



# South London Waste Partnership Joint Committee Agenda

## Membership

London Borough of Croydon  
Councillor Kathy Bee – Transport and Environment  
Councillor Stuart Collins – Deputy Leader - Clean Green Croydon  
Substitutes: Councillors Stuart King and Robert Canning

Royal Borough of Kingston upon Thames  
Councillor David Cunningham (Vice-Chair) – Lead Member: Environment and Transport  
Councillor Richard Hudson – Lead Member: Capital, Projects and Contracts  
Substitutes: Councillors Kevin Davis and Gaj Wallooppillai

London Borough of Merton  
Councillor Andrew Judge - Cabinet Member for Environmental Sustainability & Regeneration  
Councillor Judy Saunders (Chair) – Cabinet Member for Environmental Cleanliness and Parking  
Substitutes: Councillors Mark Allison and Martin Whelton

London Borough of Sutton  
Councillor Colin Hall – Deputy Leader  
Councillor– Nighat Piracha – Vice Chair of the Environment & Neighbourhood Committee  
Substitutes: Councillor Jill Whitehead

**Date: Tuesday 17 February 2015**

**Time: 5.30 pm**

**Venue: - The Town Hall, Katharine Street, Croydon CR0 1NX.**

## **Room TBC**

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda please contact [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) or telephone [020 8545 3616](tel:02085453616).

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# South London Waste Partnership Joint Committee Agenda

## 17 February 2015

- |    |   |           |
|----|---|-----------|
| 1  | Apologies for absence   |           |
| 2  | Declaration of Interests  |           |
| 3  | Minutes of the Previous Meeting (3 December 2014)   | 1 - 2     |
| 4  | Public Questions (10 minutes)   |           |
| 5  | Phase A Contract management Report  | 3 - 16    |
| 6  | South London Waste Partnership Budget Update  | 17 - 20   |
| 7  | Exclusion of the Public<br>RESOLVED;<br><br>That the public are excluded from the meeting during consideration of the following item on the grounds that it is exempt from disclosure by virtue of Part 4B, Paragraph 10.4 and Category 3 of the constitution |           |
| 8  | PHASE B UPDATE - Energy Recovery Facility (ERF) Disposal Contract   | 21 - 24   |
| 9  | Household Reuse and Recycling Centres Procurement - Preferred Bidder Recommendation Report  | 25 - 140  |
| 10 | Risk Register   | 141 - 154 |

### Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

All minutes are draft until agreed at the next meeting of the committee/panel. To find out the date of the next meeting please check the calendar of events at your local library or online at [www.merton.gov.uk/committee](http://www.merton.gov.uk/committee).

## SOUTH LONDON WASTE PARTNERSHIP JOINT COMMITTEE 3 DECEMBER 2014

(17.30 - 17.40)

PRESENT

London Borough of Croydon

Councillor Stuart Collins and Councillor Stuart King (substitute for Councillor Kathy Bee)

Royal Borough of Kingston upon Thames

Councillor David Cunningham and Councillor Richard Hudson

London Borough of Merton

Councillor Judy Saunders (in the Chair) and Councillor Andrew Judge.

London Borough of Sutton

Councillor Colin Hall

### 1 APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from: Councillor Kathy Bee (London Borough of Croydon).

### 2 DECLARATION OF INTERESTS (Agenda Item 2)

None.

### 3 MINUTES OF THE PREVIOUS MEETING (16 SEPTEMBER 2014) (Agenda Item 3)

The Minutes of the meeting held on 16 September 2014 were agreed as a correct record.

### 4 SOUTH LONDON WASTE PARTNERSHIP BUDGET FOR 2015/16 (Agenda Item 4)

The Committee considered the report which provided the proposed budget for the Partnership for its core activities, for the final stages of the HRRC procurement.

A question was raised as to whether the proposed reduced communications budget of £50k would be sufficient to do campaigns as needed. Officers advised that they considered that the budget would be sufficient but indicated that there would be a need to look at possible alternative sources of funding should additional communication activities be identified.

RESOLVED: That the Committee

(1) agrees the proposed budget for the core activities of the Partnership as set out in paragraph 2.2;

(2) agrees that communication campaigns are reduced from an annual cycle to biennial and that the campaigns and surveys are carried out in alternating years; and

(3) agrees the proposed budget for the final stages of the HRRC procurement as set out in paragraph 2.9.

5 ANY OTHER BUSINESS - INCINERATORS (Agenda Item 5)

Under the item 'Any other business', a member requested that a future meeting of the Committee discuss health and safety matters relating to incinerators elsewhere in the UK, including the one at Runcorn. Following discussion it was

RESOLVED: That the health and safety matters relating to incinerators elsewhere in the UK be an agenda item for a future meeting of the Committee.



**Report to:** South London Waste Partnership (SLWP)  
Joint Waste Committee

**Date:** 17<sup>th</sup> February 2015

**Report of:** SLWP Management Group

**Author(s):**  
Andrea Keys Contract Manager

**Chair of the Meeting:**  
Councillor Judith Saunders, Chair SLWP Joint Waste Committee

**Report title:**

**PHASE A Contract management Report**

**Summary:**

This report provides Joint Waste Committee with an update on the performance of the three Phase A Contracts applicable to the South London Waste Partnership:

- i. Contract 1 - Transport and Residual waste management
- ii. HRRC services - Managed by Royal Borough of Kingston (RBK)
- iii. Contract 3 - Marketing of recyclates and treatment of green and food waste

Reporting period quarters 1, 2 and 3: 1<sup>st</sup> April 2014 – 31<sup>st</sup> December 2014.

