



## Summons to Meeting

Friday 16 October 2020

# Allerdale Waste Services Shareholder Committee

Monday 26 October 2020, 1.00 pm

Zoom Virtual Meeting

Membership:

Councillor Mike Johnson (Chair)  
Councillor Marion Fitzgerald

Councillor Anthony Markley

*This meeting will be broadcast live on the Allerdale Borough Council YouTube™ Channel.*

*If you have any questions or queries contact Democratic Services on 01900 702502.*

## Agenda

**1. Minutes (Pages 3 - 4)**

To agree as a correct record the minutes of the meeting held on 7 August 2020.

**2. Apologies for Absence**

**3. Declaration of interests**

Councillors/Staff to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest relating to any item on the agenda, in accordance with the adopted Code of Conduct.

**4. Managing Director's Quarterly Progress Report July - September 2020  
(Pages 5 - 18)**



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Allerdale Borough Council  
Allerdale House  
Workington  
Cumbria CA14 3YJ  
tel: 0303 123 1702  
[www.allerdale.gov.uk](http://www.allerdale.gov.uk)



**Chief Executive**

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**Date of Next Meeting:**

**Monday 30 November 2020, 1.00 pm  
Zoom Virtual Meeting**

# Agenda Item 1

At a meeting of the Allerdale Waste Services Shareholder Committee held on a Zoom Virtual Meeting on Friday 7 August 2020 at 1.00 pm

## Members

Councillor Mike Johnson (Chair)  
Councillor Marion Fitzgerald

Councillor Anthony Markley

## Staff Present

B Carlin, J Fisher, C Holmes, L Jardine, C Nicholson, G Roach and A Seekings

### 83. Declaration of interests

3. Managing Director's Quarterly Progress Report April - June 2020. Joanne Fisher; Disclosable Pecuniary Interest; Due to the proposed appointment to the Board of Directors.

**J Fisher left the meeting for the following item**

### 84. Managing Director's Quarterly Progress Report April - June 2020

The Managing Director of Allerdale Waste Services presented to the Committee the first quarterly progress report of the company for the period April - June 2020, the first three months following the transfer of the waste and recycling service in to the Allerdale Waste Services on 4 April 2020.

The Managing Director offered thanks to all those who had been involved in the smooth transfer of the service both from the Council and those working in the service, for their hard work and professionalism in making it a success, in particular during the pandemic and the lockdown being imposed in March just before the transfer date.

The Committee were informed that Joanne Fisher had been successfully recruited as Operations Manager of Allerdale Waste Services and were now asked to consider a nomination for her appointment to the Board of Directors.

All members expressed their thanks to everyone involved in the establishment of the new company and were in full support of the appointment of Joanne Fisher to the Board of Directors.

## Resolved

That –

1. The quarterly progress report be noted
2. Joanne Fisher be appointed to the Board of Directors of the company.

**J Fisher re-joined the meeting**

**Resolved -**

“That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that they may involve the likely disclosure of exempt information as defined in paragraph 3 of part 1 of Schedule 12a of the Act”

**85. Future Priorities**

The Managing Director provided a summary of the management accounts for the period to the end of June 2020 and the Committee discussed the priorities for the service over the next few months.

The group considered the requirement for an additional meeting either October/November 2020 to look at possible options for future service delivery.

**Resolved**

The Managing Director to consider the requirement for an additional meeting of the Shareholder Committee and arrange accordingly.

**The meeting closed at 2.00 pm**

## Allerdale Borough Council

### Allerdale Waste Services Shareholder Committee - 26 October 2020

#### Quarterly Report July – September 2020

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<b>Portfolio holder</b>	Councillor Tony Markley Portfolio Holder for Environmental Services
<b>Report from</b>	Charles Holmes, Managing Director
<b>Wards affected</b>	All Wards
<b>Is this a key decision</b>	No

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#### **1.0 The reason for the decision**

- 1.1 This report provides an update on the progress of the Waste and Recycling Services undertaken through the first 6 months of operation of Allerdale Waste Services.

#### **2.0 Recommendations**

- 2.1 It is recommended that the Shareholder Committee note the report.

