



SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

Meeting to be held in on
Wednesday, 27th February, 2008 at 10.00 am

A pre-meeting will take place for ALL Members of the Board
in a Committee Room at 9.30 am

MEMBERSHIP

Councillors

B Anderson (Chair)	-	Adel and Wharfedale
C Beverley	-	Morley South
A Blackburn	-	Farnley and Wortley
D Coupar	-	Middleton Park
Mrs R Feldman	-	Alwoodley
A Gabriel	-	Beeston and Holbeck
D Hollingsworth	-	Burmantofts and Richmond Hill
G Hyde	-	Killingbeck and Seacroft
R Lewis	-	Pudsey
A Ogilvie	-	Beeston and Holbeck
L Rhodes-Clayton	-	Hyde Park and Woodhouse
F Robinson	-	Calverley and Farsley

Please note: Certain or all items on this agenda may be recorded on tape

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AGENDA

Item No	Ward/Equal Opportunities	Item Not Open		Page No
11			WASTE SOLUTION PROGRAMME FOR LEEDS To consider a report of the Director of Environment and Neighbourhoods on the Waste Solution Programme for Leeds.	1 - 12

Waste Strategy Forward Consultation Plan, 2008/09

Phase 1 – Residual Waste Treatment Solution Evaluation Criteria

The subject matter of programmed consultation on the Waste Strategy can be grouped into four broad areas:

1. How should we deal with the waste we don't recycle? - residual waste solution evaluation criteria
2. How will any proposed facility affect the area local to it? - engagement of residents close to the proposed sites
3. How can we help you to reduce, reuse and recycle more? - barriers to reuse, reduce, recycle
4. How should we collect waste from you in future? - kitchen waste, glass, etc.

This paper focuses on the consultation on the criteria to be used to evaluate the residual waste treatment solution for Leeds.

Consultation 1 – How should we deal with the waste we don't recycle?

1. Background and Reasons for Consultation

This consultation is to engage the public in a debate about what are the most important factors to take account of when we are deciding how to deal with the waste that we do not recycle. The results of this consultation will be used to inform the criteria by which we choose the technology or method by which we manage residual waste in the future.

2. Consultation Questions

The potential criteria proposed for inclusion in the March 2008 'About Leeds' Council newspaper are set out below. These are presented as statements which the public are asked to score in terms of importance when evaluating proposed solutions.

1. We should bury the minimum amount of this waste in landfill sites
2. We should get as much extra material for recycling as possible from this waste
3. We should keep carbon emissions from dealing with waste to a minimum
4. We should ensure value for money in how we deal with this waste
5. We should have the lowest impact on the local environment (i.e. emissions, smells, noise, health impacts, etc.)
6. We should choose a waste treatment method that is flexible to future changes in how much and what kind of waste we produce
7. We should ensure that the environmental impact of transporting waste is kept to a minimum

It is expected that these criteria will require further refinement for the purposes of the planned focus groups, for example, and will allow an opportunity to identify any other criteria not identified on the list.

3. Description of Methods to be used

a) About Leeds supplement and web-based survey

- Nine quantitative questions in return slip on About Leeds.
- Web-based survey duplicating About Leeds questions.
- Respondents asked for postcode to aid analysis.
- Data managed, input and analysed by commissioned market research company.
- Results will not be random, or statistically valid unless weighted.