**Recommendations:**

Joint Waste Committee is asked to note the contents of this report, and comment on any aspects of the performance of the Partnership's Phase A contracts.

**Background Documents:**

Contract Performance Monitoring updates have been presented to the Joint Waste Committee since 22 July 2010. The most recent reports were presented at the meeting on 16<sup>th</sup> September 2014 by the Contract Manager.

## **1. BACKGROUND**

- 1.1. Contract 1 is operated by Viridor Waste Management Ltd and includes the haulage of all materials requiring transfer and the management of residual waste.
- 1.2. The Partnership's HRRC site service is currently managed by the Royal Borough of Kingston, pending re-procurement of the service.
- 1.3. Contract 3 is operated by Viridor and includes the marketing of recyclates and the treatment of green and food waste.

## **2. PERFORMANCE DETAIL**

### **2.1. Contract 1: Transport and Residual waste management (Viridor Waste Management Limited)**

- 2.1.1. Under Contract 1, during the reporting period April to December 2014, the Partnership managed 177,927 tonnes of residual waste. Please see Appendix A sections 1 and 2 for further detail.
- 2.1.2. Viridor continue to divert a proportion of the Contract 1 residual waste to their Lakeside energy from waste facility (EFW) at the Partnership's request. Partnership waste is thermally treated at the same rate as the residual waste landfill Gatefee. Viridor have direction on which Borough waste is diverted.
- 2.1.3. During this reporting period 17% of SLWP residual waste was diverted from landfill via the Lakeside EFW. Please see Appendix A section 3 for further tonnage data.
- 2.1.4. Residual waste diversion from landfill has increased and we continue to work with Viridor to improve this rate further.
- 2.1.5. The Contract is operating effectively. There were no major operational or performance issues and no formal complaints reported under Contract 1.

### **2.2. Contract 2: Management of the Household Reuse and Recycling Centres (Royal Borough of Kingston)**

- 2.2.1. The Partnership continues to manage the numerous challenges inherited from bringing the HRRC services in-house including; staff management, staff supervision, inherited and on-going disciplinarys, site safety, site infrastructure, supplier issues, and regulatory compliance.
- 2.2.2. HRRC Restructure: As outlined in Septembers' JWC report, the HRRC restructure was progressed with the aim of tackling the challenges detailed in 2.2.1.

- 2.2.3. The two-stage consultation process for the restructure commenced in August and provided staff the opportunity to discuss and comment on the proposed new structure. This process has been successful aside from a trade dispute and Croydon's Purley Oaks site, although this now appears to be close to resolution. The resultant new structure, which provides a way to reconcile business needs and site staff requirements, was implemented to schedule on the 1<sup>st</sup> December.
- 2.2.4. The new structure provides for improved managerial and supervisory cover which in turn aims to strengthen the operations at site level. It also provides clear roles and responsibilities for all staff, and ensures there is a consistent pay structure. These changes are designed to deliver an improved standard of customer service, compliance, and recycling performance.
- 2.2.5. In terms of disciplinaries there are still a number of issues being dealt with by RBK. A large number of significant disciplinary issues were inherited when the contract was taken over by RB Kingston. These issues continue to be managed using appropriate disciplinary procedures.
- 2.2.6. To date, 36 staff (out of 96 operational personnel) have been through some form of disciplinary process, with 14 dismissals, one long term sickness case that resulted in a settlement, 3 final written warnings, 17 improvement notices, and one resignation. There are 8 outcomes pending either while investigations are completed, or hearings are undertaken. (Note that some individuals have been subject to more than one disciplinary process, resulting in a total of 50 disciplinary cases being dealt with).
- 2.2.7. The disciplinary issues have affected performance at selected sites, and it is thought to have contributed to the reduced performance seen at Factory Lane during May, June and July of this year. Of the 50 disciplinary cases, 17 were undertaken with staff employed at Factory Lane. six of those procedures have resulted in dismissals, one in a final written warning and 6 in an improvement notice. Two further gross misconduct cases involving Factory Lane staff are under investigation.
- 2.2.8. Quarter 3 has seen a continual improvement in performance at Factory Lane. This is believed to be the result of the improvement measures in place which include; completion of disciplinaries, CCTV site monitoring, desk-top tonnage analysis, manual composition analyses of the on-site residual waste containers, and an increased supervisory presence at the site. Appendix A section 4 has further details of HRRC site performance

- 2.2.9. Individually the performance at each site is comparable to quarter 3 2013. Collectively the sites are also performing well. Quarter 3 saw an average recycling rate of 70%, and for the reporting period April to December the six sites combined are showing an average of 72%. (Appendix A section 4 includes the breakdown by site and section 5 the collective performance rates for all six sites).
- 2.2.10. The HRRC off-take work stream is on-going. This work stream focuses on the material off-takers servicing the HRRC sites and aims to review the quality of service being provided, assess value for money, and ensure continuity of services.
- 2.2.11. The agreements put in place by the former contractor EWC were for the most part ad hoc and informal; as a result work is ongoing with the current off-takers to establish more formal contractual positions. This process is becoming increasingly difficult due to the relatively short period between now and the new HRRC contractor starting on the 1<sup>st</sup> October. To date the off-take agreements for two major materials - textiles and ferrous metals – have been successfully formalised.