#### **3.0 Background and Introduction**

- 3.1 This report provides an update on the progress of the Waste and Recycling Services following the first 6 months of operations carried out by Allerdale Waste Services Ltd.
- 3.2 The Council's Executive met on 18 March 2020 and resolved to approve the creation of the Shareholder Committee. The Shareholder Committee was appointed to promote good governance and to demonstrate a clear separation between the Council's role as the Municipal Authority and the Council's role as shareholder of Allerdale Waste Services Ltd.
- 3.3 This new Committee of the Executive fulfils the Council's role as sole shareholder in the recently established Allerdale Waste Services Ltd. The Shareholder Committee will meet quarterly and operate under the governance of the Shareholder Agreement and associated reserved matters.

- 3.4 The Company operates under the governance of the Articles of Association as approved by the Executive on 18 March 2020 and the board meets quarterly to review the progress and performance of the business and make decisions and other associated matters not included within the reserved matters of the Shareholder Agreement.
- 3.5 The Shareholder Committee met on 7 August to review the first 3 months of operation of Allerdale Waste Services. This report provides an update of progress for the 2<sup>nd</sup> Quarter of delivering the service.

#### 4.0 Allerdale Waste Services – Progress Update

- 4.1 In this 2<sup>nd</sup> quarter the Company has collected from 1,373,232 containers presented. The total amount of waste and recycling collected is 12,849 tonnes. This includes both domestic and commercial waste collected. This is a comparative increase in all waste and recycling streams in comparison with the same period as last year:

<b>Waste and Recycling Collected (tonnes)</b>	<b>Q2 2019</b>	<b>Q2 2020</b>	<b>Percentage Increase</b>
Refuse	6,984	7,248	3.8%
Comingled	816	1,344	64%
Paper & Card	874	965	10.4%
Garden Waste	1,429	3,226	125%
Bulky Waste	39	66	69%
<b>Total</b>	<b>10,142</b>	<b>12,849</b>	<b>26.7%</b>

- 4.2 The Company works hard to reduce the number of containers that are missed by the collection crews in delivering the service. Due to the nature of the work, and the number of containers that are presented for collection, a small percentage of missed containers are reported by households. In the 2<sup>nd</sup> quarter of operations the number of missed containers reported was 1,117 of the 1.37 million containers collected. This represents a collection rate of 99.92% for this 2<sup>nd</sup> quarter. Containers that are reported as missed, should receive an alternative collection within forty eight (48) hours of the end of the day of receipt of notification. For the period of July to September there were just 31 containers that were not able to be collected within this 48 hour period. There are a number of households that are reporting that their collections are being missed on a frequent basis. These frequently missed collections are updated and monitored on a monthly basis and work is undertaken to understand the reason the collections are being missed and the necessary corrective action to ensure future collections are made.
- 4.3 Allerdale Waste Services has continued to operate the collection of waste and recycling throughout the challenges presented by the global COVID-19 pandemic. This has seen a number of operational changes to ensure that safe working

practices are implemented in delivering the service, including; the introduction of staggered starts and maintaining social distancing where possible; continuing with a high standard of personal hygiene and cleanliness in our Refuse Collection Vehicles and maintaining fixed crews, where this is possible.

- 4.4 The Company Board met on 17<sup>th</sup> July 2020 to present and discuss the first 3 months operations of the Company. The previous Shareholder Committee on 7<sup>th</sup> August agreed to the appointment of Joanne Fisher (Operations Manager) onto the Board of Directors of Allerdale Waste Services Ltd. Joanne has now been appointed onto the Board which now consists of Charles Holmes, Richard Rourke and Joanne Fisher.
- 4.5 The Company has worked with the Council throughout this quarter in establishing the baseline for the service. This is required for the development of future options and to enable the service to be remodelled, leading to the creation of efficiencies and a reduction in the Annual Service Charge provided by the Council. The options for the service are to be presented to the meeting of the Shareholder Committee being held on 30 November 2020. Once agreed the Company will work closely with the Council to implement the remodelled service in 2021/22.

