition, the CELO will also be commencing maternity leave in the autumn of 2023. Renewi is currently entering recruitment to cover the contractual CELO position. The 23/24 CELO plan has been adapted accordingly to cope with these periods of maternity leave and has been submitted to the BDRS Communications Working Group in early 2023 and this was approved for delivery.

## 1.2 Strategic Meetings

### 1.2.1 BDR Joint Waste Board

The BDR Joint Waste Board met quarterly in 2022/23 and it has now become possible to meet in person. There have been some occasions where it has been necessary to send deputies and the elected members that attend these meetings has changed due to local elections.

### 1.2.2 South Yorkshire Leaders' Meeting

The South Yorkshire Leaders' Meeting was held on 14<sup>th</sup> November 2022 and on behalf of the BDR Partnership, as Chair of Steering Committee CDC's Assistant Director Environment, Kellie Hopkins attended this meeting to deliver an update on the PFI.

## 2.0 Contract Delivery

### 2.1 Contract Strategic Meetings

#### 2.1.1 BDR Liaison Committee Meeting

The Liaison Committee meetings between the Councils, the contractor and the operating contractor continue to be positive, the representatives across all parties have been in post for some time and this allows for a collective understanding of contractual positions. They were held (via MS Teams) in May 2022 and October 2022.

#### 2.1.2 Operating Contractor (OpCo)

Monthly meetings are held between the BDR team and Renewi, the operating contractor. At these meeting the BDR team receive updated reports on plant performance and maintenance, duty of care, health and safety, any projects, contractual performance and site inspection outcomes. The BDR team raise

any performance issues and agree deductions that should be applied, and the Contractor is measured against contractual requirements.

## 2.2 Bolton Road

2.2.1 As at the start of 22/23 the two primary monitoring metrics for the contract are recycling performance and diversion from landfill. The recycling performance contractual target was set at 17.5% (default-termination trigger below 10.5%) and diversion of waste from landfill of more than 96.64% for 2022/23.

2.1.2 In 2022/23 the facility achieved a recycling rate of 14.47%, a decrease of 0.49% on the 2021/22 rate. This recycling rate includes all material presented to the market for recycling from the BDR waste treatment contract.

2.1.3 In the same year, the facility achieved 99.13% diversion from landfill, an increase of 1.04% on the previous year. This rate includes all the waste from the contract presented for recycling, processed through the AD facility, moisture reduction and/or sent for energy recovery.

**Table 1 – 2022-23 Tonnage forecast v Actual**

	<b>Barnsley</b>	<b>Doncaster</b>	<b>Rotherham</b>
Year End tonnage split	31.50%	39.52%	28.98%
Tonnage billed in UC Payments	65,362.50	82,004.00	60,133.50
Year end tonnage out-turn	65,438.10	82,098.85	60,203.05
Variance	75.60	94.85	69.55

Table 1 above shows the proportion of waste delivered from April 2022 to March 2023 and the variance between the Initial forecast and the final year end forecasted Unitary Charge amount invoiced. This is a decrease of 4.68% on the previous year and can be attributed to the removal of COVID-19 measures, the change to the new normal in terms of school attendance, hybrid working and potentially the cost-of-living crisis.

2.1.4 We are still awaiting the final 22/23 UC reconciliation (due June 2023) but the final input tonnage figure for the 2022/23 financial year was 207,740 tonnes of contractual residual waste from Barnsley, City of Doncaster and Rotherham.

2.1.5 The BDR team pro-actively reviewed the anticipated tonnage forecast throughout the year and adjusted the monthly Unitary Charge payments accordingly to ensure accurate UC amounts to aid budget forecasting.

2.1.6 21/22 saw 217,951 tonnes delivered. The 22/23 figure of 207,740 sees a decrease of 4.68% on the previous year.

**Figure 1 - Tonnage Tracker**

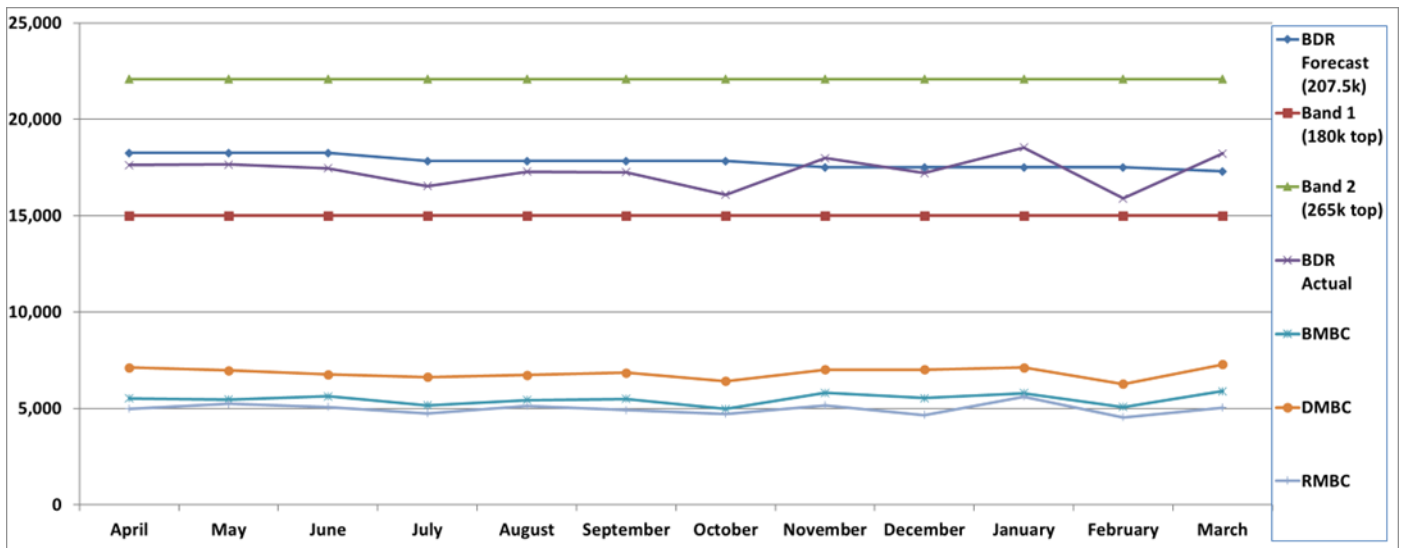
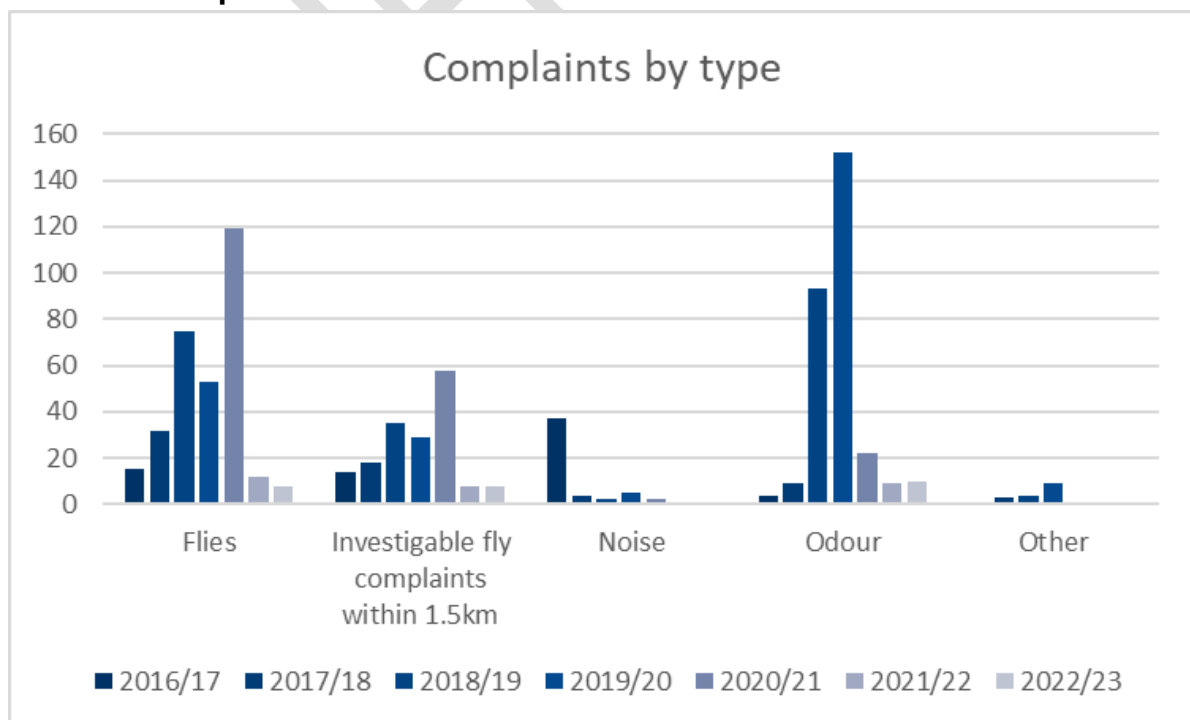


