

JOINT WASTE DISPOSAL BOARD

NOTICE OF MEETING

WEDNESDAY 14 DECEMBER 2011

TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD

You are invited to attend a meeting of the Joint Waste Disposal Board on **Wednesday 14 December 2011 at 6.30 pm** in the Education Centre, Smallmead, Reading. An agenda for the meeting is set out overleaf.

Mark Moon
Project Director

Members of the Joint Waste Disposal Board

Councillor Mrs Dorothy Hayes MBE, Bracknell Forest Council (Chairman)
Councillor Iain McCracken, Bracknell Forest Council
Councillor Paul Gittings, Reading Borough Council
Councillor Rachel Eden, Reading Borough Council
Councillor Gary Cowan, Wokingham Borough Council
Councillor Rob Stanton, Wokingham Borough Council

EMERGENCY EVACUATION INSTRUCTIONS

If you hear the alarm:

- 1 Leave the building immediately**
- 2 Follow the green signs**
- 3 Use the stairs not the lifts**
- 4 Do not re-enter the building until told to do so**



If you require further information, please contact: Jemma Durkan
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JOINT WASTE DISPOSAL BOARD
Wednesday 14 December 2011 (6.30 pm)
Education Centre, Smallmead, Reading.

AGENDA

- | | Page No |
|--|----------------|
| 1. APOLOGIES FOR ABSENCE | |
| 2. DECLARATIONS OF INTEREST | |
| <p>Members are required to declare any personal or prejudicial interests and the nature of that interest, in respect of any matter to be considered at this meeting.</p> | |
| 3. MINUTES OF THE MEETING OF THE JOINT WASTE DISPOSAL BOARD | 1 - 4 |
| <p>To approve as a correct record the minutes of the Joint Waste Disposal Board held on 20 September 2011.</p> | |
| 4. URGENT ITEMS OF BUSINESS | |
| <p>To notify the Board of any items authorised by the Chairman on the grounds of urgency.</p> | |
| 5. PRESENTATION FROM CHRIS ELLIS (OPERATIONS DIRECTOR, WRG) | |
| <p>There will be an opportunity for questions after the presentation.</p> | |
| 6. OPENING HOURS AT THE RE3 HOUSEHOLD WASTE RECYCLING CENTRES | 5 - 10 |
| <p>To explore the potential for modifying the opening hours at the Household Waste Recycling Centres.</p> | |
| 7. RE3 WASTE PFI PROJECT - PROGRESS REPORT | 11 - 16 |
| <p>To inform the Board of progress since its last meeting on 20 September 2011.</p> | |
| 8. EXCLUSION OF PUBLIC AND PRESS | |
| <p>To consider the following motion:</p> <p>That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 10 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:</p> <p>(3) Information relating to the financial or business affairs of any particular person.</p> | |

Report Containing Exempt Information

9. RE3 WASTE PFI PROJECT UPDATE - CONTRACT MATTERS

17 - 24

To consider a report on contractual matters.

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Agenda Item 3

**JOINT WASTE DISPOSAL BOARD
20 SEPTEMBER 2011
(6.30 - 8.15 pm)**

Present: Bracknell Forest Borough Council
Councillor Mrs Dorothy Hayes MBE
Councillor Iain McCracken

Reading Borough Council
Councillor Paul Gittings
Councillor Rachel Eden

Wokingham District Council
Councillor Gary Cowan
Councillor Rob Stanton

Officers Oliver Burt, Reading Borough Council
Sarah Innes, Reading Borough Council
Dave Fisher, Reading Borough Council
Kevin Holyer, Reading Borough Council
Steve Loudoun, Bracknell Forest Council
Mark Moon, Wokingham Borough Council
Vincent Paliczka, Bracknell Forest Council

Apologies for absence were received from:

Janet Dowlman

43. Election of Chairman

RESOLVED that Councillor Mrs Hayes be re-elected Chairman of the Board for the coming year.

44. Appointment of Vice-Chairman

RESOLVED that Councillor Gittings be re-appointed ViceChairman of the Board for the coming year.

45. Declarations of Interest

There were no declarations of interest.

