

Control Sheet

Name	Version	Date
VAT	Draft 1	14.04.08
TK	Draft 2	14.04.08
DP	V. 1	15.04.08
VAT	V.2	12.06.08

Prosiect Gwyrdd Members Steering Group Meeting	
19th March 2008, County Hall, Cardiff	
Present:	Abbreviation
Elected Members:	
Cllr David Poole, Caerphilly County Borough Council (Chair)	DP
Cllr Gerald Jones, Caerphilly County Borough Council	GJ
Cllr Simon Wakefield, Cardiff County Council	SW
Cllr Mark Stephens, Cardiff County Council	MS
Cllr Ray Truman, Newport City Council	RT
Cllr John Guy, Newport City Council	JG
Cllr Eric Saxon, Monmouthshire County Council	ES
Cllr Peter Fox, Monmouthshire County Council	PF
Cllr Robert Curtis, The Vale of Glamorgan Council	RC
Cllr Neil Moore, The Vale of Glamorgan Council	NM
Officers:	
Clifford Parish, The Vale of Glamorgan Council	CP
Dave Harris, Monmouthshire County Council	DH
Pat McGrath, Cardiff County Council	PMG
Stephen Davison, Newport City Council	SD
Steven Phillips, Cardiff County Council	SP
Tara King, Project Manager	TK
Victoria Thorne, Project Administrator	VT
Elizabeth Weale, Cardiff County Council	EW
Liz Lucas, Caerphilly County Borough Council	LL
Dr. Cherie Whiteman, Parsons Brinckerhoff	CW
Hazel Nickless, Pinsent Masons	HN
Apologies:	
Mark Williams, Caerphilly County Borough Council	MS

No	Item	Action
1	Minutes Of Previous Meeting	
	Minutes of the meeting held on 18 th February 2008 were agreed.	Noted
2	Matters Arising	
	2/08 - Further discussion with PUK and WAG has been held at Wales Waste Partnership Meeting where concerns over a lack of funding structure were made.	Noted
	3/08 - Outline provided in presentation.	Noted
	7/08 – Joint Seminar arranged for the 16 th June in Tredomen.	Agreed
	9/08- TK has meeting dates and meeting arrangements in hand.	Noted
	10/08 – Dialogue with PUK to continue and OBC to be submitted.	Noted
	30/08 – Ongoing will be further discussed at the Governance workshop in April.	
	32/08 - To be covered in May/ June meetings.	Noted
	34/08 - Held in Vale of Glamorgan next meeting to be in Tredomen.	Noted
3	General Update	
35/08	SP advised members that the collection of data is ongoing for the OBC A 75% - 85% draft will be ready after Easter.	Noted
36/08	WAG have appointed Partnerships UK as advisors to WAG and to assist with project shaping for waste in Wales. Prosiect Gwyrdd will deal with PUK and WAG for both the completion of the OBC and as a methodology for bidding for funding. Given that there is no clear policy from WAG and that the draft OBC needs to consider funding possibility it is necessary to provide early submissions to PUK/WAG, prior to the report for Council's to start the discussion. Cllr Poole reiterated the importance of starting the dialogue and urged officers to do so at every opportunity.	Noted
37/08	WLGA are continuing the waste policy debate with the Minister Jane Davidson. A response contributed to by most local authorities to the Paper 'Future Directions for Municipal Waste Management in Wales' has been produced, the opening summary paragraphs were circulated for information. (attached)	Noted
4	Optimism Bias	
38/08	CW made a presentation on Optimism Bias.	Noted
39/08	CW explained that the levels of bias depend on the specific project type.	Noted
40/08	CW confirmed that the risk impacts and mitigation factors have been identified in the Risk Management Framework.	Noted
41/08	The Optimism Bias will be updated at key points of the project in the same manner as the risk log and business case, this will help to lower the costs and realise the true cost of the project. HN added that risks can be managed through competitive dialogue. SD added that more risk transferred to bidders may increase the price.	Noted