Figure 1 above shows the actual tonnage profile from April 2022 to March 2023 across the partnership.

**2.3 Complaints**

2.3.1 A total of 17 complaints were received during 2022-23, which is a 22.7% decrease over the previous year. No complaints were received regarding Barnsley Transfer Station.

**Table 2 - Complaint Statistics**





2.3.2 **Fly Management** - Throughout 2022/23 Renewi continued to use the crane mounted Provecta dosing system, to aid fly prevention as per consultation with the Environment Agency. Once waste has been shredded and placed in the bio-drying halls it is capped with dried waste and then the surface treated with Provecta from above. This new system is proving highly effective with fly numbers regularly at a third of those reported in 2020/21.

2.3.3 **Odour Management** - Following on from the successful replacement of the line 1 biofilter early in 2021 the media in line 2 biofilter was changed in 2022. Both bio-filters continue to operate well and as such there are no current plans to change the filter media.

Between mid-August and mid-September 2022 there was a spike in odour complaints with 9 complaints received in a month. These coincided with unfounded, single source social media traffic. However, following visits to site and the local area by Environment Agency they confirmed that no specific odour could be linked to the site, in fact other sites within the local environment may have been the source. Any odours on site were not malodorous and as such were acceptable within the permit.

2.3.4 The BDR team are confident that all best practices are in place, following substantial interaction and advice from the EA and good relationships having been built between the EA and local MP. Statistical data has been captured to evidence the reduced and currently low fly numbers being seen in and around site. This has allowed a better understanding of the sites substantial and proactive fly management activities. It has highlighted their best practice and the lack of, or poor fly management activities of other waste facilities in close proximity and surrounding the site.

## 2.4 Report Environmental

2.4.1 In 2022/23 two accidental releases of gaseous materials took place. These self-reported, Schedule 5 notifications are made to the Environment Agency (EA), our regulator. None of these Schedule 5 notifications resulted in a Compliance Assessment Report (CAR) score from the EA.

In December 2022 there were two releases totalling 303.9m<sup>3</sup> of methane from the fermenter and percolate tank pressure release valves. A fault was detected on the gas blower and the system was reinstated in under five hours.

In March 2023 there was a release of 214.3m<sup>3</sup> of methane from the fermenter and percolate tank pressure release valves. This release was as a result of a fault on the gas blower associated with the December release. The system

was reinstated in under three and a half hours with further investigation to be undertaken.

2.4.2 In 2022/23 the industry regulator, the Environment Agency (EA), issued four CAR to the BDR Waste Treatment Facility and one to Barnsley Transfer Station. One of these relates to the Schedule 5 breach in December 2022 detailed above.

None of the CAR's include any breaches of permits or points. The three CAR were issued to detail the outcomes (all passed without any corrective actions) of air monitoring results and as part of the Best Available Technologies (BATs) review of permits.

**Table 3 - Details of Communications with any relevant Authority**

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
EA inspections @ BDR Bolton Road			1					1				
EA inspection @ Barnsley Transfer Station												1
CAR Received BDR Bolton Road				2				1			1	
CAR Received Barnsley Transfer Station												1
HSE Enforcement notices BDR Bolton Road												
HSE Enforcement notices Barnsley Transfer Station												
HSE Cautions BDR Bolton Road												
HSE Cautions Barnsley Transfer Station												
New Permits, Variations, Revocations & Suspensions issued. (All Operations)							1					

## 2.5 Damaged Stack

2.5.1 Following the damage to the de-dusting stack silencer in the January 22 storms, the affected section had been removed from the stack. A new silencer has been re-engineered and fabricated and the new silencer was reinstalled as planned 26th July 2022. The system is now fully functional with no issues arising.

## 2.6 Damaged Pasteurisation Tunnel Walls

2.6.1. Work on the AD pasteurisation tunnel repairs commenced in early December 2022 with additional core samples taken for concrete analysis. Much of the damaged concrete has now been eradicated. Restoration of heating pipes took place in January 2023. Due to pasteurisation tunnel repair works, compost like outputs deployments are currently on hold and pre-pasteurised material is currently being shipped to Agriorganics for pasteurisation and use.

## 2.7 AD Acid Scrubber

- 2.7.1 The acid scrubber dosing system work has been paused pending further responses from the designer and installing contractor, JCBE. No further updates at this stage.

Technical consultants Stantec have been appointed to the BDR team. They have been provided with details of the system and are currently evaluating the information to understand its performance baseline requirements.

## 2.8 BAT's - permit emission amendments

- 2.8.1 Renewi have received a draft revised permit from the EA detailing the new required emissions levels. Renewi have formally written to the Councils to notify them that they believe this is a Qualifying Change of Law and therefore, once the changes in the permit have been analysed, there may be a claim for any additional resource/expenditure to meet the new permit requirements.

The BDR Team has asked for Renewi to provide detailed analysis of the changes and an in-depth explanation as to where (if any) payment is required from the Councils. Utilising their technical consultants, Stantec, and their financial and legal advisors, the BDR team will undertake due diligence of any claim to ascertain if payment is required or the claim is to be rejected.

