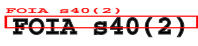



Control Sheet

Name	Version	Date
VAT	Draft 1	03.03.08
TK	Draft 2	12.03.08
DP	Final	14.03.08

Prosiect Gwyrdd Members Steering Group Meeting	
18th February 2008, County Hall, Cardiff	
Present:	Abbreviation
<p>Elected Members:</p> <p>Cllr David Poole, Caerphilly County Borough Council(Chair) Cllr Gerald Jones, Caerphilly County Borough Council Cllr Simon Wakefield, Cardiff County Council Cllr Ray Truman, Newport City Council Cllr Eric Saxon, Monmouthshire County Council Cllr Peter Fox, Monmouthshire County Council Cllr Robert Curtis, The Vale of Glamorgan Council Cllr Neil Moore, The Vale of Glamorgan Council</p>	<p>DP GJ SW RT ES PF RC NM</p>
<p>Officers:</p> <p>Clifford Parish, The Vale of Glamorgan Council Dave Harris, Monmouthshire County Council Mark Williams, Caerphilly County Borough Council Stephen Davison, Newport City Council Steven Phillips, Cardiff County Council</p> <p>Tara King, Project Manager Victoria Thorne, Project Administrator</p> <p>Hrjinder Singh, Lead Finance Officer Marcia Sinfield, Project Accountancy Manager, Cardiff</p> <p>Dr. Cherie Whiteman, Parsons Brinckerhoff</p>	<p>CP DH MW SD SP</p> <p>TK VT</p> <p>HS MS</p> <p>CW</p>
<p>Apologies:</p> <p>Cllr Mark Stephens, Cardiff County Council Cllr Guy, Newport City Council</p>	<p>MS JG</p>

No	Item	Action
	The Chair introduced Tara King the Project Manager for Prosiect Gwyrdd.	Noted
1	Minutes Of Previous Meeting	
	Minutes of the meeting held on 31 st October 2007 were agreed.	Noted
2	Matters Arising	
1/08	4 ii and iii – The Chair asked Officers to provide a basic constitution for the members, MW explained that an MOU existed, signed September 2007, and thus far there is no agreed direction as to attendance etc, he reminded the Group that this stage of project is nearing closure and that the Council's would be asked to agree to a more in depth Terms of Reference for a Joint Committee prior to commencing the next phase.	Noted
2/08	6 – The Chair asked for comments on the letter he sent on behalf of the MSG to WAG. FOIA s43 FOIA s43 FOIA s43 Agreed. SP/ TK to follow up with Partnerships UK and WAG at officer level, Members to discuss it at political level as opportunity arises	SP/TK ALL
3/08	7- Timetable for next stage and a copy Prosiect Gwyrdd existing structure to be provided	TK
3	Project Manager Report	
4/08	TK advised that the production of the OBC is ongoing, an affordability model is being structured, as advised by Grant Thornton, which is then populated by each local authority and the rest of the work on governance planning in the context of the regional waste plan is ongoing. TK added that draft information should be available by mid-March for Member Steering Group review, further preparatory works on governance into phase 2 and procurement information to be contained in the report to be presented to the Cabinets/ Executives is outstanding, therefore a decision will be needed around the July committee cycles to move to the next phase.	Noted
5/08	OJEU advert is scheduled to be placed in July.	Noted
6/08	The Chair asked if a draft version of the OBC will be reviewed by WAG. TK advised that work has begun with Partnerships UK who are working with WAG to review all partnerships in Wales. The decision to present the draft to WAG has not been taken as there is concern that the timing of the project would suffer if delayed by WAG's review. TK asked the members for their views. The Chair stated that a draft should be reviewed by the members and then taken to WAG, following that, the final OBC and attached recommendations will then be approved by the individual partner authorities.	Noted
7/08	MW suggested that a Joint Cabinet briefing session could be held to present the OBC and governance drafts prior to formal reports. ES	

