

PROJECT TRANSFORM
MEETING OF THE MEMBER ADVISORY PANEL – 4 MARCH 2008
10:00am GREEN ROOM, BARRACK ST, WARWICK

MINUTES

Present:

Cllr Timms (WCC) (Chair)
Cllr Noonan (CCC) (Vice-Chair)
Cllr Bell (SMBC)
Cllr Richards (SMBC)
Cllr Windmill (SMBC)
Cllr Browne (WCC)
Cllr Goode (WCC)

In attendance:

John Daly – CCC
Stephen Pickering – CCC
Andrew Walster – CCC
Bruce Brant – SMBC
Jeanette McGearry - SMBC
Dave Clarke – WCC
Tony Maione - WCC
Martin Stott – WCC

Apologies:

Cllr Harrison - CCC
Cllr Ridley - CCC
Cllr Hillas – SMBC
Cllr Heatley - WCC

1. Opening

Tony Maione called the meeting to order.

It was noted that Cllr Bell was attending as a substitute for Cllr Hillas and that Cllr Timms was attending as a substitute for Cllr Heatley.

Tony Maione invited nominations for the position of Chair of the Member Advisory Panel. Cllr Richards nominated Cllr Timms to act as Chair for this meeting with Cllr Heatley taking the Chair upon his return. The nomination was unanimously supported and Cllr Timms took the Chair.

The Chair invited nominations for the position of Vice Chair. The nomination of Cllr Noonan was unanimously supported.

2. Project Background - Presentation

Martin Stott, assisted by Andrew Walster and Jeanette McGeary, delivered a presentation to the meeting to provide an overview to the project. The presentation slides are attached to and form part of these minutes.

Martin Stott outlined the aims of the partnership noting that they extended beyond the procurement of a residual waste treatment facility to replace the current Coventry and Solihull Energy from Waste (EfW) facility. The meeting noted that the partnership could have a lengthy or even on-going duration.

Martin Stott also outlined the commitment to joint working expressed between senior officers of each Authority and reminded the meeting of the Memorandum of Understanding recently entered.

The Panel considered:

- The Joint Working Structure presented by Martin Stott
- Emphasising partnership working driving good performance
- Project management during interim between EoI and OBC
- Potential for Energy from Waste to count as recycling
- CCC and SMBC's investment in current plant
- CCC and SMBC's excellent diversion performance
- Tightening environmental controls around EfW plants
- Financial and environmental risk management issues
- Value for money
- Achieving increased recycling rates in the sub-region

Martin Stott outlined the mutual benefits available to each Authority through participation in the project. Warwickshire's recycling performance which is assisted by both Warwick District Council and Stratford District Council opting for alternate weekly collection, if pooled across the sub-region would assist both CCC and SMBC. It was noted that this project could pave the way for other shared services initiatives amongst the parties.

The meeting then considered the high-level next steps for the project:

- Submitting the Expression of Interest (EoI) – 31 March 2008
- Securing a Project Director both in the interim and in the longer term

- Preparing for and submitting an Outline Business Case (OBC) – 30 September 2008
- Consider project approach to planning permission issues
- Development of joint approach to stakeholder engagement
- Development of joint approach to information requests

3. Private Finance Initiative – Progress Report

John Daly confirmed that he was responsible for leading the Eol process.

It was noted that the completed Eol was not yet ready but that a summary would be presented to the next meeting of this Panel scheduled for 17 March 2008. Following feedback from the Panel feedback from DEFRA, assisted by Duncan Powell, Lead Transactor, Waste Implementation Development Programme (WIDP) will be sought. Final circulation and submission will be completed by the 31 March 2008 deadline.

John Daly informed the meeting that two sets of consultants had already been appointed to assist in the Eol process.

It was noted that WCC's Cabinet had authorised submission of the Eol and the CCC's Cabinet had delegated final agreement of the Eol to the CCC members of this Panel.

It was agreed that a clear understanding of what risks exist and how these will be mitigated and who owns them would be highly beneficial.

4. Draft Terms of Reference

The meeting went through the Draft Terms of Reference and the following amendments were agreed:

- The process whereby any member of the Panel can appoint a substitute needs to be clarified and a notification method specified.
- That incumbent Chairs and Vice-Chairs can be re-elected to serve up to a maximum of three years.
- That substitutes count as part of the quorum
- References to 'Board' to be altered to 'Panel'
- Panel to report to the appropriate regional recycling body
- That Panel meetings will not be public meetings.

Members of the Panel carefully considered advice from officers and debated the issue of public versus private meetings thoroughly

taking full account of both points in favour and point against both private and public meetings.

After a full discussion, it was proposed that Panel meetings be kept private and that proper consultation be carried out along the process as deemed appropriate and that minutes of meetings be made available for public scrutiny.

The Chair put the proposal to the vote. All members voted in favour of the proposal except Cllr Windmill who stated his view that Panel meetings should be open and transparent to the public.

Tony Maione was instructed to make the agreed amendments and provide final copies at the next Panel meeting.

5. Project Branding

A paper prepared by Kalen Wood, Waste Strategy Implementation Project Manager, WCC showing potential brandings for the project was circulated.

The meeting considered the proposed name of 'Project Transform' and agreed it to be suitable. The Panel resolved that the name Project Transform be adopted with immediate effect.

The meeting considered the strap-line 'Transforming waste into resources' and agreed it to be suitable. The Panel resolved that the strap-line 'Transforming waste into resources' be adopted with immediate effect.

The meeting agreed the typography and text size used in the third option but agreed that the butterfly should be replaced by the tree from the first option and that the tree should be completely green in colour.

6. Draft Press Statement

John Daly introduced the draft press statement he had prepared. The Panel considered the statement and agreed that negative publicity should be avoided and that the statement as drafted was not sufficiently attention grabbing. It was agreed that the statement should focus on positive messages including pioneering partnership working between Authorities.

Martin Stott was requested to obtain input from WCC's communications team to amend the draft press statement in line with guidance provided by the Panel and to present a second draft to the next meeting.

7. Freedom of Information, Environmental Information Regulations and Project Transform Website

The Panel agreed that WCC should take the lead in hosting and developing the Project Transform Website. Martin Stott was requested to liaise with relevant WCC officers including Tonino Ciuffini, (WCC Head of ICT) and to report progress back to the Panel at regular intervals.

The Panel noted that it was vital for the Authorities to work together at all times when dealing with information requests to the Project.

It was agreed that when a Project Director was appointed they would be responsible for holding the ring on dealing with information requests but until such time each Authority would nominate a lead in this area to ensure that united project responses were provided.

8. Date of Next Meeting

The Chair thanked attendees and noted that the next meeting was scheduled for 17 March 2008 at the offices of WCC.

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Chair