b) Focus Groups

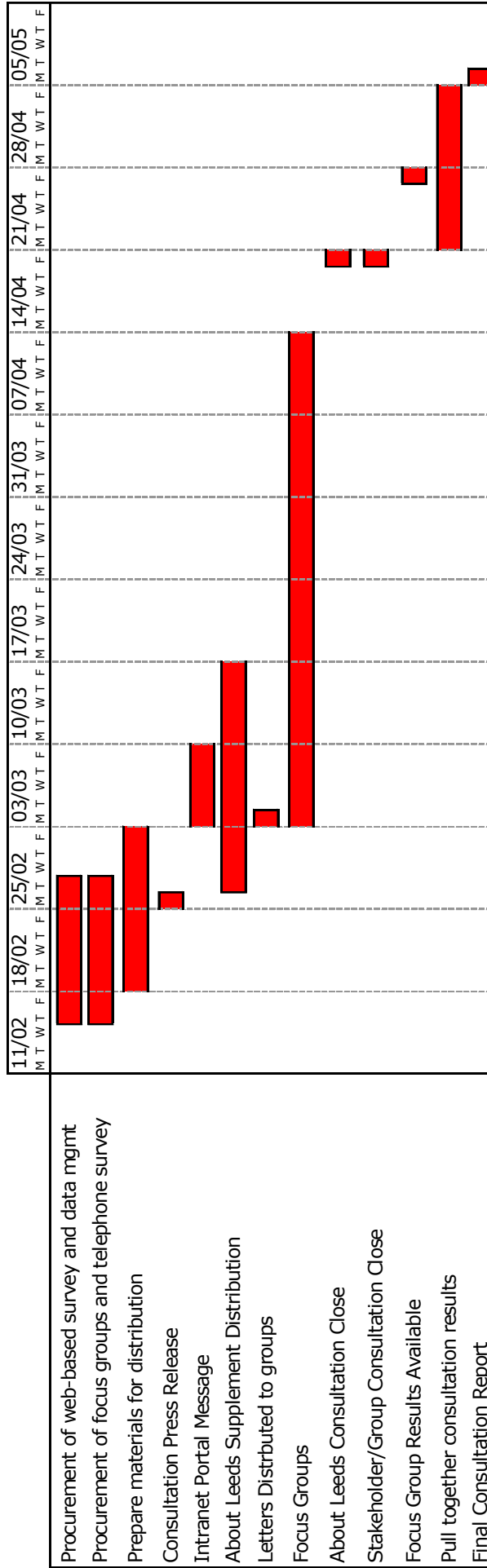
- Ten across inner and outer wards, chosen on the basis of Multiple Deprivation Indices 2007.
- Each group to have a 'reasonable' split of demographic inc ethnicity, gender, disability of the area in which it is taking place.
- Results are qualitative but will give a 'feel' for the most important issues to take account of.
- Allows a more informed discussion about the issue and more complexity in results.

c) Consultation Letters

- Letters with background information and consultation questions to be sent to groups that represent particular stakeholders.
- Gives the consensus view of the group of people.

- Should be a considered view representing the policy/position of that group.
- Could be politically biased and unrealistic in expectations.
- Likely to be open questions needing some analysis to yield useful results.

4. Outline Consultation Timeline



5. Detailed Consultation Plan

a) Internal Council Stakeholders

	How	When	Relevance
Directors	Report to CLT – consultation questions	Mar 08	High
LMT	Report to LMT – consultation questions and discussion	Not Yet Known	High
'Interested' Chief Officers	Letter to identified Chief Officers Team Talk Intranet News Item	Mar 08	Medium
Trade Unions	No targeted consultation	-	Low
LCC Environmental Services Staff	Team Talk Intranet News Item	Mar 08	Medium
LCC general staff	Team Talk Intranet News Item Equality staff groups: Disability, BME, Women, LGB	Mar 08	Medium
Planning Officers	Internal dialogue	Apr 08	Medium
Procurement Unit	Internal dialogue	Apr 08	Medium
Area Management	Report to Area Committees – presentation and consultation questions	03/03/08 to 11/04/08	High

b) Elected Members and political representatives

	How	When	Relevance
Executive Board	Report to Executive Board – evaluation strategy	July 2008	High
Scrutiny Board	Scrutiny Board meetings/Scrutiny Inquiry working group	Meetings tbc	High
Political Groups	Group Briefings	Meetings tbc	High
Ward Councillors	Letter to ward councillors – briefing and consultation questions	03/03/08 to 11/04/08	High
<ul style="list-style-type: none"> • Conservative Group • Liberal Democrat Group • Labour Group • Green Group • Morley Borough I's • BNP/Other 			
Town and Parish Councils	Letter to Town and Parish Councillors Possible distribution through meetings.	03/03/08 to 11/04/08	Medium
Members of Parliament for Leeds	Letter to MPs	03/03/08 to 11/04/08	Medium

c) Leeds Residents

	How	When	Relevance
General Population	Press Release promoting the consultation in About Leeds	25/02/08	High
	About Leeds supplement consultation supported by web-based consultation.	26/02/08 to 15/04/08	
	Focus Groups: <ul style="list-style-type: none"> • Ten across the demographic (see specific groups below), spread through inner/outer wedges 	01/03/08 to 30/04/08	