46. Minutes of the Meeting of the Joint Waste Disposal Board - 7 July 2011

RESOLVED that the minutes of the meeting of the Board held on 7 July 2011 be approved as a correct record and signed by the Chairman subject to the addition of the following to minute 39:

4 An analysis be undertaken in order to gain a better understanding of the potential benefits and disadvantages within the partnership."

It was agreed that Councillor McCracken and the Project Director would meet to agree what was required and how best to progress the work.

Arising on the minutes, the officers also answered a number of questions from the Board on progress since the last meeting on issues which would not otherwise be considered during the meeting. The main points made were that:

- The contractor was proposing to make changes to the MRF themselves to increase performance.
- Officers would approach the Contractor with a request for a proposal in relation to tetrapaks.
- There had been no progress since the last meeting on savings proposals.
- A date for a further session to follow-up the actions proposed at the waste management workshops held late in 2010 would be arranged shortly.

47. Urgent Items of Business

There were no urgent items of business.

48. Project Update

The Board considered a report informing it of progress since the last meeting.

Officers were continuing to discuss with the contractor a solution to the ongoing issues around the replacement of the retail outlet. The contractor had been asked to reconsider their initial response.

The Board welcomed the latest news on the Community Repaint which, subject to successful negotiation, should represent a saving.

The Board also discussed the steps being taken to recover the situation following the replacement of textile banks at the HWRCs. There was concern as the Bracknell Forest Mayor's Charity had received a significant donation from the money raised from these in previous years although it was stressed that this was not a contractual obligation. Negotiations were continuing with the contractor to obtain a donation equivalent to that achieved from the textile banks last year, this year.

Arising from this discussion, the Chairman agreed that she would look into why no similar donation from the textile banks' income was made to the Wokingham Borough Mayor's charity.

The Board was also advised that the new haulage contract was expected to be let in the next couple of weeks. In addition, it was noted that Reading Borough Council would be considering the amendments discussed at the last meeting to the Joint Working Agreement at its cabinet meeting on 31 October 2011. Bracknell Forest had already approved the amendments whilst Wokingham would consider them on 17 November 2011.

RESOLVED that:

- 1 Progress since the last meeting on 7 July 2011 be noted; and
- 2 Adoption of both the contractor and Green Machine proposals for managing paint be approved for a period of 12 months prior to review.

49. **Annual Financial Statement**

The Board considered a report summarising the financial position of the joint waste PFI. It sought to conclude the management of finances in the 2010/11 year; detailed the emerging position in the current year and presented the first draft of the budget for the 2012/13 year.

The Board was advised that based on actual tonnage and costs for the first three months and forecast tonnages and costs for the remainder of the year, the project was currently projecting a £338k over spend against budget. This overspend was attributed to contract waste tonnage for the first quarter being up 2000 tonnes, or 4%, on the forecast, and that the budget for the current year assumed inflation at 4.6%, but by April 2011 had increased to 5.3%.

The draft waste disposal budget for 2012/13 was based upon estimated tonnages derived from a waste modelling exercise which the councils had completed in July 2011.

In response to questions, the officers advised that assumptions about inflation had to be based on the best information at the time the budget was set in April, even though it was accepted that in the current volatile economy, the rate was likely to vary and may go down in the course of the year. The officers also clarified what elements had and had not been taken into account both in the 2010/11 and 2011/12 budgets.

NOTED

50. **Benefits Realisation**

The Board considered a report supported by a more detailed presentation describing the work of officers in developing a framework for the measurement and monitoring of the outcomes from the re3 waste PFI contract. This would assist in ensuring that the outcomes of the business case were actually achieved. It was also intended to help place emerging factors and influences in a strategic context.

The status of 10 outcomes, described as Project Objectives, had been identified from the Final Business Case for the re3 waste PFI contract. In some cases, the ultimate achievement could only finally be assessed in year 25 of the contract while, in others, there were clear interim targets.

