

Report of: Business Officer (Waste Contracts)

Report to: Chief Officer Waste Management

Date: 21st Aug 2017

Subject: HWSS Plant Operator Training

Are specific electoral wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If relevant, Access to Information Procedure Rule number: 10.4(3) Appendix 1 to this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case the report author considers that it is in the public interest to maintain the exemption.</p>		

Summary of main issues

1. The Council operates 8 Household Waste Sorting Sites (HWSS) across the city for residents to dispose of a broad range of waste types. The sites provide an important resource for effectively managing the city's waste and are operated with that value in mind.
2. There has recently been significant investment in the HWSS infrastructure in the form of new plant equipment for compacting and loading waste on site. Since its introduction an increase in general plant damage has been identified.

3. The HWSS management team recognise a need to train all site staff on the new equipment, with the aim of achieving a consistent operating standard across all sites, reducing damage to equipment and subsequently reducing repair costs.
4. As well as reducing damage, the proposed training will help to reduce any risk of injury to staff and site users.
5. The Service Manager responsible for the HWSS's, in conjunction with colleagues in Health and Safety and Fleet Services have identified an accredited training scheme which meets these specific needs. Whilst other similar training schemes have been considered the accredited training to the EUSR (Energy and Utility Skills Register) which is provided by Mentor Training Solutions would fulfil the Service needs.
6. Mentor Training Solutions are the only provider in the Country currently who are able to offer the accredited course for compacting equipment and therefore this report includes the proposal to let a contract without seeking further competition and waiver of CPR 8.1 and 8.2.

Recommendations

The Chief Officer Waste Management is recommended to note the contents of this report and approve the waiver of CPR's 8.1 and 8.2 to enable LCC to enter into a contract with Mentor Training Solutions for a bespoke Operator Plant Training Programme without seeking further competition.

1 Purpose of this report

- 1.1 This report aims to provide sufficient information to the Chief Officer Waste Management to enable an informed decision to waive CPR 8.1 and 8.2 and establish a contract with Mentor Training to deliver a programme for Council HWSS Operator Plant Training.

2 Background information

- 2.1 A range of specialist plant is used in the operation of the HWSS, principally skip roller compactors, wheeled loaders and one forklift. These machines are also equipped with a range of different interchangeable attachments for different applications. Significant investment has been made in this equipment in recent months to ensure sites have everything needed to be effective.
- 2.2 Operator training for plant is currently principally delivered through on the job training where knowledge is cascaded down from experienced staff. It is not considered that this level of training is sufficient given the value of the machines and the significant risk to site users and staff if they are not operated correctly.

3 Main issues

3.1 Service issues

- 3.2 New plant items (Volvo E1N160Es and Volvo L110) have been in place for less than 12 months and in that period over £8K damage has occurred. Of particular note is that all machines have suffered damage to cab windscreen protection cages. The worst instances have been repaired by Fleet Services as Volvo would not undertake the repair and quoted £2K for replacements. Whilst it is expected that there would be a certain level of accidents and incidents on site this exceeds what would be reasonably expected.
- 3.3 Operator knowledge on sites is patchy and whilst there is a core of experienced staff there are also many more novices who would benefit greatly from formal training. The

programme put forward would ensure a consistent and high standard of plant operation across all sites which not only protects assets but also builds flexibility and resilience into the service.

3.4 Investment in training reflects both the value that is placed in the HWSS as a resident facility and the importance of H&S for the Council. Smooth and efficient operation of the sites contributes to the overall picture of Waste Management services and the culture fostered throughout the organisation.

3.5 **Procurement**

3.6 There are a range of recognised standards for competency available for plant training and historically different ones have been associated with different industries. The Waste Management standard is EUSR.

3.7 Mentor are the only training provider for the Yorkshire Region listed by EUSR and the only trainer in the country who can support all the plant used on LCC sites. They are used on an ongoing basis by local authority colleagues in West Yorkshire, and LCC Fleet Services have confirmed that the training identified fulfils the requirements needed for safe operation.

3.8 A waiver of CPRs allows a contract to be established without seeking competition and is the most appropriate procurement route where no viable market for competition exists but a favourable solution can be identified.

Corporate considerations

4 **Consultation and engagement**

It is not considered that the recommendations made in this report will have a significant impact on any particular ward or community, and as such no consultations have taken place with residents or Councillors.

5 **Equality and diversity / cohesion and integration**

- 5.1 An Equality, Diversity, Cohesion and Integration Screening form has been completed, it is not considered that the recommendations made will have any impact on a specific individual or group.

6 **Council policies and city priorities**

- 6.1 The Council's overarching H&S Policy recognises that pro-actively managing health, safety and well-being can deliver and secure good business and organisational performance and that staff are the most important asset for delivering better services.
- 6.2 The Best Council plan sets out a key objective to deal with waste effectively. The training of staff to use plant better will help to deal with waste effectively, and achieve efficiency in the use of resource and the delivery of the Waste Management strategy.

7 **Resources and value for money**

- 7.1 The budget implications of the training are £62,645.70 with specific detail included in Appendix 1. The training will be funded from a range of measures in the wider Waste Management budget including additional projected income over the site weighbridges. The costs referenced are based on a worst case scenario and any opportunities for minimising them will be exploited, for example cover costs may be reduced if training is conducted at quiet times.

8 **Legal implications, access to information and call in**

- 8.1 This decision is not subject to call-in as it is not a key decision. The decision is a significant operational decision and will be published by the Council. There are no grounds for treating the contents of this report as exempt from publication or confidential in terms of the Council's Access to Information Rules.
- 8.2 **Note that by virtue of Access to Information Rules 10.4. (3) The Appendices attached to this report are restricted as confidential. This is on the basis that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council.**

8.3 **It is considered that the public interest in maintaining this information as exempt outweighs the public interest in disclosing the information, as disclosure may prejudice the outcome of the procurement process, whilst the details of the tender proposals within the appendices also contain the financial details/business affairs of individual companies.**

9 Risk management

9.1 A risk register will be drawn up and maintained throughout the course of the contract. High or escalating risks would be reported at Chief Officer Level.

10 Conclusions

10.1 Due to the ongoing issues with plant damage on sites there is a need to establish a formal training contract to support site staff more comprehensively on equipment. Because there is only one organisation able to provide this accredited training who are already being well used by authority counterparts it is not considered that an open procurement exercise would be appropriate.

10.2 Waiving of CPR's 8.1 and 8.2 will allow the council to award an important contract to a provider without seeking competition, thereby improving service delivery and protecting value for money.

11 Recommendations

11.1 The Chief Officer Waste Management is recommended to note the contents of this report and approve the waiver of CPR's 8.1 and 8.2 to enable LCC to enter into a contract with Mentor Training Solutions for a bespoke Operator Plant Training Programme without seeking further competition.

12 Background documents

12.1 N/A