### **2.3. Contract 3 – Materials Recycling Services, composting, and Additional treatment Services (Viridor Waste Management Limited)**

- 2.3.1. Green waste is delivered to the Viridor Beddington facility where it is treated to produce a BSI PAS100 compost product. Some of the green waste material is also transferred from Beddington to alternative processing sites such as Viridor Foxhill. There are no issues to report on this element of the service.
- 2.3.2. Food waste is delivered to either the Beddington facility or the Villiers Road transfer station facility. From both sites the food is transferred by Viridor to the Agrivert Trump Farm Anaerobic Digestion facility (AD) located in Surrey. The Agrivert facility produces a BSI PAS 110 compost product. There are no performance issues with this element of the contract 3 service.
- 2.3.3. Comingled recyclates are delivered to the Viridor Beddington facility and then transferred to the Viridor Materials Recycling Facility (MRF) located in Crayford.
- 2.3.4. The recycling rate for the comingled material has dropped from a year to date average of 95% at the end of quarter 2 to a year to date average of 92% at the end of quarter 3. Further data has been requested from Viridor and further analysis will be done by SLWP. The increase in the percentage of contamination in the comingled mix, combined with a drop in market prices, have together resulted in a drop in the recycling revenue per tonne



for the comingled material in quarter three. Please see Appendix A section 8 for further performance details.

2.3.5. Comingled increase in tonnes: There has been a 2% increase in comingled recycle tonnes compared to the same period in quarter three 2013.

2.3.6. The Source segregated recyclates, also termed as Kerbside-sorted recyclable materials, collected by the Royal Borough of Kingston are delivered to the Villiers Road TS and then transferred either directly to re-processors, to the Viridor MRF at Crayford, the paper MRF in Erith, or the newly developed polymer processing facility. Please see Appendix A section 9 for further tonnage data.

### **3. RECOMMENDATIONS**

3.1. It is recommended that the Joint Waste Committee:

a) Note the contents of this report, and comment on any aspects of the performance of the Partnership's Phase A contracts.

### **4. IMPACTS AND IMPLICATIONS**

#### Legal

4.1. Legal Shared services are assisting on the HRRC off-take work stream.

#### Finance

4.2. None

### **5. Appendices**

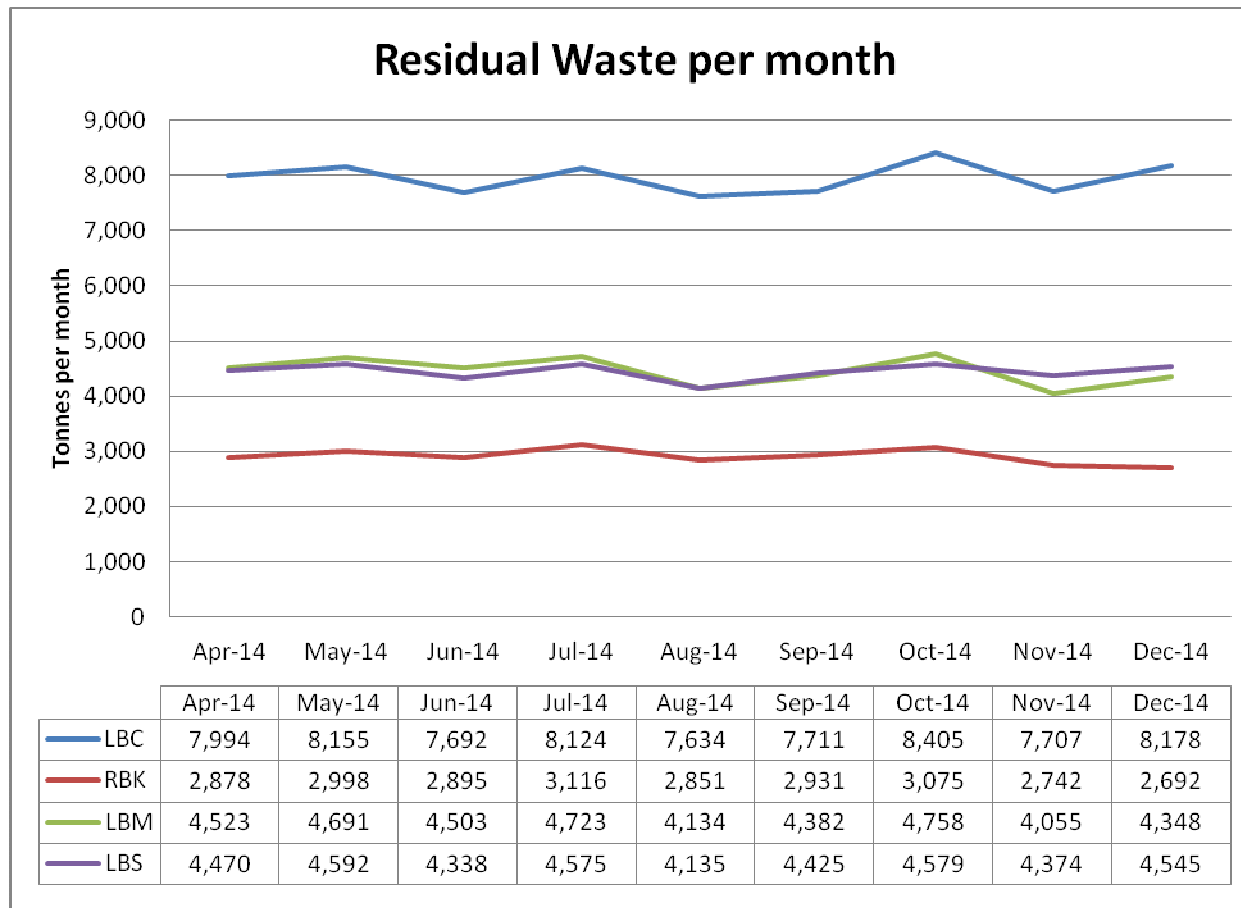
5.1. Appendix A provides data on the performance of the Phase A contracts for the reporting period April to September 2014.