The Board noted that there were two objectives for which suitable measurement criteria were required. These were Project Objective 5 relating to the ongoing value for money of the contract and Project Objective 6. Officers wanted to be able to update the existing value for money comparators, but to do this, the councils might need to engage the services of financial advisors. It was proposed that this should only be done if existing budgetary resources allowed and members approved. Officers were in the early stages of liaising with colleagues at other similar projects in order to create a small number of indicators which would help the re3 councils to compare their PFI contract against others. This liaison also provided an opportunity for sharing information and experiences of contract management.

Amongst the points made during the ensuing discussion were that:

- The three councils would like to receive borough-specific data as well as the overall picture.
- An easily updateable model would be preferred.

The Board welcomed the approach proposed which also indicated that the contract was offering good value for money.

RESOLVED that

- 1 The contents of the Annual Financial Statement be noted;
- 2 Further work be undertaken in respect of Project Objective 5, subject to resources being available; and,
- 3 A summarised update of the monitoring report be presented at each Joint Waste Disposal Board with a more detailed report at each AGM.

51. **Meeting Dates**

The Board agreed the following schedule of meetings which were all to commence at 6.30pm:

Wednesday 14 December 2011 – Reading
Thursday 22 March 2012 – Wokingham
Thursday 12 July 2012 – Bracknell
Thursday 20 September 2012 – Reading
Thursday 6 December 2012 – Wokingham
Thursday 21 March 2013 – Bracknell
Thursday 18 July 2013 - Reading

CHAIRMAN

Agenda Item 6

**TO: JOINT WASTE DISPOSAL BOARD
14 DECEMBER 2011**

OPENING HOURS AT re3 HOUSEHOLD WASTE RECYCLING CENTRES (Report by the Project Director)

1. INTRODUCTION

- 1.1 The purpose of this report is to explore the potential for modifying the opening hours at the Household Waste Recycling Centres.

2. RECOMMENDATIONS

- 2.1 **That Members note the contents of this report.**
- 2.2 **That Members request a further report at a subsequent meeting which details potential options for changing the HWRC opening hours, promoting savings and efficiency and utilising the public facilities to greater effect.**

3. SUPPORTING INFORMATION

HWRC Opening Hours

- 3.1 At the JWBD meeting of July 7th 2011, officers described two potential saving options.
- 3.2 The first option related to the delivery of education and waste minimisation functions. Members decided that the function in the contract be retained but that the terms and conditions be revised so that the roles were seconded to the councils. Alongside this change it was decided that the budget for activities in relation to this service would be reduced. Officers are currently working with the contractor to deliver these changes.
- 3.3 At the request of the re3 Project Team, the Contractor considered the potential saving that might be made from reductions in opening hours at the HWRCs. This was the second saving option.
- 3.4 Members will recall that on its own, the estimated saving proposal by the contractor was insufficient to warrant the change in service.
- 3.5 As a result officers considered the potential for the council facilities to be made available for periods of time for use by SMEs/local traders. Members decided that further details should be brought to a future meeting.
- 3.6 The purpose of this report is to investigate the potential for altering opening hours at the HWRCs.
- 3.7 In November officers carried out an analysis of the opening hours of other HWRCs around the country. Sites were selected for inclusion in the analysis if they were local, run by WRG or if the local authority had a long term waste PFI contract. In total, 120 sites were surveyed across 18 different authorities. These authorities included each of those within Berkshire.
- 3.8 The results of this analysis can be found in Appendix 1.
- 3.9 The main findings were as follows:

- a) The average opening time of the HWRCs surveyed was 8:30am. The current opening time of the re3 HWRCs is 8:00am.
 - b) During the summer months, the average closing time of the HWRCs surveyed is 6:30pm. The closing time of the re3 HWRCs is 8:00pm.
 - c) During the winter months, the average closing time of the HWRCs surveyed is 4:30pm. The closing time of the re3 HWRCs is 6:00pm.
- 3.10 These findings indicate that for each day during the year, the re3 councils are providing an HWRC service for two hours longer than the other authorities surveyed.
 - 3.11 It was found that in the summer, 16% of the surveyed sites operate for the same number of hours as the re3 HWRCs and 83% of sites operate for fewer.
 - 3.12 In winter, 13% of the surveyed sites operate for the same number of hours as the re3 HWRCs and 86% of sites operate for fewer.
 - 3.13 Only one of the 120 sites had longer opening hours than the re3 sites in both summer and winter. This site is the only one to serve residents of the Isle of Wight during weekdays and this may be why longer hours are required. In addition, one site in Wrexham was open for longer hours during winter only.
 - 3.14 Traffic count data collected during the 2010 and 2011 HWRC User Satisfaction Surveys was also analysed in order to investigate the levels of usage at the re3 sites.
 - 3.15 The results of this analysis can be found in Appendix 2.
 - 3.16 Results for both years and for both sites were similar. Although visits were slightly more evenly spread throughout the day in 2011, each analysis showed that visitor numbers were lowest at the beginning and end of the day.
 - 3.17 In 2011, only 4.46% of Longshot visits and 3.10% of Smallmead visits took place before 9:00am in the week surveyed. This equates to 348 and 323 visitors respectively over the course of the week.
 - 3.18 In addition, only 5.91% of Longshot visits and 6.43% of Smallmead visits took place between 6:00pm and site closing at 8:00pm. This equates to 461 and 669 visitors respectively over the course of the week.
 - 3.19 Data from the analysis of the HWRC opening times showed that 42.5% of the sites did not open before 9:00am and 45% of the sites close at or before 18:00pm during the summer months.
 - 3.20 The results indicate that the opening hours of these HWRCs may already have been changed to acknowledge the periods of reduced patronage.
 - 3.21 Visits to the re3 HWRCs after 6:00pm were particularly few at the weekends. In 2011, only 0.03% of the weeks visits to Longshot, and 0.31% of visits to Smallmead, took place during this period. No visits took place after 7:00pm at either site on the weekends surveyed.
 - 3.22 A small number of the sites surveyed as part of the HWRC opening times analysis operate slightly different opening hours on one or both weekend days.

- 3.23 The busiest period at both re3 sites is between 10:00 and 16:00. As a result, should any changes ultimately be made, it is proposed that they be made outside of these 'core' hours.
- 3.24 Officers recommend that members receive a further report during 2012, which details potential options for changing the HWRC opening hours, promoting savings and efficiency and utilising the public facilities to greater effect. This report would also seek to detail the potential scale of savings or efficiencies that might be achievable.

BACKGROUND PAPERS

Progress Report to Joint Waste Disposal Board (7th July 2011)