## 2.9 Ferrybridge

- 2.9.1 During 2022/23 Ferrybridge accepted 129,277 tonnes of BDR's SRF and generated 119,436 MWhrs of electricity. Enough electricity to power approximately 32,000 homes for a year and

## 2.10 Grange Lane – Barnsley Transfer Station

- 2.10.1 **Upgrade Works** – All dilapidation work has now been completed. BMBC commissioned a survey of the new schedule of conditions to record a standard for Renewi to keep the site to a good and tenable condition to the end of the contract.

A meeting between BMBC and assets is required to sign off future maintenance obligations.

- 2.10.2 **Incidents** - 2022/23 has seen a marked increase in trespass with five related to the theft or attempted theft of fuel at BTS. All break-ins were reported to South Yorkshire Police and crime reference numbers provided. The new CCTV system has been utilised to scare the intruder away.

### 2.10.3 **BMBC Non-contract Garden Waste**

Duty of Care completed at S.E.D. who are the new waste processor for BMBC garden waste delivered to BTS, the visit went very well and loads of green waste are now being shipped into their site in Wigan.

### 2.10.4 **Persistent Organic Pollutants (POPs)**

Due to a change in regulations the BTS site has been asked to deal with furniture containing POPs. New EA guidance requires separately handling and storage, and that the waste can no longer go to landfill and requires to be sent off site for compliant processing by incineration.

This has been undertaken for both contractual HWRC POP's waste, and non-contractual BMBC bulky and fly-tipped POP's waste. To adhere to and meet the EA's guidance on managing, handling, storage and disposal by incineration of POP's, this has caused increased pressures on tipping times and Storage capacity and has seen around a two-fold increase in cost of disposal for this material stream.

Renewi wrote to the BDR team to highlight that the then current contract and non-contract waste acceptance would not be sustainable, nor be able to continue with the commencement of collection of Garden waste (deposited at BTS) from 1st March 2023. With having to keep POPs waste isolated this would cause volume capacity (not tonnage) issues.

To accommodate POPs and Garden waste BMBC has now moved the depositing of non-contract waste (non-pop's fly-tipping, bulky items, etc) from BTS (where it was previously sent to landfill) to TK Lynskey in Wath, where further processing is being undertaken on the waste. This helped relieve the pressure at BTS and reduced BMBC waste being sent to landfill with increased recycling/diversion for the authority.

POP's waste continues to be delivered into BTS; this material is typically bulky waste. To help keep this waste segregated, and manage the volumes being delivered, new dividing walls have been purchased to create a new isolated section in bay 1. Duty of Care was completed at the FCC site that now accepts the POP's waste.

Renewi have now submitted a claim under the Change in Law clauses in the contract. This claim encompasses the increased costs associated with managing and disposing of POP's waste. The national position on POP's has been reviewed by the technical consultant, Stantec and further due diligence

on the financial CiL claim will be undertaken by the BDR teams financial and legal consultants.

2.10.5 Environment Agency audit took place at BTS Spring 2023. The EA reviewed how the site was handling the Persistent Organic Pollutants (POP's) waste. The EA confirmed via a CAR that onsite processing of POPs was compliant. POP's waste has now been included in the environmental management plan. Also, there was an historical problem with two waste returns which had an incorrect European Waste C (EWC) code allocated to some waste, this was resolved, and corrected returns sent.

#### 2.10.6 **Barnsley Transfer Expansion**

The BDR Team have asked Renewi to undertake a feasibility study on the options available for possible extension of BTS given the increased requirement for separation of waste streams. Renewi will provide an options appraisal on size and type of new building that could be erected, price, and a proposal as to how the project could be delivered/managed. Consideration of any supporting infrastructure such as machinery to shred or separate waste will form part of the feasibility work.

### 2.11 **Health and Safety**

2.11.1 All close call reports are reviewed by the Renewi Safety, Health, Environmental and Quality (SHEQ) department which uses this information to understand any common issues at operational sites, update site rules, standard operating procedures and identify areas where further training may be required. Renewi pro-actively encourage their staff to report "near misses" when they see them to help improve safety and instil a "safety" mentality within their staff.

2.11.2 Comprehensive action is taken by Renewi operational staff where incidents occur. Incidents and actions are reviewed by Operational Managers from each authority and internal Health and Safety Officers at the quarterly health and safety meetings.

**Figure 2.- Health and Safety Statistics 2022-23**

	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Environmental Complaint	1	0	0	4	10	0	0	1	0	0	0	0
Material Damage	0	0	0	0	0	0	0	0	0	0	2	1
Fire (major)	0	0	0	0	0	0	0	0	0	0	0	0
Fire (minor)	0	0	0	1	2	1	3	1	3	0	1	0
Environmental Incident (major)	0	0	0	0	0	0	0	0	0	0	0	0
Environmental Incident (minor)	0	1	0	0	1	1	1	0	0	0	0	1
Fatality	0	0	0	0	0	0	0	0	0	0	0	0
Historical 2022 NR Dangerous Occurrence	0	0	0	0	0	0	0	0	0	0	0	0
RIDDOR	0	0	0	0	0	0	0	0	0	0	0	0
Accident more than 3 days	0	1	0	0	0	0	0	0	0	0	0	0
Accident 3 days and under	0	0	0	0	0	0	0	0	0	0	0	0
Accident First Aid	2	4	0	0	3	1	0	0	1	5	0	0
Safety Concerns	88	100	99	62	100	95	147	93	68	119	85	64

### 3. Legal

#### 3.1 Insurance

3.1.1 The Contractor has obtained full cover of insurance for 2023, the lead insurer is still Aviva. The insurance market for waste still sees difficulties in placement and according to the Contractor's insurance advisor there has been an increase in premiums across the Sector.

3.1.2 In the current market Renewi are not able to secure some of the levels of insurance deductibles required by the contract and they have written to the BDR Team to obtain waivers from the contractual requirements (as they have done in previous years). The BDR team and its advisors are currently reviewing their request and will respond accordingly.

#### 3.2 Joint Insurance Cost Report

3.2.1 Following receipt of the 4<sup>th</sup> JICR in February 2023, the BDR Team has again formally rejected the amended JICR and issued a letter outlining where we still disagree with some of the calculation used in formulating the JICR. We await Renewi's response to our rejection, but it is not anticipated, (through dialog with Renewi) that they will pursue their position at this time.

It should be noted that the BDR position on JICR is not unique and many PFI's JICR are not yet agreed. Further guidance from the Infrastructure Projects Authority (IPA) on the application of the contract in relation to JICR is expected although there is yet no indication of when this will be available. The BDR Manager has raised that IPA should ensure that MBTs should not be adversely impacted by the guidance.

## 4 Financial

### 4.1 22/23 Operational Management Budget

**Table 4 – Operational Management Budget Outturn 2022-23**

<b>22/23 Budget approved by JWB</b>			
	2022-23 Budget	Forecast	Variance
Management	£132,000	£135,076	£3,076
Administration	£25,000	£20,845	-£4,155
Call off Legal	£65,000		
External Finance	£35,000		
External Legal	£0		
External Technical	£20,000	£81,337	-£48,663
Insurance Advisors	£10,000		
Call off Finance	£0		
Call off Technical	£0		
HWRC Project	£0	£0	£0
<b>Total</b>	<b>£287,000</b>	<b>£237,258</b>	<b>-£49,742</b>

The 2022-23 Operational Management Budget expenditure was £49,742 underspent. Most of the savings have come from prudent use of external consultants. Anticipation for calling on this knowledge and expertise to implement operational changes and potential variations to the contract have not arisen due to the Government's delay in detailing the requirements of the much-anticipated Resource and Waste Strategy.