5	Land Availability	
42/08	CP advised that at this stage the project was not considering individual sites but utilising the SEWRWP. CP added that a framework has been established to highlight adequate sites available.	Noted
43/08	The Chair provided an explanation of the process for acceptance of the SEWRWP.	Noted
44/08	The Chair advised that the Final approval of the SEWRWP will hopefully take place in September 2008.	Noted
6	Governance	
45/08	TK presentation.	Noted
46/08	EW advised that the Governance Structure proposed that of a Joint Committee Structure with a Lead Authority is a mechanism by which the bidders have one clear party to deal with.	Noted
47/08	For confirmation: HN advised that in her experience waste projects have utilised Joint Committees where the committee/officers have decision-making powers. Options are not taken back to individual authorities for decision, as this is not workable for all the decisions necessary.	Noted
48/08	It is expected that the common report considering the OBC will be presented in June/July in each Council that will also provide a full understanding of the Powers of a Joint Committee with a Lead Authority.	Noted
49/08	TK advised that it has been agreed that Liz Lucas (Caerphilly) will produce a template for each authority to populate with Issues for use at a Governance Workshop in April.	LL
50/08	The Chair agreed to hold a joint meeting to present the governance options to members for consideration. The Joint Seminar/Workshop is currently planned for 16 th June 2008. TK arranging	TK
7	Communications	
51/08	Refer to pages 11-16 of the TK presentation (attached).	Noted
52/08	TK advised that there are no known TUPE issues.	Noted
53/08	TK stated that all need to 'sell' the message of PG to wider stakeholders e.g. The Market professional bodies like CIWM. TK added that stakeholder engagement and presentations will be required in the summer. TK stated that the members are all potential advocates of the PG message all local members will have a role to play.	ALL
54/08	TK stated that improved engagement is required between March and July. The PG website should be used to advise the public of the group's aims, links to each Councils' recycling plans and strategies etc.	Noted
55/08	The Chair highlighted the importance of the Communications Strategy. The Chair added that lessons need to be learnt from previous experiences in Caerphilly to apply best practice. Cllr Fox agreed and added that all members should be pro-active and lead on	

	communications. Cllr Fox added that links to PG's website can be made on each authorities own website for public engagement. TK advised that the PG website will have links to each authority.	Noted
56/08	It was agreed that excellent communication is required to assist pressure groups and local stakeholders and consultations were discussed. HN agreed to provide previous information on stakeholder publications.	HN
8	Next Stages	
57/08	TK presentation continued.	Noted
58/08	The OJEU/ Procurement Pack dates are being re-evaluated.	Noted
59/08	SP proposes to provide a 90% draft to WAG/PUK after Easter to allow WAG 3 months to reply to the funding question in time for the OBC to be finalised and for the common report due in July. It was accepted that to wait until mid-late May for the next MSG meeting was not an acceptable time delay, the approach to submit in April was accepted	Accepted
60/08	Cllr Fox advised that it is important for all members to talk with Democratic Services to have meeting dates arranged in advance of the Seminar.	Noted
61/08	The Joint Seminar will take place at 10am on the 16 th June in The Chamber at Penallta House, Tredomen.	Noted
62/08	Meeting dates are to be reviewed in May to ensure that the July cycles can be met. Further adjustments may be required depending on WAG's response time.	Noted
63/08	The Chair stated that the Seminar is an opportunity for updating all Executive members and to gain complete agreement on the direction of PG.	Noted
64/08	It was suggested that the individual cabinets are informed in advance of the Seminar on the 16 th . Each authority's Technical, Finance and Legal Officers are to brief their members.	ALL
65/08	The Chair approved of the work carried out by the 5 authorities.	Noted
9	Question and Answer Session	
66/08	None.	
10	Any Other Business	
67/08	TK advised that the existing MOU is time limited and expires on the 31 st March 2008. TK asked for this to be extended by 6-12 months. The Chair asked if a formal commitment is required. SP advised the matter is at officer level but wanted to be clear there were no objections. None were raised.	Accepted Noted
11	Date of the Next Meeting	
68/08	TK to arrange meeting for the end of May.	TK