CONTACTS FOR FURTHER INFORMATION

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Appendix 1

Comparison of HWRC Opening Hours

Green = Shorter opening hours than re3

Orange = Same opening hours as re3

Red = Longer opening hours than re3

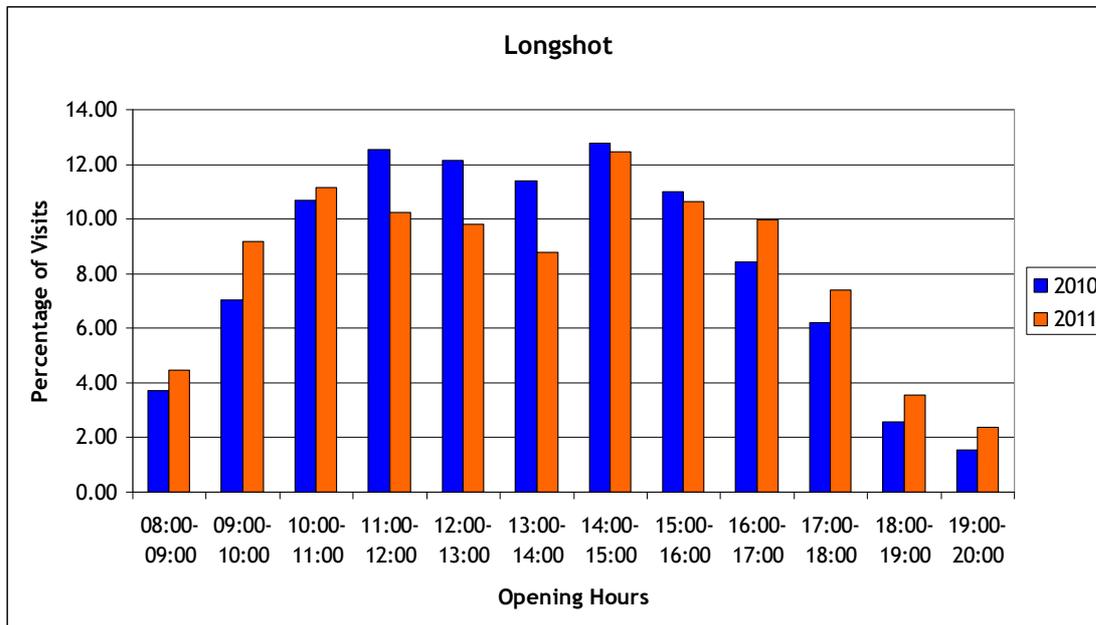
			Opening Times			Number of Opening Hours	
Authority	Notes	Number of Sites	Opening	Summer Closing	Winter Closing	Summer	Winter
Isle of Wight	PFI	1	7:00am	10:00pm	7:00pm	15:00	12:00
Wrexham	WRG	1	8:00am	8:00pm	8:00pm	12:00	12:00
re3		2	8:00am	8:00pm	6:00pm	12:00	10:00
Greater Manchester	PFI	3	8:00am	8:00pm	6:00pm	12:00	10:00
Windsor and Maidenhead	Local	1	8:00am	8:00pm	4:30pm	12:00	08:30
Nottinghamshire	PFI	14	8:00am	8:00pm	4:00pm	12:00	08:00
Northumberland	PFI	12	8:00am	7:30pm	6:00pm	11:30	10:00
Luton	WRG	2	9:00am	8:00pm	5:00pm	11:00	08:00
West Berkshire	Local	1	8:30am	7:30pm	5:30pm	11:00	09:00
Hampshire	Local	24	8:00am	7:00pm	4:00pm	11:00	08:00
Portsmouth	Local	1	8:00am	7:00pm	4:00pm	11:00	08:00
Southampton	Local	1	8:00am	7:00pm	4:00pm	11:00	08:00
Slough	Local	1	8:00am	6:45pm	5:45pm	10:45	09:45
South Gloucestershire	PFI	4	8:00am	6:30pm	4:30pm	10:30	08:30
Kirklees	PFI	5	8:00am*	5:00pm*	4:00pm	09:00	08:00
Cornwall	PFI	13	9:00am	6:00pm	4:00pm	09:00	07:00
Suffolk	WRG	18	9:00am*	5:00pm*	4:00pm	08:00	07:00
Hull	WRG	3	10:00am	6:00pm	6:00pm	08:00	08:00
East Riding	WRG	10	10:00am	6:00pm	6:00pm	08:00	08:00
Isle of Wight	PFI	2 (Weekends only)	9:30am	4:30pm	4:30pm	07:00	07:00
Wrexham	WRG	2	9:00am	4:00pm	4:00pm	07:00	07:00
West Berkshire	Local	1 (Recycling only)	12:30pm*	6:00pm	6:00pm	05:30	05:30

* Slightly different opening hours apply on a Saturday and/or Sunday.