## **5.0 Implications and Impacts**

### **5.1 Finance/Resource implications**

- 5.1.1 The first 6 months Draft Management Accounts (actual spend versus budget) are attached at Appendix 2 of the report.

### **5.2 Health and Safety impacts**

- 5.2.1 The Company fully understands the importance of Health and Safety in the collection of waste and recycling and maintaining the fleet. Throughout this 2<sup>nd</sup> quarter we have continued to work closely with the workforce to focus on this area, underpinning the necessary standards expected by the Company in delivering the service safely. Our approach in this area is delivered by the training of staff on the safe working practices and procedures adopted by the Company, and continuing with the monitoring and crew reporting. We follow this up by direct action, to ensure the right Health and Safety culture is embedded in the Company in this important first year. Key to this work has been the establishment of the Health and Safety Committee in May. The Committee meets at least once a month and addresses issues relating to Health and Safety, including near miss reports, health and safety audits, monitoring and training.
- 5.2.2 The onset of the COVID-19 pandemic has undoubtedly presented a number of challenges in this area, however the training programmes, policies and operating procedures have all been developed to keep the workforce and the public safe whilst delivering the services. The Health and Safety statistical report up to the end of September 2020 is attached at Appendix 1 and outlines the activities and actions in this key area underpinning the operations of the business.

## Appendices attached to this report

Appendix number	Title of appendix
1.	Health and Safety Statistical Report
2.	Draft Management Accounts – Sept 2020

## Background documents available

Name of background document	Where it is available
N/A	N/A

## Report author and contact officer:

*Charles Holmes*

*Managing Director – Allerdale Waste Services*

*charles.holmes@allerdalewasteservices.co.uk*

*Tel no. 07725351420*



Health and Safety Statistics Report		Report month:	September 2020
Statistic	Current month	Previous month	Year total
No of employees	86	86	
Total hours worked	15,214	15,214	
Non-reportable accidents	0	1	5
Fatalities (RIDDOR)	0	0	0
Specified injury (RIDDOR)	0	0	1
Over 7 days (RIDDOR)	0	0	0
Dangerous Occurrence (RIDDOR)	0	0	0
Incident involving public (RIDDOR)	0	0	0
Motor vehicle accidents (MVA)	0	1	3
Health and safety meetings	1	1	6
Fire drill	1	0	1
Emergency drill	0	0	0
Fire alarm test	4	4	16
Fire extinguisher test	0	0	0
Gate inspection	14	17	98
Workshop inspection	0	1	2
Crew engagement	20	12	82
RPE inspection	0	0	0
Harness inspection	0	0	0
Lifting plant check	0	0	0
LOLER inspection	0	0	0
LEV inspection	0	0	0
Vehicle inspection	19	29	117
Plant inspection	0	0	0
Workplace audit	2	1	7
System audit	0	0	0
Site induction	8	7	118
Contractor permit	0	0	0
Hazard or near miss record	10	25	51
Toolbox talk	0	0	2
Seat belt check	0	0	1
<b>Summary</b>			
Accidents / incidents			
None in September			
Meetings			
21/09/20 – AWS health and safety rep meeting			
Gate Inspections			
09/09/20 x 5, 25/09/2020 x 4, 1 x door card broken, 1 x packing plate cleanliness, 1 x mud guard damaged, 1 x front mirror loose, 4 x fire extinguishers not secure, 1 x emergency procedures and incident process missing.			
Crew Engagement			

Crew engagements were undertaken on the following dates: 09/09/20 x 3, 11/09/20 x 3, 17/09/20 x 8, 23/09/20 x 3, 25/09/20 x 3.

Identified items are summarised below:

- No use of reversing assistant
- No 3 points of contact exiting cab
- Crew wearing incorrect PPE
- Bins left in middle of driveway
- Debris left on road
- Poor manual handling
- Vehicle dirty
- Reaching into hopper / danger zone
- Moving three bins at once
- Loader not wearing gloves
- Crew not wearing seatbelt between collections
- Poor traffic awareness

**Workplace audit**

Audit of workshop conducted on 21/09/2020

**Hazard / near miss record**


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

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