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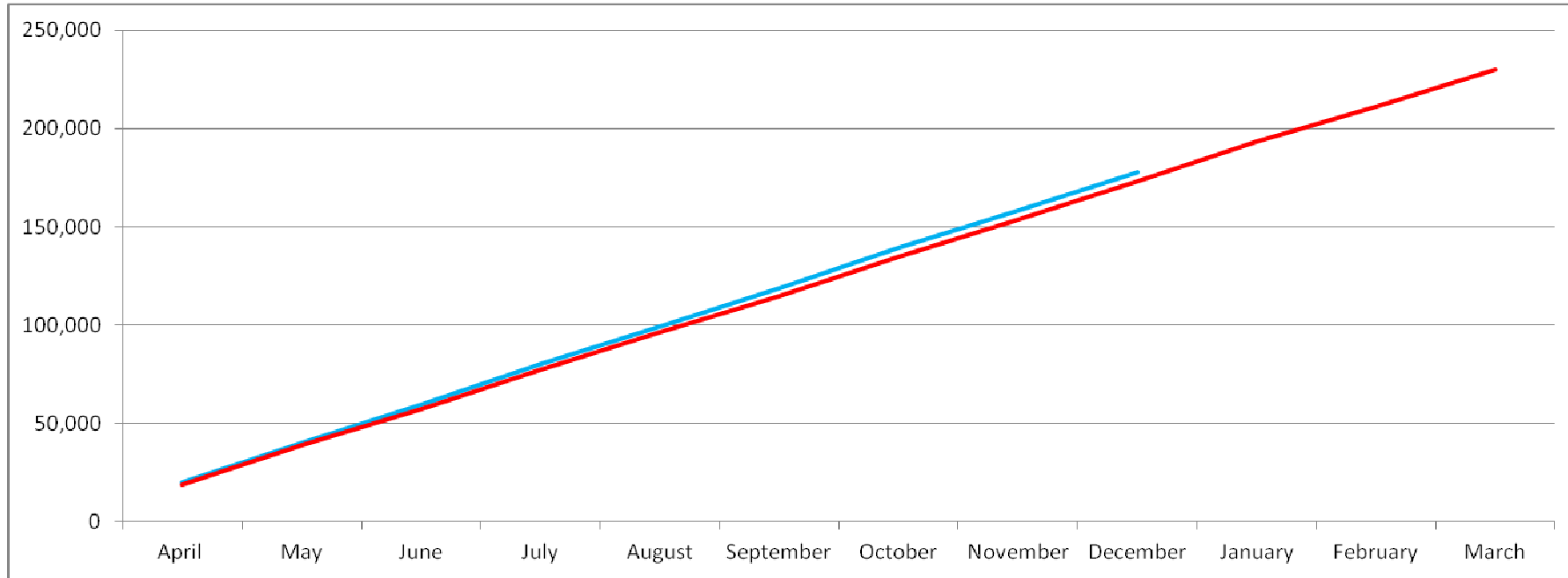
## Appendix A