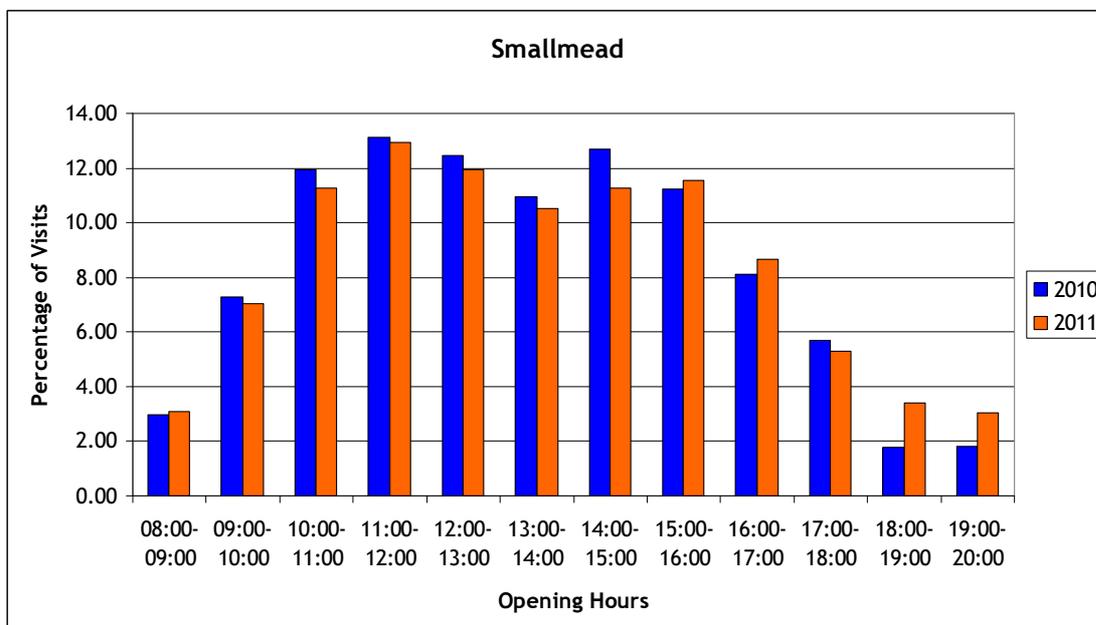
A small number of councils appear on this list twice as they operate a number of sites which have different opening hours.

Appendix 2

Percentage of Visits Falling in Each Opening Hour at the Longshot Lane HWRC (Monday-Sunday Averages)



Percentage of Visits Falling in Each Opening Hour at the Smallmead HWRC (Monday-Sunday Averages)



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Agenda Item 7

**TO: JOINT WASTE DISPOSAL BOARD
14 DECEMBER 2011**

JOINT WASTE DISPOSAL BOARD - PROJECT UPDATE (Report by the Project Director)

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board (JWDB) of progress since its last meeting on 20 September 2011.

2. RECOMMENDATIONS

- 2.1 **To note progress made since the last meeting on 20th September 2011.**
- 2.2 **That Members consider whether they would like officers to review the current access controls as they relate to the use of trailers.**

3. SUPPORTING INFORMATION

Operations and Facilities

- 3.1 The Contractor is in the process of installing optical fire detection within the Smallmead MRF.
- 3.2 The benefit of this system is that it identifies a fire itself rather than awaiting the product of the fire (smoke or heat) to be detected.
- 3.3 This development is part of a process being undertaken by the Contractor, with support from the insurers (Zurich Municipal) and International Fire Consultants (IFC) Ltd, to improve the fire detection and protection system. The original system that was provided by the Engineering Procurement Construction (EPC) contract between the Contractor and their selected sub-contractor has not proved to be acceptable.
- 3.4 Officers from the re3 Project Team and Bracknell Forest Borough Council have been in discussion with the Contractor about the requirement, with the planning permission for Longshot Lane, for appropriate traffic management systems.
- 3.5 While a system was proposed in the planning application, it has not yet been utilised according to the permission given. The Contractor has sought approval from the WRG Board for changes to be made at Longshot Lane such that a permanent, two-lane access is created for users of the Household Waste Recycling Centre (HWRC).
- 3.6 Furthermore, Officers are requiring the reinstatement of a webcam for use by patrons planning a visit to Longshot Lane.
- 3.7 Following the aborted procurement process earlier in 2011, The Contractor has now appointed a haulier for the next five years of the Contract.
- 3.8 The exact impact on the total cost of 'internal' contractual haulage is hard to estimate but it should result in a small saving to the councils against the current cost. At a time of rising costs that is a positive outcome.
- 3.9 The successful bidder is a company called Fred Sherwood and Sons (Transport) Ltd.

- 3.10 The previous haulage contract, covering the first five years of the PFI contract and which was held by BP McKeefry Ltd, came to an end at midnight on December 3rd 2011.