	How	When	Relevance
	Results available at 30 th April 08		
Young people	Information pack and consultation questions to: <ul style="list-style-type: none"> Leeds Youth Council (youthserviceinfo@leeds.gov.uk) Leeds Learning Network (http://www.leedslearning.net) Infobase Schools (Internal EL Schools site) Letter to University Liaison groups Use of University newsletters.	03/03/08 to 11/04/08	High
Students	Letters to: <ul style="list-style-type: none"> Leeds Older People's Forum – Jenny Friday (2760999) Take account of in Focus Group recruitment Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Medium
Older People	Letters to: <ul style="list-style-type: none"> Leeds Access Advisory Group Leeds Voluntary Sector Learning Disability Forum Leeds Voluntary Sector Mental Health Forum Take account of in Focus Group recruitment Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Medium
People with disabilities	Letters to: <ul style="list-style-type: none"> Leeds Access Advisory Group Leeds Voluntary Sector Learning Disability Forum Leeds Voluntary Sector Mental Health Forum Take account of in Focus Group recruitment Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Medium
BME groups	Letters to: <ul style="list-style-type: none"> Leeds Voice Leeds Race Equality Advisory Forum (REAF) Take account of in Focus Group recruitment Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Medium
Faith Groups/Religious Organisations	Groups to be determined Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Medium

	How	When	Relevance
Gay, Lesbian and Trans-gendered groups	Groups to be determined Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Low
Economically disadvantaged groups	Letters to: <ul style="list-style-type: none"> Registered Tenants Groups – Tenant Involvement Committee Other housing providers? Take account of in Focus Group recruitment Possibly through new 'Hubs' – to be confirmed	03/03/08 to 11/04/08	Medium

d) Statutory Organisations – Under Statement of Community Involvement

	How	When	Relevance
Government Office for Yorkshire and the Humber	Consultation Letter		Medium
Yorkshire and Humber Assembly – Regional Planning Body	Consultation Letter		Medium
Yorkshire Forward	Consultation Letter		Medium
Adjoining Local Authorities	Consultation Letter		Low
Highways Agency	No targeted consultation	-	Low
Countryside Agency	No targeted consultation	-	Low
Natural England	No targeted consultation	-	Low
Historic Buildings and Monuments Commission for England (English Heritage)	No targeted consultation	-	Low
Relevant sewerage and water undertakers	No targeted consultation	-	Low

	How	When	Relevance
Relevant telecommunications companies	No targeted consultation	-	None
Strategic Health Authority	No targeted consultation	-	Low
Leeds Businesses	Leeds Initiative Letter to Leeds Chamber of Commerce (Leeds Chamber - business@leeds.gov.uk) Aire Valley Action Plan newsletter	03/03/08 to 11/04/08	High

e) Environmental Groups

	How	When	Relevance
Campaign for the Protection of Rural England (CPRE)	Letter – John Denham (West Yorkshire Branch, john@denham4.wanadoo.co.uk) http://www.cpre.org.uk/contact/local_groups/yorkshire	03/03/08 to 11/04/08	Low
Friends of the Earth	Letter to Leeds Friends of the Earth Possible attendance at local meeting – First Tuesday of Month James McKay (leedsfoe@hotmail.co.uk)? http://www.foe.co.uk/	03/03/08 to 11/04/08	Medium
Wildlife Trusts	Yorkshire Wildlife Trust - Info@ywt.org.uk	03/03/08 to 11/04/08	Low
Groundwork	Not Yet Known	03/03/08 to 11/04/08	Low
BTCV	Not Yet Known	03/03/08 to 11/04/08	Low

WASTE SOLUTION FOR LEEDS RESIDUAL WASTE TREATMENT PROJECT Overview of Evaluation Process

Evaluation Methodology

The evaluation approach will, in general terms, be to assess Bids in a manner which will:

- conform with all relevant statutory and regulatory requirements and best practice;
- be robust, objective and transparent;
- provide a framework that will facilitate a comprehensive review of each Bid; and
- provide a clear audit trail.

The Procurement Process

The residual waste treatment project will be procured using the Competitive Dialogue procedure as required by DEFRA as a condition of funding. This process commences with a Pre Qualification Questionnaire stage following the issue of the OJEU notice to commence the procurement. This stage is a capacity and capability check of potential bidders to ensure their suitability to enter into the Competitive Dialogue.

