

Appendix B - Portsmouth Recycling Centre Management Contract

Section 5 – Current Management Arrangements

Contract Management

Hampshire County Council is responsible for ensuring that Hopkins Recycling Ltd operates all 26 HWRC sites in Hampshire, including the Portsmouth City Council HWRC at Paulsgrove to the contract specification. This involves the following:

- Chairing monthly contract management meetings;
- Auditing of data for materials leaving site for reuse, recycling or disposal;
- Auditing of Hopkins Recycling processes against contract requirements;
- Evaluating individual site performance against pre-set recycling targets to enable the contractor to be incentivised to increase recycling performance.

Portsmouth City Council is responsible for overseeing the day to day operation of its Paulsgrove HWRC site which involves the following:

- Undertaking site operational and health and safety inspections on a monthly basis, with every second inspection being a joint inspection with Hopkins Recycling;
- Introducing local site trade waste control initiatives such as height control barriers;
- Providing local direction and support for site operations to Hopkins staff as allowed within the overall contract framework;
- Supporting site staff by contacting site users, as appropriate, where it is suspected that non domestic waste has been delivered to site.

Financial Arrangements

The costs associated with HWRC operations can be broken down into variable, fixed and other costs.

Variable (tonnage related) costs

Financial management arrangements allow for Portsmouth residents to use any of the HWRC sites in Hampshire with Portsmouth meeting part costs for any site where more than 1% of the users are from Portsmouth. Portsmouth City Council currently meets the following percentages of site costs associated with recycling / disposal of waste delivered to each site.

- 69.84% for Paulsgrove HWRC
- 42.14% for Havant HWRC
- 4.86% for Waterlooville HWRC
- 1.56% for Gosport HWRC

The above percentages are based upon a site user post code survey carried out in February 2011 which came into effect from April 2011. Surveys would normally be carried out every 3 years; however an authority can request an earlier survey date if they feel percentages have altered due to local changes.

Fixed costs

Portsmouth City Council also meets 7.8% of the fixed costs associated with the management of the 26 HWRC sites but also receives 7.8% of any income generated by the sites. The results of the post code survey are used to calculate the 7.8%.

Other costs

Costs associate with the redevelopment and maintenance of individual sites are not shared using user percentages instead the authority owning the site meets 100% of the costs; in the case of Portsmouth City Council this is 100% of any costs associated with Paulsgrove HWRC only.