### Phase A: Contract Performance Data for the period April to December

#### 1. Residual Waste – tonnes per month per Borough:



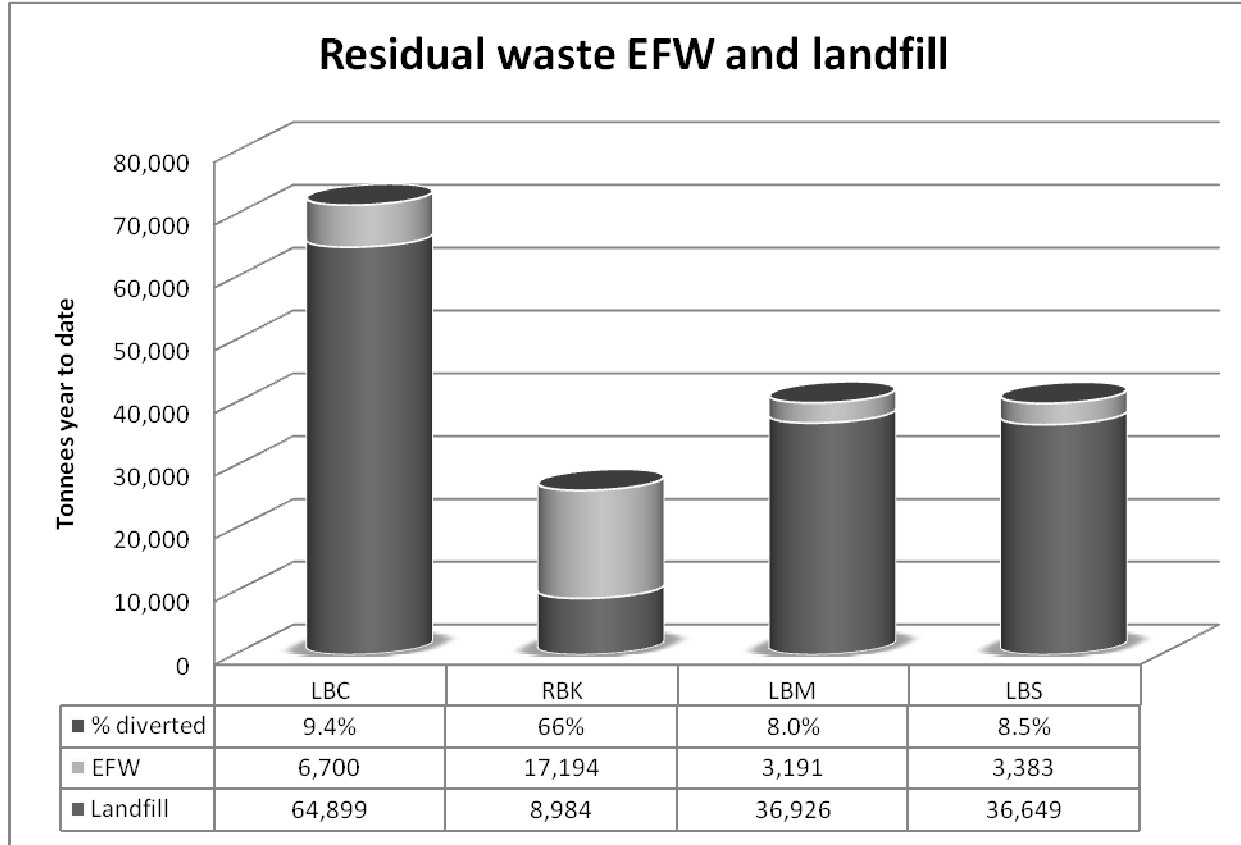
2. Residual Waste Growth 2014/15 against 2013/4:



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<b>Cumulative residual tonnes</b>	April	May	June	July	August	September	October	November	December	January	February	March
Residual waste 2014/15 (tonnes)	19,866	40,301	59,729	80,266	99,020	118,469	139,286	158,163	177,927			
Residual waste 2013/14 (tonnes)	18,633	38,802	57,010	77,403	96,209	114,800	134,589	153,786	173,228	193,513	211,142	230,238

3. Residual Waste Disposal for the period April to December:



Residual Waste year to date	Total Partnership Diversion	LBC	RBK	LBM	LBS
Landfill	147,458	64,899	8,984	36,926	36,649
EFW	30,469	6,700	17,194	3,191	3,383
% diverted	17%	9.4%	66%	8.0%	8.5%

#### 4. HRRC Performance Data: Recycling and Composting

Kingston Villiers Road HWRC					
Month	2010	2011	2012	2013	2014
Jan	66%	69%	74%	70%	70%
Feb	71%	72%	75%	71%	72%
Mar	72%	75%	77%	72%	74%
Apr	72%	78%	76%	74%	76%
May	78%	76%	80%	79%	77%
Jun	79%	76%	79%	78%	77%
Jul	75%	75%	78%	73%	72%
Aug	76%	74%	74%	76%	74%
Sep	77%	77%	76%	76%	76%
Oct	78%	75%	75%	75%	74%
Nov	75%	76%	75%	74%	73%
Dec	65%	72%	65%	67%	68%

Merton Garth Road HWRC					
Month	2010	2011	2012	2013	2014
Jan	68%	68%	72%	68%	69%
Feb	66%	67%	76%	71%	68%
Mar	75%	69%	72%	71%	71%
Apr	67%	69%	73%	71%	68%
May	72%	74%	76%	72%	75%
Jun	76%	75%	73%	73%	75%
Jul	72%	77%	74%	70%	69%
Aug	73%	74%	69%	70%	70%
Sep	73%	76%	76%	72%	72%
Oct	74%	75%	71%	67%	67%
Nov	73%	76%	73%	69%	68%
Dec	60%	72%	65%	66%	61%

Sutton Kimpton Park Way					
Month	2010	2011	2012	2013	2014
Jan	75%	71%	70%	66%	71%
Feb	70%	67%	60%	71%	69%
Mar	75%	73%	80%	74%	74%
Apr	70%	75%	74%	74%	73%
May	75%	72%	76%	77%	73%
Jun	74%	71%	74%	70%	75%
Jul	75%	75%	71%	68%	70%
Aug	72%	72%	75%	73%	70%
Sep	73%	72%	75%	68%	74%
Oct	72%	79%	71%	71%	71%
Nov	73%	76%	69%	69%	69%
Dec	57%	72%	71%	67%	68%