Access Arrangements at Household Waste Recycling Centre's (HWRC's)

- 3.11 Members have previously received reports on the subject of access controls at both Smallmead and Longshot Lane HWRC's. Access controls have been a feature at both sites for some time and are quite normal at sites around the country.
- 3.12 The controls take a number of forms. There is a height-barrier at both sites and there are restrictions on the amount a householder can bring in for some types of waste. A further control relates to the use of trailers.
- 3.13 Initially, the control related to the length of trailer and was set at 6 feet. The length being set at a scale which was manageable in the facility (for safe parking and manoeuvring) and also that corresponded with a 'household' sized amount of waste.
- 3.14 This proved impractical, however, because of the wide range of sizes of trailer available. A householder with a slightly larger trailer than the limit would feel harshly treated and if any lee-way was applied it could soon have made the whole affair very tricky to manage consistently.
- 3.15 As a result, the control was amended to accept single-axle trailers only. This was decided-upon because it was easier to identify compliance or non-compliance with the standard and still took account of the original reasoning (as described at 3.12 above).
- 3.16 During 2010/11 the partnership received 4 complaints about the policy of trailer control. The facilities cater for up to 6,000 visits per week.
- 3.17 Wokingham Borough Council (WBC) has, however, received a complaint on this subject and the (now previous) Chief Executive of WBC asked that this issue be reconsidered by Members of the JWDB.
- 3.18 As a result, Members are asked to consider the current control being applied.

Community Repaint

- 3.19 Negotiations between the Community Interest Company (CIC), Green Machine CIC, who hope to set-up a paint re-use scheme in the re3 area and the Contractor have now concluded.
- 3.20 All necessary paperwork has been received and the required contractual checks have been undertaken.
- 3.21 The contractor is seeking to secure an up-front funding allocation, in-year, in order that Green Machine CIC can be paid in advance rather than in arrears. The necessity for this unusual payment profile is a result of set-up costs.

Finance

- 3.22 The forecast outturn financial position for 2011/12 is attached under Appendix 1.

- 3.23 The project is reporting a collective overspend of £293,000 for 2011/12; this is due mainly to increased levels of waste processed during Quarter 1, however, figures for Quarter 2 indicate that this trend has begun to ease.
- 3.24 Given the current uncertainty around inflation, discussions are taking place with the Accountants of the three Councils in finalising the assumptions used in calculating the Budget for 2012/13.
- 3.25 A statement of expenditure against the re3 Management budget is included under Appendix 2 which shows a remaining budget of £82,350 as at 30th November 2011. However, the re3 Management budget is expected to be fully committed resulting in forecast year end expenditure of £197,900.