### 4.2 Operational Management Budget forecast

**Table 5 – Operational Management Budget Proposal 2023-24**

<b>23/24 Budget proposal</b>	
	2022-23 Budget
Management	£175,000
Administration	£25,000
Call off Legal	£0
External Finance	£40,000
External Legal	£65,000
External Technical	£30,000
Insurance Advisors	£10,000
Call off Finance	£0
Call off Technical	£0
HWRC Project	£0
<b>Total</b>	<b>£340,000</b>

For 23/24 the BDR Manager proposes that the Operational budget be increased from £287,000 to £340,000 and the Joint Waste Board is asked to approve this additional spend. Part of the increase has already been pre-approved last year by Joint Waste Board (the recruitment of additional staff). The remaining increase is due to the potential need to commence negotiations on the impacts of the Resource and Waste Strategy for England, cover costs for ongoing work to implement operational changes, potential variations to contracts and resolution of any potential disputes (inc landfill diversion & Joint Insurance cost report)

support of BDR councils over all aspects of the HWRC contract and supporting individual/joint Councils work towards any individual impacts emerging from the Resource and Waste Strategy. For 23/24 individual lines will be re-profiled on a monthly basis to reflect actual spend required.

- 4.3 The BDR team will look to be prudent with any expenditure and will seek to make savings on the budgetary aspect where possible.
- 4.4 The forecasted Unitary Charge for the 2022/23 financial year totalled. £25,582,890.47 We are still awaiting the final 22/23 UC reconciliation (due to be undertaken June 2023), but a major variation to the estimated unitary charge is not anticipated.
- 4.5 The BDR Partnership received Waste Infrastructure Credits from DEFRA to the value of £5,962,016.00.

## 5.0 Communications

- 5.1 In response to the current cost of living crisis, it was agreed by the BDR and Renewi Management teams that the money for Renewi's Corporate Social Responsibility Fund (CSRF) for 2022-23 be used to make donations to three local foodbanks in the Dearne Valley - one in each of the three Council areas. The members on the CLG were consulted on this, and it received a majority positive response. As such £2,000 donations were made to:
- Salvation Army foodbank, Goldthorpe
  - Mexborough Foodbank
  - Wath Foodbank
- 5.2 Social media posts about keeping construction waste, gas cannisters, batteries, electricals, disposable BBQs, and oil and paint out of the general waste bin have been included in the social media plan for 2022/23. These posts have received 15,109 impressions across Facebook, Twitter, and Instagram.
- 5.3 Posts about the Yorkshire Bike Shack, South Yorkshire Nappy Library, Laptops for All, Re-Read, Refurnish and Aspire have been shared on the Waste Less South Yorkshire social media feeds this year. These posts have received 20,273 impressions across Facebook, Twitter, and Instagram.
- 5.4 Electronic reuse and disposal social media posts have received 26,752 impressions across Facebook, Twitter, and Instagram throughout 2022/23.
- 5.5 The animation of the BDR Waste Treatment facility was completed and uploaded to the Waste Less South Yorkshire YouTube channel. This was made available to the Councils for embedding on their websites via link in September 2022.



- 5.6 The Hubbub project is ongoing from 2021/22 and remains incomplete. In 2022/23 all pilots were completed and follow up surveys distributed and closed. The results of these were analysed and the Barnsley intervention was shown to be the most well received and effective and as such has been selected for complete roll out.

Information for inclusion in the final leaflet and animation was sought from all Councils and, where provided, this was shared with Hubbub. It is expected that design of the final leaflets and animations and production of the communications plan will be completed in 2023/24.

- 5.7 Between April 2022 and January 2023 the Waste Less South Yorkshire website was audited monthly with all appropriate changes being completed. Due to staffing reduction this was reduced to a quarterly audit from January 2023, all changes continue to be made.
- 5.8 Food Waste Action Week 2023 took place between 6th and 12th March 2023. Locally this included a press release, blog, and social media posts. This campaign received 3,787 impressions across Facebook, Instagram, and Twitter.
- 5.9 Recycle Week was planned for 19th- 25th September 2022, due to the passing of Her Majesty Queen Elizabeth II, the campaign was postponed until 17th -23rd October 2022. The theme for 2022 was 'Let's get real about recycling' and focused on reducing recycling contamination.
- Localised versions of the campaign were prepared and shared across the Waste Less South Yorkshire platforms and traditional media. The campaign posts received 16,045 impressions across Facebook, Twitter, and Instagram.
- 5.10 The Love Your Clothes messaging was included in the ongoing social media plan throughout 2022/23. This included repair guides such as fixing a zip and repairing a bra underwire, and stain removal guides such as sun cream and coffee. These posts received 50,088 impressions across Facebook, Twitter, and Instagram
- 5.11 Recycle Now 'How is it recycled?' videos about recycling various materials such as garden waste, metal and glass were posted throughout 2022/23. These received 9,988 impressions across Facebook, Twitter, and Instagram.
- 5.12 The Christmas campaign took place throughout December 2022 and included two press releases regarding recycling and food waste as well as social media content. The campaign received 39,243 impressions across Facebook, Twitter, and Instagram.
- 5.13 The Spring and Autumn compositional analysis were carried out and information distributed to the councils.

5.14 The BDR Online website has been audited at least once every two months throughout 2022/23 and changes such as the addition of press releases, removal of out-of-date content and updates made to Rotherham Council.

#### 5.15 **Community Liaison Group**

Meetings of the CLG were attended by the CELO team in May, August, and November 2022. The time between meetings has now been set at six months., detailed written updates have been provided to the BDR Board.

### 6.0 **Resources**

6.1 The BDR Team continues to receive external legal and financial advice from specialists who have been advising the BDR Team on PFI matters and partnership working since the conception of the PFI Waste Treatment Facility project. As well as new recent technical advice as we enter a new period of legislation changes and environmental pressures.

