

Member Advisory Panel Meeting Minutes

Location, Date & Time of Meeting:		Civic Suite, Committee Room 4, Solihull 25/09/09, 14:00
Attending:	Members	Officers
<i>Coventry</i>	Cllr Noonan (Vice Chair) Cllr Lee Cllr Townshend	Chris West Bob Crosby
<i>Solihull</i>	Cllr Wild (Chair) Cllr T Hodgson Cllr Mackiewicz (sub for Cllr Hawkins)	Jim Harte Paul Johnson
<i>Warwickshire</i>	Cllr Cockburn Cllr Whitehouse	David Clarke Martin Stott
Apologies:	Cllr Harvard, Cllr Sweet. Officers: J McGuigan	
Status:	Action:	Initials:
GREEN	Presentation to be circulated to all attendees	Project Team
GREEN	Joint Working Agreement and Terms of Reference for MAP to be circulated with minutes	Project Team
GREEN	Briefing Note on different technologies to be presented at the MAP seminar (12/10/09).	Project Board
GREEN	Briefing Note on PFI, effects of credit crunch etc to be presented at the MAP seminar (12/10/09).	
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RED ACTIONS	AMBER ACTIONS	GREEN ACTIONS
Requires urgent attention	Requires actioning before the next meeting (or within 2 months of the meeting-whichever is sooner).	Requires actioning for the next meeting

1 Introductions

The new members of the Panel were introduced.

2 Election of Chair and Vice Chair

Proposed and supported that Councillor Mrs Wild take the position of Chair.
Proposed and supported that Councillor Mrs Noonan take the position of Vice Chair.

Both position were accepted and accepted for the meeting.

3 Minutes of the Previous Meeting

The minutes of the previous meeting were accepted as a true record of the last meeting. Agreed by all.

4 Matters Arising

None raised

5 Presentation by John Daly (Director, Project Transform), supported by Andrew Walster (Technical Director, Project Transform)

JD and AW made a presentation providing an update on the developments since the last meeting and also to ensure that new members of the Panel were informed about the Project. The presentation comprised the following points:

- Background to the Project
- Governance Arrangements
- Progress to date
- Procurement Timetable and
- Evaluation Criteria

It was agreed that a copy of the Joint Working Agreement (JWA) would be distributed along with the minutes of this meeting.

Following the presentation, Members were given the opportunity to make comments on the presentation or to ask questions of the project team:

Waste flows – updates on predicted waste flows. The project team informed the MAP that a current revision to the waste flow model was being undertaken and that there would be at least one further opportunity to revisit the model within the current procurement timetable. The difficulties of predicting waste flows were highlighted to the MAP especially in light of the increase in recycling rates across the sub-region arising from the introduction of new schemes.

Modularity – Members asked whether there was a possibility of having a modular solution. The project team reminded the MAP that the procurement was based on an open technology basis and that in terms of this a modular solution could be evaluated.

Confirmation of Member Approval Timetables – The MAP was informed that a report setting out the criteria recommended to evaluate the proposed solutions and hence determine the contract award decision would be taken to each Partner's Overview and Scrutiny (or equivalent) and then to Cabinet for approval in December 2009.

Future Movements in Technology – Members wanted to ensure that the solution would not become obsolete over the long contract period. The

procurement process will ensure that the possibility of all currently available solutions is exploited. The procurement process and evaluation criteria enables early effort to be focused on the proposed technologies.

Emissions Trading – Member asked whether the project would have any effect on this. These requirements are still in their infancy. The project team will ensure that developments in this areas are closely monitored and their impact assessed.

Public Engagement – Members want to ensure that the public’s view is taken on board. Consultations have been or will be taken by each of the partners on their respective municipal waste management strategies. There will be consultation as part of the Outline Planning Application. Stakeholder engagement and Members Seminars are also planned for the development of the evaluation criteria.

6 Topics for Future meetings

- Members wanted to know more about the different technology options.
- Project Finance – more information about PFI and effects of the credit crunch.

The project team will produce briefing notes for the next MAP meeting.

7 Date of Next Meeting

Members requested that the next meeting is held at Coventry and Solihull Waste Disposal Company (CSWDC) to enables the MAP to view the existing facility. The project team agreed to facilitate this requirement.

Post meeting note: It was agreed that the proposed next meeting would take the form of a seminar for MAP members. The next formal meeting will take place in early 2010.

8 Correction to minutes 25/09/09

Declaration of interests to be recorded at the start of each meeting.

Declarations:

Cllr Noonan – Member for and resident in the area where the existing EfW facility is located.

Cllr Whitehouse – Is a financial contributor to Friends of the Earth

Chair: Councillor Mrs Wild

Circulated:	All attendees	Date:
Approved	With addendum	29 th January 2010
Author	Yesrib Azam	7 th October 2009