



Report to: South London Waste Partnership (SLWP)
Joint Waste Committee
Date: Wednesday 3 December 2014

Report of: South London Waste Partnership Management Group

Author(s):
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Chair of the Meeting:
Councillor Judy Saunders, Chair SLWP Joint Waste Committee

Report title:
SOUTH LONDON WASTE PARTNERSHIP BUDGET FOR 2015/16

Summary
This paper provides the proposed budget for the Partnership for 2015/16 for its core activities, for the final stages of the HRRC procurement.

Recommendations

1. To agree the proposed budget for the core activities of the Partnership as set out in 2.2.
2. To agree that communication campaigns are reduced from an annual cycle to biennial and that the campaigns and surveys are carried out in alternating years.
3. To agree the proposed budget for the final stages of the HRRC Procurement as set out in 2.9.

Background Documents and Previous Decisions

Previous budget reports.

1. Background

- 1.1. The Partnership is required to produce a draft budget for consideration by the Joint Waste Committee by 31st October each year. In accordance with the Inter Authority Agreement (IAA) the agreed draft budget is then subjected to consideration by the individual boroughs before a finalised budget is taken to the Joint Waste Committee for approval. The IAA sets out that the final budget must be approved by 31st December each year.
- 1.2. A draft budget was presented to JWC at its meeting of 16 September 2014 where the recommendation was to agree the proposed budget and request individual boroughs to consider and agree the resources required in consultation with borough Finance Directors.

2. Issues

- 2.1. The following budgets have been considered by the individual boroughs and the budgets were agreed by Finance Directors at their meeting on 18 November.

Core Activities

- 2.2. The table below details the draft budget submitted to the September meeting and the final proposed budget for the Partnerships core activities for 2015/16.

Item	2014/15 Approved Budget £	2015/16 Draft Budget 16/09/14 £	2015/16 Proposed Budget £
<i>External Advisors</i>	50,000	50,000	50,000
<i>Project & Contract Management</i>	300,000	300,000	300,000
<i>Internal Advisors and Accounting</i>	75,000	75,000	75,000
<i>Document and Data Management</i>	18,000	20,000	20,000
<i>Audit Fee</i>	2,500	2,500	2,500
<i>Communications</i>	100,000	100,000	50,000
<i>Transition Costs</i>	12,000	0	0
TOTAL	557,500	547,500	497,500
COST PER BOROUGH	139,375	136,875	124,375

- 2.3. Inflation has been contained within the above budgets, resulting in an estimated saving of approximately £6k for 2015/16.
- 2.4. The external advisors budget allows the Partnership to engage external advisors to provide expert legal, financial and technical advice.
- 2.5. The Project and Contract Management budget contains provision for four posts, the Strategic Partnership Manager, a Contract Manager, a Project Support Officer and a Contract Data Officer. The Contract Data Officer post is currently being held vacant and the need for this post will be reviewed by the Strategic Partnership Manager during 2015/16.
- 2.6. The internal advisor and accounting budget includes costs from Kingston for providing finance activities for managing Phase A transactions (£25k), costs from Croydon for providing finance activities for Phase B transactions (£25k) and the remaining £25k is for internal legal advice.
- 2.7. Document and Data Management provides data storage for the Partnership's data room to allow the sharing of documents across the Partnership and for

the storage of project documentation in an online library which is available on-licence to authorised stakeholders.

- 2.8. It has previously been agreed that the communication budget would allow for an annual communication campaign at a cost of £80k, and a further £20k budget for officer time for providing communication expertise and advice throughout the year, including managing the annual communication campaign. In addition it was previously agreed that an independent biennial survey would be carried out at a cost of £30k. With the need to reduce costs in mind Management Group are recommending that the communication campaign and surveys are carried out in alternating years and that the next survey is procured and carried out in the 2015/16 financial year. This will result in a reduced budget requirement of £50k for 2015/16. This will also provide a basis for deciding what the future communications role for the partnership might look like and how this can best compliment the waste communications work undertaken by each of the boroughs.

Project Activities

- 2.9. The table below details the proposed budget requirement of the Partnership for the final stages of the HRRC procurement for 2015/16.

Item	2015/16 Proposed Budget £
<i>External Advisors</i>	95,000
<i>Project & Contract Management</i>	60,000
<i>Internal Advisors and Accounting</i>	18,000
TOTAL	173,000
COST PER BOROUGH	43,250

- 2.10. The HRRC procurement is currently at the Invitation to Submit Final Tender (ISFT) stage and the selection of the preferred bidder is scheduled for February 2015.
- 2.11. The above budget will provide for preferred bidder fine tuning, contract signing and contract mobilisation.
- 2.12. Contract start date is scheduled for 1 October 2015.

3. Recommendations

- 3.1. To agree the proposed budget for the core activities of the Partnership as set out in 2.2.
- 3.2. To agree that communication campaigns are reduced from an annual cycle to biennial and that the campaigns and surveys are carried out in alternating years.

3.3. To agree the proposed budget for the final stages of the HRRC Procurement as set out in 2.9.

4. Impacts and Implications:

Finance

4.1 Contained within report.

Legal

4.2 Section 9 of the Inter Authority Agreement sets out the budget setting process for the Joint Waste Committee. This is referred to within the body of the report.

5 Appendices

5.1 None