### 7.0 **Joint working and BDR support**

7.1 Listed below are the projects and areas the BDR team have helped to support the individual councils with and joint work they have co-ordinated:

#### **BMBC**

- Additional support of new garden waste contract due to legal negotiations with current supplier.
- Additional support of paper and card contract due to legal negotiations with current supplier.
- Facilitating completion of delays work at BTS
- Working with BMBC on tipping protocols for Fires on Vehicles
- Facilitating numerous non-contract and contract additional /new waste stream disposals.
- Facilitating sampling of non-contract waste streams

#### **CDC**

- Assistance with the development of the City of Doncaster Environmental Strategy
- Legal support on SUEZ contract interpretation - Red Diesel

#### **RMBC**

- Support with recruitment process for office staff.
- The BDR Manager is a climate change champion for RMBC
- Assistance on service and team plans for waste teams
- Assistance with improvements to the commercial waste recycling service - scoping and service engineering
- Assistance with HWRC re-tendering

**B.D.R**

- Working with WIDP / DEFRA re potential MBT/AD disposal solution obtaining transitional period from mandatory Food Waste collection
- Submission of application for transitional period from mandatory food waste collection
- Co-ordination, collation and submission to numerous Government/Defra consultation for and around the waste sector.
- Solutions and progression of HWRC contract variation requirements
- Leading on procurement of new HWRC provision and solution post 2023 – New contract
- Lobbying Government on the delays on the R&WS outcomes
- South Yorkshire Municipal Waste Strategy
  - Changes required due to Resource and Waste Strategy
  - Pre-work on Strategic Review of SYMWS as requested at JWB

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## 8. Glossary of Terms

Term	Definition
<b>A2A (formerly Ecodeco)</b>	Italian company who research, design, construct, and manage plant and equipment for the disposal of waste.
<b>Anaerobic Digestion (AD)</b>	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.
<b>Compliance Assessment Report (CAR) form</b>	A CAR form is used by Environment Agency officers when assessing compliance with Environmental Permits.
<b>Compositional Analysis</b>	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).
<b>Compost Like Output (CLO)</b>	The processing of a waste stream by mechanical sorting and separation of waste into distinct fractions of biodegradable and non-biodegradable materials.
<b>Covid</b>	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'.
<b>Department for Environment, Food and Rural Affairs (DEFRA)</b>	The UK government department responsible for policy and regulations on environmental, food and rural issues.
<b>Environment Agency (EA)</b>	An executive non-departmental public Body responsible to the Secretary of State for Environment, Food and Rural Affairs for issues affecting the environment.
<b>FCC Environment</b>	One of the UK's leading waste and resource management companies.
<b>Facebook</b>	Facebook, Inc. is an American online social media and social networking service company.
<b>Ferrybridge Multifuel 1/Multifuel 2 (FM1/FM2)</b>	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)
<b>Household Waste Recycling Centre (HWRC)</b>	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.
<b>Instagram</b>	Post (a photograph or video of something) on the social media application.
<b>Joint Insurance Cost Report (JICR)</b>	Set out the mechanism for the insurance review procedure and sharing of insurance.
<b>Joint Waste Board (JWB)</b>	The Statutory Committee comprising Portfolio Holders and Senior Officers with responsibility for waste.
<b>Jones Celtic BioEnergy (JCBE)</b>	Is a leading innovator who will take a project from concept through to operation. Who provide a complete solution for the generation of renewable energy from biodegradable sources, such as municipal waste, food waste, agricultural waste and biomass. We offer unparalleled delivery of a range of BioEnergy technologies which are modelled and tailored to the specific requirements of our clients.
<b>Mechanical Biological Treatment (MBT)</b>	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.
<b>Persistent Organic Pollutant (POP's)</b>	Are chemical substances that do not break down in the environment. They are a danger to human health and the environment
<b>Private Finance Initiative (PFI)</b>	Mechanism for creating "public-private partnerships" (PPPs) by funding public infrastructure projects with private capital.
<b>Provecta</b>	Is an insecticide for professional use against nuisance flies and biting flies in animal housing and landfill sites including waste management sites.

<b>Refuse Collection Vehicle (RCV)</b>	The collection of rubbish and waste, usually in a rubbish or refuse truck, before final disposal.
<b>Renewi BDR Ltd</b>	Following SSE's exit from Ferrybridge, Renewi now control 100% of the SPV. The new name of this business entity is Renewi BDR Limited
<b>Resource and Waste Strategy (R&amp;WS)</b>	A strategy which sets out how we will preserve our stock of material resources by minimising waste, promoting resource efficiency, and moving towards a circular economy.
<b>Solid Recovered Fuel (SRF)</b>	A fuel produced by shredding and dehydrating solid waste (MSW) with a waste converter technology.
<b>Waste Data Flow</b>	WasteDataFlow is the web-based system for municipal waste data reporting by UK local authorities to government.
<b>Waste Infrastructure Credits</b>	Awarded by DEFRA to incentivise local authorities to develop infrastructure to treat waste as an alternate to landfill.
<b>Waste Transfer Station (BTS)</b>	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.
<b>Waste and Resources Action Programme (WRAP)</b>	WRAP works with governments, businesses and communities to deliver practical solutions to improve resource efficiency.

<h1>BRIEFING</h1>	<b>TO:</b>	Barnsley, Doncaster and Rotherham Joint Waste Board
	<b>DATE:</b>	13 <sup>th</sup> June 2023
	<b>LEAD OFFICER:</b>	Paul Hutchinson
	<b>TITLE:</b>	BDR PFI Project Risk Register
<b>1. Background</b>		
<b>1.1</b>	<p>Barnsley MBC, City of Doncaster Council and Rotherham Borough Council (the <b>Councils</b>) entered into a principal agreement called the Project Agreement (the <b>PA</b>) in March 2012 with 3SE (Barnsley, Doncaster and Rotherham) Limited (the <b>Contractor</b>). The agreement is to manage Barnsley Transfer Station and design, build and operate a facility to manage the residual waste for the Councils from July 2015 to end of June 2040. The PA also requires the Contractor to achieve agreed levels of recycling and landfill diversion.</p>	
<b>1.2</b>	<p>The Contractor is a special purpose vehicle company set up purely for this PFI project, meaning it has no significant balance sheet strength or assets. It sub-contracts its service obligations, and most of its PA obligations, to Renewi UK Services Limited (formerly Shanks Waste Management Limited), a waste management service company as its operator (the <b>Operator</b>). The Operator produces solid recovered fuel (<b>SRF</b>) from contract waste, which is shipped to Enfinium Multi-Fuel, Ferrybridge for thermal treatment. The Councils pay a unitary charge each month to the Contractor who then pays the Operator through an operating contract. The total Councils' payments between 2015 and 2040 are approximately £721M (as forecast at PA signature) so this scheme is, for each Council, one of the highest value contractual commitments.</p>	
<b>1.3</b>	<p>Initially the Contractor was ultimately owned by two of shareholders in the proportion 75:25 through a Renewi investment vehicle and an SSE investment vehicle. In October 2020 SSE announced the sale of their "Multifuel Energy" business (Ferrybridge FM1 and FM2 energy from waste facilities plus other assets) and the Contractor ownership changed. Following SSE's exit from Ferrybridge, Renewi now fully owns the Contractor through an investment vehicle and renamed as Renewi BDR Limited. Although the ownership of the Contractor has changed there is no change in the offtake supply contract terms between Renewi and the offtaker at Ferrybridge so the SRF will continue to be supplied to that offtaker throughout the term of the PFI contract which ends in 2040.</p>	
<b>1.4</b>	<p>The BDR Joint Waste Board last considered the risk register at its previous meeting on 6<sup>th</sup> March 2023. Since that date the Risk register has been updated bi-monthly and submitted to Steering Committee every 6 weeks and reviewed by BDR Assistant Directors, last reviewed at the 16<sup>th</sup> May 2023 Meeting.</p> <p>The risk categories are split between red, amber and 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.</p>	

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
IMPACT (B)						

## 2. Key Issues

### 2.1 Changes

There have been no new risks added to the Register.