BACKGROUND PAPERS

Board Report 20th September 2011
Board Report 22nd September 2009

CONTACTS FOR FURTHER INFORMATION

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Appendix 1

re3 PFI Budget Monitoring

2011/12 Waste PFI Outturn

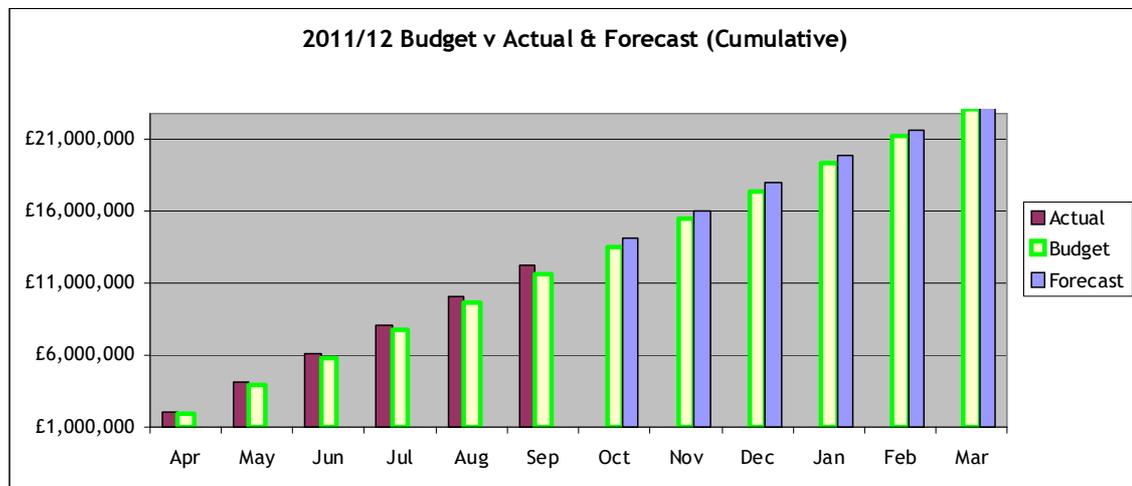
		BFBC £	RBC £	WBC £	TOTAL £
Apr-11	Actual (Adjusted)	511,750	673,664	769,134	1,954,548
May-11	Actual	483,510	762,724	787,882	2,034,116
Jun-11	Actual	522,176	697,694	731,556	1,951,426
Jul-11	Actual	500,800	720,775	753,378	1,974,953
Aug-11	Actual	500,270	738,648	770,362	2,009,280
Sep-11	Actual	509,820	783,266	794,023	2,087,109
Oct-11	Prov Actual	497,272	654,212	704,674	1,856,158
Nov-11	Estimate	487,606	693,102	721,640	1,902,348
Dec-11	Forecast	483,332	683,311	699,197	1,865,840
Jan-12	Forecast	481,333	686,253	696,981	1,864,567
Feb-12	Forecast	459,705	659,061	670,013	1,788,779
Mar-12	Forecast	500,252	707,126	727,413	1,934,791
TOTAL		5,937,826	8,459,836	8,826,252	23,223,913
Business Rates		104,007	134,898	141,517	380,422
Planners Farm Lease (note 5)		11,368	9,802	16,330	37,500
Waste Min Savings from 10/11 (note 6)		-14,861	-19,124	-21,016	-55,000
Waste Min Saving 2011/12 (note 7)		-35,774	-46,035	-50,590	-132,400
2011/12 Projected Outturn		6,002,566	8,539,376	8,912,493	23,454,435
2011/12 Original Budget		5,989,706	8,482,900	8,789,855	23,262,460
Revised 2011/12 Budget		5,951,220	8,419,900	8,789,855	23,160,975
Projected Over/Underspend		51,346	119,476	122,638	293,460

1.3%

Notes

- Based on actual figures for Quarter 1 and Quarter 2; Provisional actual tonnage figures for Oct 11 and Estimate for Nov 11; and 193k tonne forecast (Nov 10)
- Trade waste disposal included in RBC costs & budget.
- BFBC Budget removed £38k due to forecast diversion of street sweepings from landfill to composting.
- RBC Budget removed £63k in Mar 11 due to unspecified budget reduction.
- Outstanding Planners Farm lease liability split according to contribution to Composting Payment 2007/8 to 2010/11
- Estimated Waste Min savings from 2010/11 currently under discussion with WRG. Estimated £35k unused promotional budget and £20k salary saving.
- 2011/12 Waste Min budget reduced from £182,400 to £50,000 per July 11 JWDB.

re3 Management Budget/Costs not included



Appendix 2

JWDB - re3 Waste PFI Management Costs 2011/12						Period to 30 November 2011
Employees	Budget	YTD Cost	YTD Variance	Projected Annual Cost	Projected Annual Variance	Comments
	£	£	£	£	£	
Salaries, NI & Superannuation	170,800	113,867	-56,933	170,800	0	
Training	3,000	60	-2,940	3,000	0	
Employees sub total	173,800	113,927	-59,873	173,800	0	
Other Costs	Budget	Cost	Variance	Projected Annual Cost	Projected Annual Variance	Comments
Transport						
Travel Expenses	900	371	-529	900	0	
Supplies & Services						
Equipment	500	0	-500	500	0	
Stationery	500	296	-204	500	0	
Consultancy Fees	20,000	0	-20,000	20,000	0	
Purchase of Computer Equipment	1,800	829	-971	1,800	0	
Mobile Phones	400	127	-273	400	0	
Other Costs sub total	24,100	1,623	-22,477	24,100	£0	
2011/12 Total	£197,900	£115,550	-£82,350	£197,900	£0	
Council Share		£		Projected Annual Share		£
Reading		£38,517		Reading		£65,967
Bracknell		£38,517		Bracknell		£65,967
Wokingham		£38,517		Wokingham		£65,967
Total		£115,550		Total		£197,900

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