Bid consortia which pass this initial check are then invited to submit Outline Solutions to the project which are evaluated using the Competitive Dialogue evaluation methodology agreed prior to the issue of the OJEU notice. Consortia which are successful at this stage (generally 3 or 4) are invited to submit Detailed Solutions which are evaluated using the same methodology, following which a final bidding stage, generally consisting of 2 bidders, is carried out, and then a preferred bidder is appointed and the Competitive Dialogue is closed. The final conditions of the contract are then agreed and the contract is signed.

Evaluation Methodology Status

The Competitive Dialogue process requires the evaluation methodology to be agreed prior to the commencement of the Dialogue process. The Competitive Dialogue procurement is then carried out in accordance with this methodology which should remain unchanged throughout. This ensures that bidders are not disadvantaged by amendments to the selection criteria and that the Council is not exposed to risk of legal challenge by losing bidders on the grounds that their bid would have been acceptable had the evaluation criteria not been changed. The cost of the bidding process to losing bidders can be as much as £3m, so transparency and consistency within the procurement is very important.

Evaluation Methodology Format

The evaluation methodology will consider bids on a quantitative and qualitative basis.

The quantitative evaluation will determine the affordability of the bid to the City Council. The Council's affordability position was approved by the Council's Executive Board at its meeting in November 2007. The quantitative evaluation will assess whether each bid meets the affordability guidelines issued by the City Council, or in the opinion of the Project Board can be made affordable (whilst still meeting the City Council's core project requirements). Where a bid achieves neither of these tests, the City Council would not generally proceed further with that bid.

The qualitative evaluation will determine the quality and, where appropriate, the value for money of the bids. It is anticipated that the evaluation will be carried out using a range of core criteria which might typically be around technical quality and value for money, the financial robustness and legally any amendments the bidder might propose to the terms and conditions of contract. In addition, core criteria would normally include a section for bid integrity which would cover the cohesion of the bid consortium and its ability to partner with the City Council. In this case a core criterion relating to the environmental impact of the project may be appropriately linked to the technical quality of the bid.

The methodology will score the bids against the core criteria using the more detailed sub criteria with each core criterion weighted for its importance to the City Council. Scoring will be carried out by an evaluation team appointed in respect of each core criterion, which generally includes representatives in the following roles:

- **“Consultee”** - an individual or group who are consulted on specific aspects of each Bid. Their role will be in specific areas within their expertise or field of work. They will read and review these aspects of the submission and provide comments to the Evaluation Groups and Sub Groups to be taken into account by Scorers prior to final scoring. Consultees will not form part of the scoring of the Evaluation Sub-Groups.
- **“Adviser”** – an individual or group who provides advice and guidance on specific areas to bid evaluators. They will form part of each Bid-Evaluation Group or Sub-Group, but will not form part of the scoring.
- **“Scorer”** – an evaluator who has a formal scoring role. The Scorer will be an Officer of Leeds City Council.

Following the completion of the evaluation process the results will be reported to the Project Board who will determine the outcome of the evaluation.

Evaluation Programme

Over the next few weeks a consultation process will be undertaken with Leeds residents and with potential bidders to assess their views on appropriate criteria. The project team will then prepare a draft of the evaluation methodology and consult with Members in May and June 2008. The intention is then to prepare an Executive Board report requesting approval of the evaluation methodology at its meeting in July 2008, and the OJEU notice commencing the procurement is programmed for issue in late July 2008.

WASTE STRATEGY - SCRUTINY INQUIRY
WORK PROGRAMME 2008

MEETING	KEY ISSUES FOR DISCUSSION
27 th February 2008	<ul style="list-style-type: none"> • Proposal to merge with Leaders' Waste Strategy Working Group • Overview of residual waste solution evaluation process • Stakeholder consultation and Elected Member engagement • Recycling performance update
26 th March 2008	<ul style="list-style-type: none"> • Consultation on evaluation criteria • Review of model evaluation framework documents • Progress update on other waste procurements (organics, MRF, landfill, etc.) • Recycling performance update
June 2008 (date to be confirmed)	<ul style="list-style-type: none"> • Review of proposed evaluation framework • Review of output specification • Feedback on stakeholder consultation • Recycling performance update

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