There have been no Risks removed from the register.

The BDR Team and their PFI Contract Advisers (Legal and Finance) have undertaken their annual Deep-Dive review of the full risk register. Each risk is to be examined and reviewed to ensure it is still current, at the appropriate level and all consequence, control and management of the risk is appropriate.

#### Summary of Risks

### 2.2

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	14/12/2020	15/3/2021	14/6/2021	9/9/2021	13/12/21	7/3/2022	18/7/2022	12/9/2022	6/3/2023	26/6/2023
Red	2	2	2	3	3	3	3	3	3	1	1	2	2	3	3	3	3	4	4
Amber	9	5	5	5	4	4	4	5	5	7	7	7	8	6	6	5	5	5	5
Green	4	8	8	8	9	9	10	9	9	9	9	9	9	11	11	12	12	11	11
Total	15	15	15	16	16	16	17	17	17	17	17	18	19	20	20	20	20	20	20

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	14/12/2020	15/3/2021	14/6/2021	9/9/2021	13/12/21	7/3/2022	18/7/2022	12/9/2022	6/3/2023	26/6/2023
Red	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amber	7	5	4	5	5	5	4	4	4	3	3	4	4	3	3	3	3	3	3
Green	8	10	11	11	11	11	13	13	13	14	14	14	15	17	17	17	17	17	17
Total	15	15	15	16	16	16	17	17	17	17	17	18	19	20	20	20	20	20	20





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.

<b>3. Key Actions and Timelines</b>	
<b>3.1</b>	<b>Monitoring</b>  The PFI project risk register is reviewed by the BDR Steering Committee at their regular meeting every six (6) weeks and reported corporately via the individual Councils' risk registers. Additionally, the BDR Manager reports to the Joint Waste Team and draws attention to issues to allow internal challenge.  The BDR Manager and the Councils' core contract management team will review and update the risk register on a six (6) week cycle to ensure risks are able to be effectively monitored and managed.
<b>4. Recommendations</b>	
<b>4.1</b>	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.



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				
8 (CSS13)	Changes to Collection services and 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.	4	5	20	Dialogue with WIDP/DEFRA and between BDR Councils. Test potential impacts to the contract/Councils against the IAA3. Lobby Government on recycling definitions.	3	4	12	BDR MANAGER	01/08/23	
9 (CSS13)	Changes in Government Law/Regulations including W&RS (Legislative Change)	Potential financial implications due to change in law triggering negotiated changes to BDR PFI contract and financial model to cover the required service / disposal change . Councils could take more risk than anticipated	Procedure incorporated in the Contract Conditions. Impact and actions to be jointly agreed with the Contractor to mitigate costs as far as possible. In-depth negotiation will be undertaken with (already procured) Legal and Financial expertise working for the Councils. Application of the Change in Law Clauses within the contract	4	5	20	Consider the need for the Change in Law retention fund. Ensure contribution to consultations. In-house Legal & Financial expertise has worked on the PFI Contract from inception - Large in-depth knowledge of PFI contract.	3	4	12	BDR MANAGER	01/08/23	
21 (CSS13)	Changes in Local Authority policy.	Potential financial implications due to change in service negotiated for changes to BDR PFI contract and financial model to cover the required service delivery .	Procedure incorporated in the Contract Conditions. Impact and actions to be jointly agreed with the Contractor to mitigate costs as far as possible. In-depth negotiation will be undertaken with (already procured) Legal and Financial expertise working for the Councils. Risk may be transferable to Council if changes requested by them and not national change in law	4	4	16	In-house Legal & Financial expertise has worked on the PFI Contract from inception - Large in-depth knowledge of PFI contract, will ensure that if possible any changes are covered under contract change protocols, or minimise risk and costs re-charged to the Authority. Councils to have a Joint Waste Strategy	2	1	2	BDR MANAGER	01/08/23	
23 (CSS13)	Changes in Technology due to innovation or Government Law/Regulations (Carbon Capture) at Energy from Waste Plant	Potential financial implications if due to change in law. Initial negotiation with Renewi and Enfinium. Renewi may wish to cascade effects. Would trigger clauses covering this scenario (changed to EFW downstream contract)	Procedure incorporated in the Contract Conditions. Impact and actions to be jointly agreed with the Contractor to negate or mitigate costs as far as possible. In-depth negotiation will be undertaken with (already procured) Legal and Financial expertise working for the Councils. Application of the downstream Changes to EFW contract Clauses within the contract. Enfinium requested to supply situational update via monthly OpCo meeting.	5	3	15	In-house Legal & Financial expertise has worked on the PFI Contract from inception - Large in-depth knowledge of PFI contract and clauses. Experienced negotiators in. Response from Enfinium - "Do not currently use any Carbon Capture technology at any Enfinium facility, however have started discussions with several potential technology partners as it is likely to become mandatory to capture a percentage of stack gas carbon for the Few sector in the next 10 to 15 years."	3	1	3	BDR MANAGER	01/08/23	
17 (CSS13)	Contractor is in Contractor Default due to financial failure of contractor	Funders assess the position and decide whether to step in and avoid Contractor Default. If they do not then the Contractor could be terminated by the Councils.	Contractor to limit exposure to unnecessary costs and protect income during any negotiations of change. Councils have standard HMT approved contract drafting to manage termination process.	4	3	12	Ensure appropriate application and understanding of the contract. Continue to maintain a good contractual relationship with operator and key staff.	4	3	12	BDR MANAGER	01/08/23	
16 (CSS 13)	Operating sub-contractor exits UK Municipal market due to financial pressures	Service disruption	The PFI model anticipates several stages where the private sector entities - Operating Sub-Contractor, Contractor (Equity and Junior Debt Investors) and Senior Lenders - all progressively take risk (and lose their investment/loans) before the Councils bear additional costs risk. The Contractor would be required to replace the Operating Sub-Contractor and pay the costs of doing so. Compensation would be payable by operating sub-contractor in addition to the letter of credit they have in place.	4	3	12	The Councils will identify areas where they could work with the Contractor and operating sub-contractor to help reduce the losses they are currently facing whilst maintaining the intended risk transfer and achieving the required service performance. However, they should ensure that they outcome of any negotiations does not result in the Council being liable for increased compensation on termination costs should a termination still be likely as a result of the contract being considered more valuable on a market tendering exercise. Ensure appropriate application and understanding of the contract. Continue to maintain a good contractual relationship with operator and key staff.	4	2	8	BDR MANAGER	01/08/23	
20 (CSS13)	Lack of skills and resources in the waste sector	Potential reduced resource implications to deliver waste services. Maintaining supply chain due to lack of EU workforce and resources. Contractor unable to fill key posts or maintain haulage capacity	Ensuring long term resources and man-power planning monitored and maintained. Ensuring workforce and resources are primarily UK based.	3	3	9	Work with trade bodies to ensure staff skill maintained and engaging with stakeholders to encourage new entries into Waste Management arena	2	2	4	BDR MANAGER	01/08/23	
18 (CSS13)	Pandemic	Lack of staff/consumables due to a Pandemic results in facility not being able to function	Contingency plan in place. Staff able to work from home social distancing measures in place. Provision of information to staff on preventative measures e.g. hygiene measures. Minimising the amount of person to person contact. Minimising sharing of handheld equipment. Use of PPE e.g. gloves. Closely monitoring all developments internationally as well as advice from Governments and local health experts	3	3	9	Work closely with partners to monitor situation and communicate if any cases occur locally. Escalate risk as appropriate. BDR team work from home where necessary, also have meetings by SKYPE if situation escalates to minimise chance of cross infection. Testing/Immunisation program for contractors staff and household members. Liaison with Statutory bodies to ensure waste operators have essential status for accessing PPE if necessary. Source several suppliers.	2	2	4	BDR MANAGER	01/08/23	