Factory lane HWRC					
Month	2010	2011	2012	2013	2014
Jan	68%	72%	70%	67%	68%
Feb	71%	71%	72%	69%	60%
Mar	78%	74%	71%	71%	70%
Apr	72%	72%	73%	69%	69%
May	73%	72%	69%	75%	63%
Jun	78%	71%	73%	69%	61%
Jul	72%	74%	72%	68%	63%
Aug	72%	74%	71%	64%	65%
Sep	74%	71%	69%	66%	67%
Oct	70%	74%	67%	68%	66%
Nov	69%	77%	66%	64%	67%
Dec	66%	67%	67%	59%	66%

Fishers Farm HWRC					
Month	2010	2011	2012	2013	2014
Jan	75%	71%	70%	66%	65%
Feb	70%	67%	60%	71%	73%
Mar	75%	73%	80%	74%	77%
Apr	70%	75%	74%	74%	77%
May	75%	72%	76%	77%	77%
Jun	74%	71%	74%	70%	78%
Jul	75%	75%	71%	68%	72%
Aug	72%	72%	75%	73%	71%
Sep	73%	72%	75%	68%	76%
Oct	72%	79%	71%	71%	71%
Nov	73%	76%	69%	69%	68%
Dec	57%	72%	71%	67%	69%

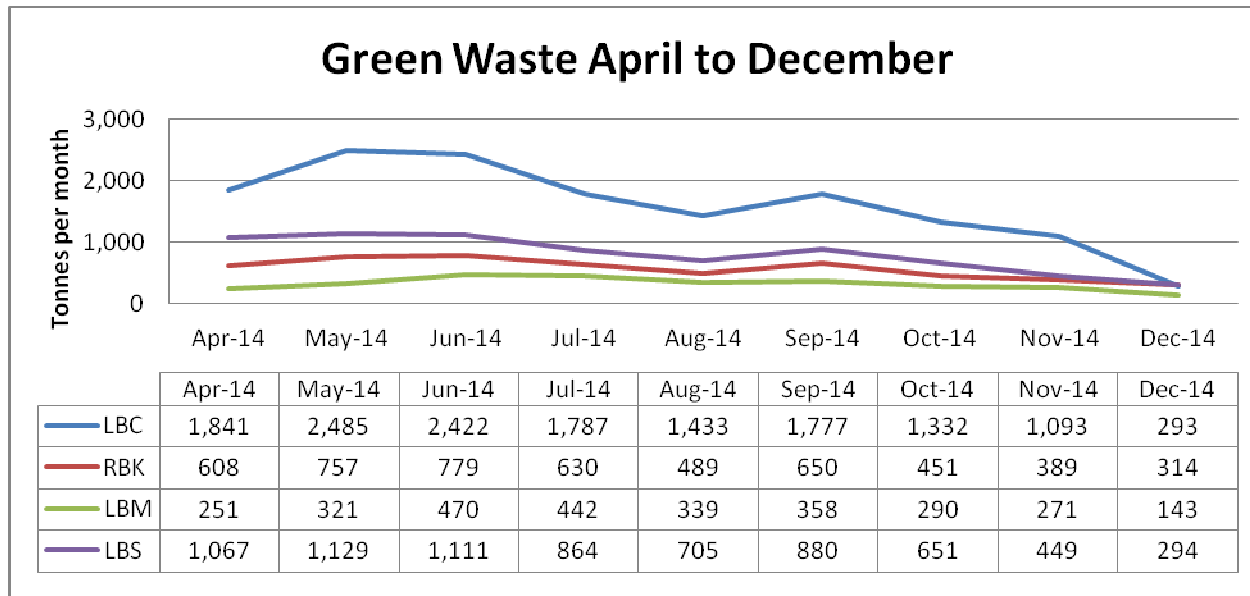
Purley Oaks HWRC					
Month	2010	2011	2012	2013	2014
Jan	78%	79%	77%	72%	75%
Feb	83%	83%	73%	77%	73%
Mar	84%	84%	82%	76%	Closed*
Apr	81%	80%	79%	81%	82%
May	80%	83%	80%	83%	80%
Jun	84%	78%	81%	79%	80%
Jul	82%	81%	78%	79%	80%
Aug	81%	80%	77%	75%	75%
Sep	81%	82%	76%	76%	78%
Oct	82%	84%	75%	77%	75%
Nov	83%	83%	78%	75%	78%
Dec	73%	78%	73%	76%	73%

\*Purley oaks closed due to flood control measures in the area.