	agreed that this would be beneficial as it will ensure that all members receive the same information, All agreed. TK to arrange	Agreed TK
8/08	TK asked the members to suggest the most suitable time post elections for a joint cabinet/Exec seminar of the OBC/ Governance. The Chair suggested early to mid June.	Agreed
09/08	PF stated that it is important for the scrutiny and cabinet work programmes to be set as soon as possible. MW suggested that all members provide TK with the Cabinet and Scrutiny work programmes. TK to draft a programme for the next meeting.	TK
10/08	SW suggested that WAG should be set a deadline for review, the Chair agreed. SP/TK to pursue through discussions with Partnership UK	Agreed SP/TK
4	Progress Towards The Outline Business Case	
11/08	SP advised that the OBC is being produced following DEFRA format that PFI are bid against. SP added that all members are aware of the challenging targets set by the Minister, Jane Davidson. All partners are required to put into place actions to meet these targets.	Noted
12/08	A reference project will be used and based on a range of evaluation criteria.	Noted
13/08	The partners are to ask the market place to provide a solution to dispose of their waste.	Noted
14/08	Carrying out options appraisal	Noted
15/08	Currently looking at Managing risks, Contract Structure and Project Governance. Work on communications is commencing with a website to be launched in the near future.	Noted
16/08	SP advised that the School Logo Competition Winner is FOIA s40(2)  	Noted
17/08	Procurement to take a minimum of 18 months	Noted
5	Developments In Waste Management Issues From The Assembly Government	
18/08	MW advised that the Minister has agreed to review the report produced by Eunomia.	Noted
19/08	SD stated that there is a possibility that authorities may not meet the recycling targets. The Chair advised that the targets were based on data provided by RCT, regarding food waste, who have carried out trials in half of their authority. SD added that the targets will affect the sizing of the facility which is fundamental to the project. TK added that this issues is being covered in the project risk assessment and sensitivity testing on the affordability modelling	Noted
6	Technology Options Appraisal	
20/08	CW made a presentation (attached). CW emphasised that the criteria and options agreed are for the purpose of the OBC and for procurement, however reality checks can be carried out to review the scores and weightings prior to procurement.	

21/08	CW outlined the criteria which have been removed to highlight that the correct procedures have been followed by the partnership.	
7	Prosiect Gwyrdd: Risk Factors Associated with the Project	
22/08	CW made presentation (attached) that outlined the process of risk assessment. CW added that the all risks are important to the project and mitigation and management of these risks has been assessed. CW advised that the Project Risk Register is to be completed and each authority are to produce their own for individual Authority management. TK advised that the Project Risk Register has been received back from advisors ready for final review.	Noted
23/08	CW advised that it is important to document all risks so that they are not overlooked at a later stage.	Noted
24/08	CW stated that the scoring for the risks will change throughout the project.	Noted
25/08	CW explained the scoring and proposed mitigations for the risks identified and advised that the risks should be reviewed at various stages throughout the process to ensure those mitigating factors are realised and are being managed.	Noted
26/08	The Chair thanked CW for the comprehensive presentation.	
8	Question and Answer Session	
27/08	PF stated that the LDP has identified significant growth in housing and asked if this has been included in the projections. CW confirmed that this has been done.	Noted
28/08	The Chair enquired if WAG's commitment to reduce packaging will be included in waste growth. CW advised that the project is based on current waste composition and includes reasonable projections. DH added that Waste Growth is difficult to judge. TK added that all assumptions have been registered and logged and following a review of the risks the assumptions may alter. The Chair asked if the assumptions will be available to the members. TK advised that the assumptions are included in the OBC. The Chair added that the assumptions made in 2008 may be different in 2012 and evidence of the decisions is required. TK agreed that a clear path is required to aid the members with future decision making.	Noted
29/08	RC asked what protection would be provided in the event of 1 or more of the authorities dropping out. CW suggested that a cut-off point should be set for dropping out. The Chair added that there is strength in a consortium. RC advised that private markets may attempt to attract individual authorities. TK advised that the OBC is based on combined tonnages and will have to adapt if a member decides to leave the project, but agreed that this is a scenario that could jeopardise the whole procurement and there does need to be a cut off.	Noted
30/08	TK advised that similarly the OBC will also include a risk scenario to	

	represent the possible fines if the group fail to meet the 65% recycling targets. The Chair suggested that a legally binding agreement with financial penalties for dropping out is required. TK to organise through the legal team	TK
31/08	ES asked if the group could visit an operational EfW facility in this country to gain a better understanding and speak to people who have undertaken similar projects. MW suggested the Reading, Berkshire and Wokingham partnership in England. CP asked if a visit should be postponed until the reference project has been decided.	
32/08	PF asked for formal partnership arrangements and added that there are variances between partners with regards to the authorities size and the costs relative to each. The Chair advised that this could be approached through gate fees for authorities who produce less waste. MW advised that governance issues are to be agreed before procurement e.g. profit share and gate fees structures etc. MW added that the legal advisors Pinsent Masons are to run a workshop on governance shortly for proposals for the content for governance for the report that is to also contain the OBC. TK added that the results of the workshop will be brought to a future Steering Group Meeting and can be discussed at the Members Seminar in June.	TK Agreed
9	Any Other Business	
33/08	Nothing to report.	
10	Date of the Next Meeting	
34/08	The Chair offered to hold the next meeting at the new offices in Tredomen, the week before the 22 nd March.	TK