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 to MBT process. AD issues.	3	3	9	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	1	3	BDR MANAGER	01/08/23	
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 interim/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	01/08/23	
19 (CSS13)	UK having exited the European Union impacts on supply chain	Potential financial implications to cover the cost of supply chain if involves markets in the EU.	Contractor to limit exposure to unnecessary costs and delays in supply chain from the EU. Ensuring long term planning of stocks and supplies. Ensuring waste off-take is primarily UK based.	2	4	8	For main off-take of EFW is contracted long-term to UK based Ferrybridge MF EFW facility. Encourage development of local development of supply chains for key equipment through DPD.	2	2	4	BDR MANAGER	01/08/23	
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 RMBG 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.	4	1	4	BDR MANAGER	01/08/23	
7 (CSS13)	Obtaining required terms for Insurance is difficult due to market conditions - <b>Insurance costs increase</b>	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. Regular meetings with insurance broker, two month leading up to renewal to understand where contractor is with placement of insurance & any issues, movement away by insurers and cover obtained. Seeing annual improvements in process and cover being attracted	3	2	6	Consider reviewing the insurance requirements. Enforcement of Contractual positions. Council become insurer of last resort. For 2022, improvements seen in ability to place insurance, and breadth of insurers willing to insure BDR	3	2	6	BDR MANAGER	01/08/23	
10 (CSS13)	Environmental Impact to Local Area from Noise/Odour/Flyes/Vermin etc ( <b>Compliance</b> )	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. 20/21 has seen a dramatic reduction in complaints couples with EA engagement and approval of fly management on site couples with data showing dramatic reduction in fly numbers inside the plant. EA have also identified poor fly management elsewhere in the deame valley	2	3	6	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	2	2	4	BDR MANAGER	01/08/23	
11 (CSS13)	Failure of plant equipment results in withdrawal of credits ( <b>Review of WICS</b> )	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 an appoint another Contractor if performance is poor. Alternately the Councils could step in until the Contract could be retendered	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	01/08/23	
22 (CSS13)	Lack of resources due to contractor staff restructures, staff resignations, or leaving company; Failure to have a knowledge of current level of management of facility and contract.	Failure to deliver the contract effectively, and deliver the terms of the contract to ensure not in breach of the contract requirement. Reduction in the good working relationship between contractor and client	Client contract manual to document the processes and procedures. To be maintained and updated when changes occur. Staff training and development. Knowledge of contractual processes and procedures to be held on contractors' management system	3	2	6	To ensure regular operational meetings where staffing and contingency is discussed. Obtain prior knowledge of staff changed due. Work with new staff members to maintain client Contractor relationship and adherence to contract delivery	3	1	3	BDR MANAGER	01/08/23	

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 Insurere is progressing upgrade of the Fire Protection systems. Insurance broker is working with Insurance market to build confidence. Regular meetings with insurance broker, two month leading up to renewal to understand where contractor is with placement of insurance & any issues, movement away by insurers and cover obtained. Seeing annual improvements in process and cover being attracted	4	1	4	Robust case against Uninsurable argument. Ensure Contractor completes the fire improvement works. For 2022, improvements seen in ability to place insurance, and breadth of insures willing to insure BDR	4	1	4	BDR MANAGER	01/08/23		
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.	2	2	4	Staff retention could be improved if a clear career path existed. CIPFA Asset Management system to hold all relevant documentation. PFI Manager post now fully staffed. Review of PFI structure and building skill of existing staff through training and upskilling. Additional succession planning to be undertaken.	2	1	2	BDR MANAGER	01/08/23		
15 (CSS 13)	Recycling Markets	Lack of recycling markets impacts on Contractors ability to achieve recycling rate	Reviewing disposal points, ensuring Contractor has contingency in place	2	2	4	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. Encourage market development of local Waste Treatment / recycling infrastructure through Waste Management Plan and DPD	2	1	2	BDR MANAGER	01/08/23		
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	1	3	Continue to ensure open door policy maintained and easy access to information (contract requirement) continues. Regular site visits. Maintain good contractor client relationship. Duty of care audits with 3rd party off-takers	3	1	3	BDR MANAGER	01/08/23		
				<b>3.3</b>	<b>2.8</b>	<b>9.3</b>					<b>2.9</b>	<b>1.8</b>	<b>5.1</b>	

**Notes from the meeting of Community Liaison Group on Tuesday, 22 November 2022, at 6pm at the Manvers site.**

#### **Attendance**

#### **Non-members**

#### **Apologies**

**1. Welcome and introductions.** The acting Chair welcomed everyone to the meeting.

**2. Notes from the last meeting on 9 August 2022.** These were agreed as a true record.

**3. Issues arising.** There were none.

#### **4. Renewi BDR Ltd update**

The Renewi BDR Contract Director summarised and updated his report. Moderate levels of Covid over the last five months averaging positive cases per month. Infections peaked at 10 cases in June dropping to two in September. Over the period the average absence rate due to Covid was 7%.

There has again been a reduction in Contract waste volumes over the last four months. Inbound tonnages are currently 4% lower than forecast with a total of 67885 tonnes received against a target of 70772 tonnes. The overall annual forecast was previously reduced from 217,000 tonnes to 214,000 tonnes. From November onwards the annual forecast has been reduced to 210,000 tonnes.

Recycling dipped slightly in the quarter to 14.40%. The performance was affected by lower fines recovery as a result of high stocks in the Anaerobic Digestion plant. Moisture loss has continued to perform well with the 4-month average at 30.20. %. The moisture loss forecast for the period was 30.94%.

Processing in the Anaerobic Digestion plant has been affected by a structural issue with the concrete in some sections of the walls. Renewi central engineering team are currently working on a rectification project which could take up to four months.

A campaign was launched in August by the Environmental Services Association of which Renewi is a member to raise awareness of lithium-ion batteries in waste. These items are commonplace in domestic waste and a now a major cause of fires in the waste industry.

Another review of shutdown frequency has been undertaken at Ferrybridge. The latest proposal shutdowns will take place at 15-month intervals in each facility, alternating between FM1 and FM2. The next shutdown in FM1 is planned for the end of March 2023 and FM2 in May 2023.

The CLG was informed that after the last CLG meeting in August nine odour complaints had been received about the site. The Environment Agency had responded and carried out a number of investigations. It had not found anything amiss on any of its visits to the site or surrounding localities.

CLG members discussed other possible sources of odour in the area. They were advised that if residents detected odour in the area in future, they could use the BDR Renewi enquiries email address to raise the issue or call the office.