5. Average Recycling and Composting Rate across all SLWP HRRC sites:

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
2008/09						72%	74%	75%	69%	67%	73%	78%
2009/10	77%	77%	76%	76%	76%	78%	78%	76%	71%	71%	73%	77%
2010/11	73%	76%	79%	75%	75%	76%	75%	75%	66%	72%	72%	74%
2011/12	74%	75%	74%	75%	74%	75%	77%	77%	71%	73%	72%	76%
2012/13	75%	76%	76%	75%	72%	74%	72%	72%	69%	69%	72%	73%
2013/14	74%	76%	74%	71%	72%	72%	71%	71%	67%	70%	68%	65% <sup>1</sup>
2014/15	74%	74%	74%	71%	71%	74%	71%	71%	67%			

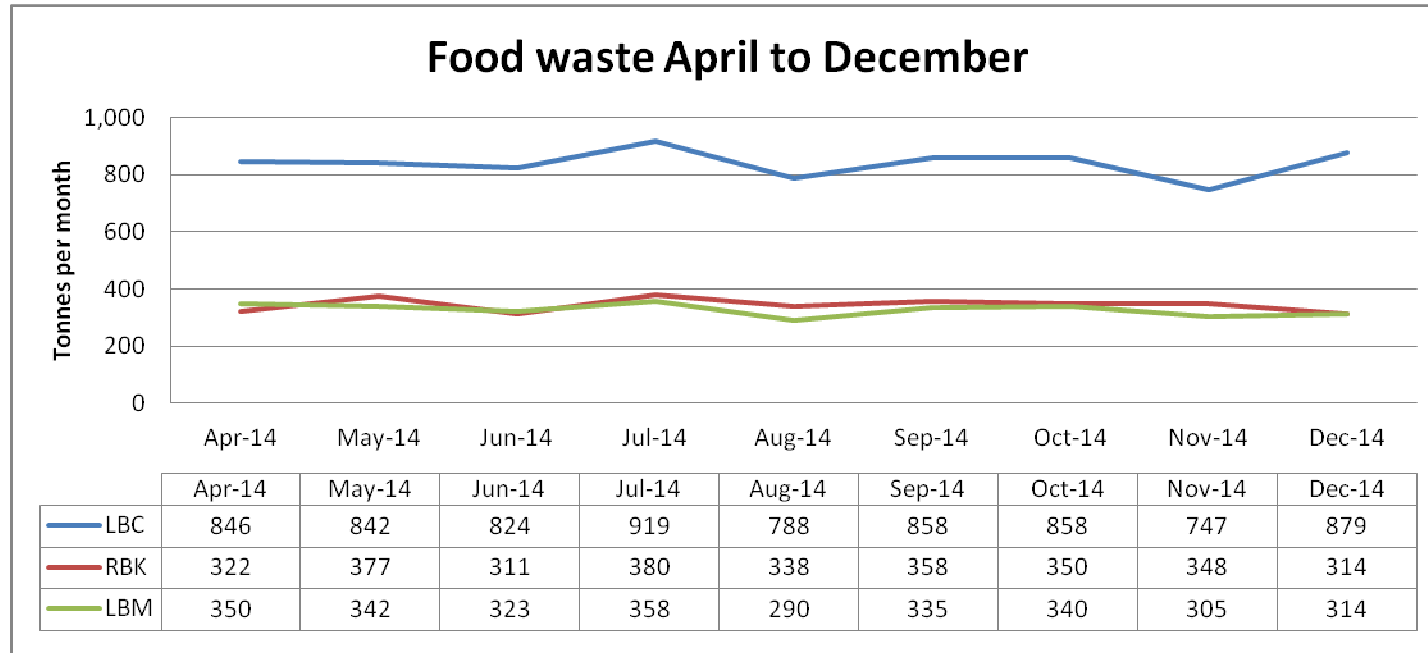
6. Green Waste Tonnage



<sup>1</sup> Purley Oaks was forced to close due to flooding. This had a negative impact on the recycling rates for March.



## 7. Food Waste Tonnage



## 8. Commingled Recyclates Tonnage:

Recycling rate at Crayford	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Sutton	96.74%	94.93%	93.94%	97.84%	96.23%	95.83%	91.55%	90.27%	91.89%
Merton	97.91%	97.69%	96.79%	98.00%	96.79%	97.63%	94.74%	92.52%	91.84%

### 9. Recycling data

<b>Tonnes sent for recycling</b>	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
LBM	1,290	1,364	1,264	1,424	1,210	1,312	1,228	1,297	1,461
LBS	1,369	1,363	1,300	1,385	1,252	1,362	1,376	1,274	1,453
RBK	1,040	1,044	993	1,108	937	1,130	1,115	1,118	1,032

### 10. Financial Information – Total Contract Cost

SLWP	April	May	June	July	August	September	October	November	December
C1	£1,978,374.55	£2,036,663.66	£1,933,603.95	£2,019,625.49	£1,836,693.51	£1,945,199.22	£2,074,761.15	£1,887,797.53	£1,978,241.83
C3	£174,711.32	£174,858.38	£177,477.16	£154,853.35	£113,048.44	£111,713.65	£69,226.01	£39,604.32	£-4,040.15



**Report to:** South London Waste Partnership (SLWP)  
Joint Waste Committee

**Date:** Tuesday 17 February 2015

**Report of:** South London Waste Partnership Management Group

**Author(s):**

Michael Mackie, Finance Lead

**Chair of the Meeting:**

Councillor Judy Saunders, Chair SLWP Joint Waste Committee

**Report title:**

## **SOUTH LONDON WASTE PARTNERSHIP BUDGET UPDATE**

**Summary**

This paper provides an update on the Partnership's budget position at month 9 of the financial year and the projected outturn for the 2014/15 financial year.

**Recommendations**

To note the content of this report.

**Background Documents and Previous Decisions**

Previous budget reports.

