

# South West Devon Waste Partnership

Thursday 5 November 2009

## PRESENT:

Councillor Croad, in the Chair  
Councillor Butt, Vice Chair  
Councillors Bowyer, Carroll, Hart and Michael Leaves

Observer Members: Councillors Brazil, Doggett and Gordon

The meeting started at 11.00am and finished at 12.55pm.

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

## 13. INTRODUCTIONS AND APOLOGIES

Councillor Roger Croad welcomed members to the meeting.

## 14. DECLARATIONS OF INTEREST

The following declarations of interest were made in accordance with the Code of Conduct in relation to items under discussions at this meeting –

Name	Subject	Reason	Interest
Councillor Hart	South West Devon Waste Partnership in general.	He had recently, since the last meeting of the SWDWP, had lunch with an old friend who was now a Director at Viridor.	Personal

## 15. MINUTES

Resolved that the minutes of the meeting of the South West Devon Waste Partnership Joint Committee held on Thursday 16 July 2009 are confirmed as a correct record.

## 16. PROJECT UPDATE

The Partnership received an update from the Project Director on the progress of the project so far and members were informed that –

- (i) since the last meeting of the Partnership the procurement process had moved into the Invitation to Submit Detailed Solutions (ISDS) First Stage, where three participant companies, MVV Umwelt, Sita UK and Viridor, proposing five solutions were invited to develop their solutions from the Invitation to Submit Outline Solutions (ISOS) stage and submit a more detailed solution with particular focus on site deliverability, planning and energy sales arrangements;
- (ii) during the ISDS First Stage the Partnership project team continued to dialogue with the participants to develop their solutions prior to the updated solutions being submitted on 2 October 2009;
- (iii) the ISDS First Stage solutions received had been reviewed against the Partnerships requirements and the results would be presented to the Partnership under exempt business prior to formal notification to

participants and information being released to the public;

- (iv) as part of the ongoing public information and communication process of the project there had been a one day public exhibition held in the Guildhall, Plymouth on 15 August 2009. The exhibition was very well attended with over 200 people attending to find out more about the project and its proposals;
- (v) an MPs briefing had been held on 9 October 2009. Three MPs attended which provided the opportunity to ensure that the MPs had a good understanding of the Partnership and the current status of the project and to listen to their comments;
- (vi) the Partnership had updated its future residual waste projections to take account of latest 2008/09 data and new composition information. These updated projections had considered latest trends and waste growth projections including from the Department for Environment, Food and Rural Affairs (DEFRA). This has led to the forward waste projections and therefore SWDWP contract capacity requirements being revised downwards.

## 17. OVERVIEW OF PROJECT COMMUNICATIONS

The Partnership received an overview of recent and forthcoming communications from the Project Director. Members were informed that –

- (i) as part of the Partnerships communication programme the following communication and information sessions had recently been held –
  - a public exhibition roadshow in Plymouth on 15<sup>th</sup> August 2009;
  - MPs briefing.
- (ii) future planned communications from the Partnership included –
  - following the approval of the Partnership a press release detailing the participants going through to the ISDS Main Stage of the procurement process would be issued;
  - liaising with key stakeholders and organisations such as Environment Agency, to keep them informed of the project status and the participants going through to the ISDS Main Stage of the procurement process;
  - an all Councilor briefing to be held at Devon County Hall on 6 November;
  - a series of public exhibitions around Devon and Cornwall between 9 – 14 November 2009.

## 18. ANY OTHER BUSINESS

There were no items of any other business.

19. **DATE AND LOCATION OF NEXT MEETING**

Resolved that the next meeting will be held at 11am on Thursday 21 January 2010 in Torbay at a venue to be confirmed.

20. **EXEMPT BUSINESS**

Resolved that, under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

21. **SUMMARY OF THE INVITATION TO SUBMIT DETAILED SOLUTIONS (ISDS) FIRST STAGE SUBMISSIONS AND BIDDERS TO BE SHORTLISTED**

The Project Director and the Project Manager presented a summary of the detailed solutions proposed by each of the short listed bidders' and members were informed that –

- (i) the ISDS First Stage was similar to the ISOS Stage, though the ISDS Stage First Stage had a more specific focus on site deliverability, planning and energy sales;
- (ii) since the ISOS Stage SITA UK had withdrawn its proposal for a solution at Ernesettle in order to concentrate on their HM Naval Base South Yard proposal;
- (iii) the ISDS First Stage had received four solutions submitted by three participants, these were:
  - MVV Umwelt who had submitted solutions for sites at Ernesettle and HM Naval Base Devonport (North Yard);
  - SITA UK who had submitted a solution for a site at HM Naval Base Devonport (South Yard);
  - Viridor who had submitted a solution for its own site at New England Quarry, near Ivybridge.
- (iv) the sites proposed as solutions by the participants could still change as the procurement process continued;
- (v) the next stage in the procurement process is for the bidders' to develop their proposals further before submitting their detailed solutions in March 2010 in response to the ISDS Main Stage;
- (vi) the ISDS Main Stage solutions will be assessed between March and May Summer 2010 and then shortlisted to two bidders.

Resolved that the three participants submitting four solutions be invited to develop their proposals and submit further solutions in response to the ISDS Main Stage as part of the ongoing procurement process.

22. **APPROVAL OF SPECIFIC EVALUATION CRITERIA AND METHODOLOGY FOR JUDGING BIDDERS RESPONSES TO THE INVITATION TO SUBMIT DETAILED SOLUTIONS (ISDS) MAIN STAGE**

The Project Director and the Project Manager presented a report on 'approval of specific evaluation criteria and methodology for judging bidders' responses to the Invitation to Submit Detailed Solutions' Main Stage'. The partnership was informed that –

- (i) the report was in accordance with the SWDWP Joint Working Agreement Schedule D, in that it required members to agree all evaluation criteria relating to the Project that will be used to assess and evaluate solutions;
- (ii) the scoring weightings for the ISDS Main Stage had been set within previously approved bandings.

Resolved that –

- (1) the evaluation procedure, criteria and scoring methodology as set out in the report is approved;
- (2) the finalisation of the Bid Evaluation Procedure document (annexed to the report) is delegated to the South West Devon Waste Partnership Project Executive.

23. **REVIEW OF LATEST PROJECT PROCUREMENT PROGRAMME**

The Project Director presented an updated Project Milestone and Monitoring Programme on the procurement process and explained that –

- (i) the programme was continually being reviewed and updated and the latest programme milestones reflected the inclusion of new stages into the programme such as the ISDS First Stage, Defra PFI approval requirements and also timescales adjusted in light of learning gained from other PFI procurements;
- (ii) the Outline Business Case Reference Project will also be updated to reflect information such as the latest Partnership waste tonnages projections.

Resolved that the Partnership endorse the revised project milestone and monitoring programme.