**Action: Quarterly figures on waste received and amount recycled to be reported at each CLG meeting.**

#### **5. The Councils' BDR Team**

The BDR Team's report was summarised. The BDR Councils have continued to successfully deliver waste services and collect waste streams as scheduled.

The Councils continue to see a lowering of household waste tonnages collected. The trend is now seeing that reduction taking the levels of household waste collected down to pre-Covid levels. It is becoming clear that more residents have returned to the workplace with less home working. The current cost of living crisis is seeing less waste produced as we all tighten our belts, make do and mend, and look to ensure we only buy what we need and throw away less unused food or fast fashion and cut back on luxuries.

Household Waste Recycling Centres (HWRCs) continue to deliver a full normal service and operate on winter hours. The Councils have finalised how they will procure their new HWRC Service Provision Contracts from October 2023. Barnsley and Doncaster are to jointly contract together for an 8-year contract, and it is anticipated that Invites to Tender will be issued within the next two weeks. Evaluation of Tenders will occur December to February, Contract Award due in March or April, and mobilisation of the new contract April to October (go-live of the new contract). Rotherham has decided to tender for a contract alone. RMBC are still finalising what Service Provision they wish and the length of contract but intend to award the contract to go-live with the new contract October 2023.

The Environment Bill entered UK law in November 2021 and secondary legislation from the Act is anticipated to be laid in Autumn/Winter 2022/23. It will be this secondary legislation that will drive policy and legislation changes which will have a major impact on Councils and how they have to deliver their waste collection and disposal services. After four major consultations around the Resource and Waste Strategy, the Government has still only published one set of findings and recommendations. The BDR Councils have lobbied the Government directly, highlighting that the delay in publishing responses to the consultation and any new or changed legislation requirements is seriously impacting the councils' ability to plan, budget and maintain a continued high standard of service delivery in the future. It is hoped the remaining reports will be published in Autumn /Winter 2022/23.

CLG members enquired why Rotherham Council had chosen to go it alone with a HWRC contract. Members were concerned it would lead to inconsistencies across the BDR area and that residents outside of the Rotherham borough would not be able to use the Rotherham HWRC.

A CLG member asked why there were four collection bins for every household which caused bin storage problems for some residents. They were informed that waste segregation at source was key to efficient recycling.

## **6. Community Education Liaison Officer**

The Assistant CELO summarised and updated the CELO report. Due to the passing of Queen Elizabeth II, Recycle Week was moved from September to October so that it did not fall in the period of mourning. Recycle Week took place 17<sup>th</sup> – 23<sup>rd</sup> October, we supported it with a series of social media posts which received 16,045 impressions and a press release for South Yorkshire.

We recently launched the second phase of the home composting campaign to encourage residents to consider composting their garden and food waste. This includes regular social media posts on

Waste Less South Yorkshire accounts, blogs on the website and we will be running another giveaway to win one of 7 HotBin composters. So far, the campaign has received over 40,000 impressions and over 660 entries to the giveaway including some via email and one by post.

Community testing of reusable items is continuing with members of the community having tested and given honest feedback on beeswax wraps, Last Tissues, Ocean Saver cleaning products and Cheeky Wipes baby wipes. The next item to be tested is Wild refillable deodorants. We are also working on case studies on school uniform, community shed and community fridge projects with the intention of creating or sharing how to guides to help local groups to set up such projects in future.

We post regular content about reducing, reusing, recycling, and composting on our social media pages. You can follow along on [Facebook](#), [Twitter](#) and [Instagram](#).

The first phase of this year's food waste campaign has been completed with initial waste composition, resident's surveys, and distribution of the interventions all complete. The second phase of the work is beginning in mid-November with waste composition and resident's surveys. This will then be followed up in March with a third round of waste composition and surveys. We will also be looking to run some focus groups to understand the relationship between people's knowledge and food storage behaviours to better understand why there is such a disparity. The intention is that this will be followed up in 23/24 and 24/25 with a campaign focusing on food waste reduction and further testing.

We are currently in the process of creating the communications plan for the festive period which will include messaging about reducing waste, season specific topics such as Christmas trees and sprouts and guidance on recycling. This will be supported by two press releases one around waste and recycling and one around festive food waste. It is intended that these will be offered early to local radio etc to allow any interviews required to be conducted as early as possible.

Since April we have had 29 members of the public join our site tours. Numbers for our September tours significantly reduced due to the period of national mourning with several groups and individuals pulling out. Our November tours have a total of 11 people booked and there are still plenty of spaces available on our January and March dates. For more information about the site tours, including dates and how to book on, please visit <https://www.bdronline.co.uk/get-involved/take-tour-bdr-waste-treatment-facility> .

Interest in education sessions is slowly increasing as schools begin to return to normal. We are being asked to attend more careers and enterprise events in secondary schools and bookings from outside organisations such as Scouts are beginning to be made. We feel it will still be some time before the interest in the schools' workshops returns to pre-COVID levels. If you want more information about the school workshops, please contact Assistant CELO.

Rebecca will be beginning her maternity leave in mid-January and is intending to be away for a year. We wish her well as she takes time to be with her growing family. Her departure will mean that we will shortly be looking at the work contained within the 22/23 CELO Plan to look at what adjustments will need to be made to reflect the reduced staffing level for the remainder of the year and what can be delivered in 23/24 as well.

### **7. Communications update**

JWSMedia summarised and updated their report. Communications support has continued to promote key recycling messages across BDR. A Press Release encouraging people to reuse or donate unwanted electrical items, include mobiles/IT equipment was picked up by BBC Radio Sheffield for a follow up interview with the CELO. We will be looking to work with Radio Sheffield to encourage Christmas recycling. A Press Release was issued for the delayed national Recycle Week in October - focussing on how individuals can make a difference and need to ensure the right waste goes in the right bin to avoid contamination.

A Press release about the launch of the autumn Hotbin competition has been issued to local, regional, and broadcast media to support the on-going social media campaign. A Press release was issued encouraging people to consider holding clothes swaps rather than throwing clothes away. All releases are posted on the BDR website and circulated to the three local authorities. We have continued to liaise closely with local authority comms and waste teams.

### **8. Any other business**

A CLG member asked if there were any plans to install solar panels on the site as part of a commitment to reuse energy to power the plant. CLG was informed the plant currently generated around a third of the power used on site. Discussions were taking place with the Councils to install solar panels subject to financial, legal and planning consents in addition to any insurance considerations. The installation could see the plant generate up to 52% of its energy requirements.

A CLG member asked for clarification on whether Tetrapak waste could be recycled. A recent information leaflet about new refuse collection dates had stated it could not be recycled – previous information had said it could.

#### **Action- check on Tetrapak recycling status.**

The acting Chair noted the low attendance at the meeting and suggested an option for encouraging greater attendance in future. CLG members agreed to move the CLG meetings to twice a year instead of the current four with the next meeting to be held in May. A provisional date of 16 May 2023 has been suggested – avoiding the two Bank Holiday weeks in early May.

**9. Date, time and venue for next meeting** this will be at the Visitor Centre at Manvers on Tuesday 16 May 2023 at 6pm. **(To be confirmed)**