### **1. Background**

- 1.1 The Partnership sets its budget in September for the forthcoming financial year. Therefore the budget illustrated below was constructed last year assuming particular time scales specifically in relation to the planning process for the Energy Recovery Facility by Viridor and excludes any costs that may arise from any planning appeals.
- 1.2 The budget is monitored by Management Group every month to allow the budgets to be flexed where appropriate in order to respond to any budget pressures.

## 2. Financial Position 2014/15

2.1 The table below refers to the Partnership's budget position for its core activities at month 9 (December) of the 2014/15 financial year. It relates to expenditure in the following areas; procurement, project management, administration, contract management and communications.

Item	Approved Budget £	Actuals £	Anticipated Outturn £	Variance £
<i>Advisor Consortium</i>	50,000	36,552	50,000	0
<i>Project &amp; Contract Management</i>	300,000	129,221	191,000	(109,000)
<i>Internal Advisors and Accounting</i>	75,000	16,625	77,000	2,000
<i>Document and Data Management</i>	18,000	20,204	20,250	2,250
<i>Audit Fee</i>	2,500	0	2,500	0
<i>Communications</i>	100,000	75,094	90,000	(10,000)
<i>Transition Costs</i>	12,000	17,675	18,000	6,000
<b>TOTAL</b>	<b>557,500</b>	<b>295,371</b>	<b>448,750</b>	<b>(108,750)</b>
<b>COST PER BOROUGH</b>	<b>139,375</b>	<b>73,843</b>	<b>112,188</b>	<b>(27,188)</b>

2.2 The Partnership's budget for core functions forecasts an under spend for the year of £108,750 (£27,188 per borough). The major variances are detailed below.

2.3 The Joint Waste Committee at its meeting of 25 April 2013 approved the recruitment of a Contract Data Officer. The post is currently being held vacant resulting in a forecast full year saving of £33k on the 'Project and Contract Management' budget.

2.4 The post of Strategic Partnership Manager is also included within budget for Project and Contract Management. This post was vacant until October 2014 saving approximately £65k for the financial year.

2.5 There are currently 2 projects being undertaken

- 1). The procurement of a Four Year Framework Agreement
- 2). A procurement exercise for the HRRCs

The forecast position for 2014/15 for the 2 projects is illustrated below.

### Four Year Framework Agreement

Item	Estimate £	Actuals £	Anticipated Outturn £	Variance £
<i>Advisor Consortium</i>	29,000	20,781	29,000	0
<i>Project &amp; Contract Management</i>	10,750	0	0	(10,750)
<i>Internal Legal Advice</i>	4,500	3,913	5,500	1,000
<b>TOTAL</b>	<b>44,250</b>	<b>24,694</b>	<b>34,500</b>	<b>(9,750)</b>
<b>COST PER BOROUGH</b>	<b>11,063</b>	<b>6,173</b>	<b>8,625</b>	<b>(2,438)</b>

- 2.6 The estimated completion of the 4 year framework agreement is estimated to be March 2015.

### HRRC Procurement Exercise

Item	Estimate £	Actuals £	Anticipated Outturn £	Variance £
<i>Advisor Consortium</i>	190,230	235,372	351,000	160,770
<i>Project &amp; Contract Management</i>	61,560	43,626	82,200	20,640
<i>Internal Legal Advice</i>	27,900	16,312	27,900	0
<b>TOTAL</b>	<b>279,690</b>	<b>295,310</b>	<b>461,100</b>	<b>181,410</b>
<b>COST PER BOROUGH</b>	<b>69,923</b>	<b>73,828</b>	<b>115,275</b>	<b>45,353</b>

- 2.7 The HRRC procurement is currently at the Invitation to Submit Final Tender (ISFT) stage. Recommendation of preferred bidder is being reported to this committee later on the agenda. Contract mobilisation is scheduled for 1 October 2015.
- 2.8 The budget for advisor consortium is forecasting an over spend of £161k for the year. This is a result of additional work required on pensions, TUPE information and leases by legal advisors (£25k) and additional work required by financial advisors (£136k) at ISFT stage on the evaluation and moderation of 2 additional variant bids, additional modelling meetings with bidders and associated time preparing documentation. Measures were put in place to minimise advisors costs during IFST stage by reducing advisor attendance at bidder meetings, by removal of the contingency allocation and through tighter monitoring of advisor activities. This is estimated to have reduced the potential overspend for 2014/15 by £26k. This additional work, although unforeseen, has resulted in greater transparency within the bidder models, has reduced bidder costs and identified errors within bidder models at ISDS stage.
- 2.9 Project and Contract Management is forecasting a £21k overspend due to additional SLWP costs relating to additional advisor activity detailed in 2.8.
- 2.10 The budget position for all activities for 2014/15 is shown below and forecasts an over spend for all activities of £62,910 (£15,727 per borough).

Item	Estimate £	Outturn Forecast £	Variance £	Variance per borough £
<i>Core Activities</i>	557,500	448,750	(108,750)	(27,188)
<i>Framework Agreement</i>	44,250	34,500	(9,750)	(2,438)
<i>HRRC Procurement</i>	279,690	461,100	181,410	45,353
<b>TOTAL</b>	<b>881,440</b>	<b>944,450</b>	<b>62,910</b>	<b>15,727</b>

### 3. Recommendations:

- 3.1 To note the content of this report.

**4. Impacts and Implications:**

Finance

4.1 Contained within report.

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