

Barnsley, Doncaster and Rotherham Waste Partnership

Minutes, Recommendations and Decisions of the Waste PFI Project Board

Held on Tuesday, 3rd April 2012 at 10:30am – 12:00pm

Location: Committee Room 2, Rotherham Town Hall

Present	Councillor Richard Russell (Chairman)	RMBC
	Councillor May Noble (on behalf Cllr R Miller)	BMBC
	Councillor Mark Thompson	DMBC
	Karl Battersby	RMBC
	David Burton	RMBC
	Beth Clarke	RMBC
	Ann Gosse	BMBC
	Darren Richardson	BMBC
	Gill Gillies	DMBC
	John Holden-Ross	Project Director
	Tim Hardie	BMBC
	Matthew Bell	BMBC
	Ian Gledhill	RMBC
	Rhonda Fleetwood	RMBC
Apologies	Councillor Roy Miller	BMBC
	Tracy Holmes	RMBC
	Frances Foster	BMBC

Item		Action
1.	Apologies Apologies were noted as above.	
2.	Minutes from the Project Board Members Meeting held 12th January 2012 and Project Board Meeting with 3SE held 25th January 2012. The minutes from the last meetings were agreed as true.	
3.	Joint Waste Board DR advised that post financial close the project will be in a new era of governance and there is therefore a need to set out how this will work going forward under IAA2 principles. A formal structure for a	LC

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	<p>Statutory Committee will need to be put in place, especially on the level of decision making to be made by Board and Steering Group, as the day to day running will be the responsibility of LC, who will in turn feed updates into the Steering Group.</p> <p>Local Elections are due and the project governance needs clarified, this must then be approved by individual Cabinets. June 2012 is the earliest to formally bring report to Cabinet.</p> <p>Cllr R Russell stated that reporting mechanisms need to continue on a regular basis to elected members and that going forward Joint Waste Board meetings should take place quarterly for political reporting with the next Joint Waste Board June 2012.</p> <p>It was also agreed that papers for Board would need to go out in advance of meetings in order for members to have sufficient time to review them.</p> <p>DR stated it is critically important that Board meets quarterly and that LC would provide update information to Steering Group who would meet monthly and that in between these meetings the Steering Committee personnel would ensure that their members are briefed individually. Information would not be going to meetings without elected members being made aware of any developments. Any major issues would be dealt with as exceptional reporting under Executive Board.</p> <p>Cllr M Noble stated that we also need a good communications exercise for the local residents near the site in order to allay any fears they may have.</p> <p>Cllr R Russell advised that an Executive Board can be called if required as suggested by DR, whereby LC will provide update papers and can also call an Officers meeting instead of full Board.</p> <p>Cllr R Russell advised that the existing Project Board would be a Shadow Joint Waste Board in interim until elections confirmed June 2012.</p> <p>TH advised that formal decisions are required to be made over the coming weeks on how Steering Group would operate, which would also be a Shadow Steering Committee.</p> <p>DB/IG/TH agreed that Shadow Board would operate under RMBC Standing Orders as agreed in accordance to IAA2.</p>	<p>LC/RF</p> <p>LC/RF</p> <p>Steering Committee Leads/LC</p>

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	<p>Cllr M Noble advised that named substitutes would also need to be included to represent elected members of all 3 LA's. TH stated that this process has been included.</p> <p>Deputies agreed as: Cllr R Russell – Cllr Shaukut Ali Cllr M Thompson – Cllr Cynthia Ransome Cllr R Miller – Cllr May Noble</p>	
4.	<p>Project Update</p> <p>JHR advised that financial close took place on 30.4.12</p> <p>Cllr M Thompson also thanked all on their work, as this is a long term project so well done to all concerned.</p> <p>DR advised that JHR took over running at a difficult time and with team in place got it to this point and thanked him for management of it.</p> <p>LC advised copy of resources paper attached and reported on 3 options as there are risks associated with under funding of resources.</p> <p>Cllr R Russell confirmed that option 3 has been agreed by all and that a review will be held in 6 months time.</p> <p>Cllr R Russell advised all that meetings will now be convened at Riverside House.</p> <p>It was agreed by all that RMBC are now the administrating authority and that there will be an annual rotation of Chairs with all meetings taking place at Riverside House.</p>	
5.	<p>Planning & Permitting</p> <p>LC advised that DPD has now been adopted by all 3 LAs with Bolton Road included.</p>	
6.	<p>Communications Update</p> <p>LC advised as per update attached that Community Liaison Group is a key aspect as they have had 3 meetings and are focusing on</p>	

Item		Action
	<p>transport tissues and have asked that we raise awareness of the facility in local areas, so will be looking to go out in the publicity vehicle over the summer in order to raise awareness on a more factual basis.</p> <p>Press release for financial close has been posted on BDR website and have also updated on permitting.</p>	
7.	<p>Risk Register</p> <p>LC advised that risk register attached is at 29.3.12</p> <p>LC stated we originally had 48 risks, 4 of which were operational and are now closed and some risks will naturally fall away with time, we will have a new operational risk register and will also be presenting on all reporting formats for Board to decide on at next meeting.</p> <p>DR advised that an operational risk register will give more clarity on risks and that LC will be directly managing risks in order to present to Board.</p> <p>Cllr R Russell asked for an exceptional report if any risk changes.</p> <p>Cllr M Thompson asked that the report shows control factors.</p>	<p>LC</p> <p>LC</p> <p>LC</p>
8.	<p>Any Other Business</p> <p>Cllr R Russell advised as per discussions under item 3 that Board meetings would take place quarterly with next one being convened June 2012.</p> <p>DR confirmed that unless specifically required no meeting would be convened between this and next Board due June 2012.</p>	LC/RF
9.	<p>Date and Time of Next Meeting</p> <p>To be confirmed.</p>	