

**OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE
(Joint Agenda item with Environment Partnership)**

24 June 2011

PROCUREMENT OF ENVIRONMENTAL EDUCATION SERVICES – DOCUMENT 5(b)

1 Purpose of Report

- 1.1 To update on the tendering of the Environmental Education Services funded by Oxfordshire Waste Partnership and Oxfordshire County Council.

2 Background

- 2.1 Educating school children on the importance of waste prevention and recycling helps ensure that a recycling culture becomes embedded in future generations and also provides a more immediate “take home” message to parents on the importance of good waste management. Equally, it is vital to educate school children on the issue of climate change and on how reducing energy consumption can help to mitigate its effects.
- 2.2 Oxfordshire currently has two environmental education programmes (that include buses), which provide support for Oxfordshire schools. They are known as ‘The Wild Waste Show’, which focuses on waste reduction and recycling and the ‘Energy Busters’, which focuses on raising awareness of climate change issues, specifically around energy. The educational programmes and buses are currently run by [the Earth Trust](#), a local charity (formerly named the Northmoor Trust). The Wild Waste Show programme is funded by Oxfordshire Waste Partnership (OWP) and Energy Busters is funded by Oxfordshire County Council. Schools do not have to pay for visits but donations are welcome.
- 2.3 The Wild Waste Show was set up by the Northmoor Trust in 1999. The project was funded through Landfill Tax credits up to 2006. Since 2006 the project has been fully funded by the OWP. The project consists of the Wild Waste Show Bus and Wild Waste Show Outreach programme. The Wild Waste Show currently employs three full-time education staff, as well as a part time managerial role. The bus is owned and maintained by the Earth Trust.
- 2.4 In 2009/10 OWP provided project funding of £128,600. In return, the Wild Waste Show visited 140 schools and attended 40 community events. OWP has agreed a revenue budget allocation of £80,160 for 2011/12 and agreed in principle a similar allocation for 2012 – 2014.
- 2.5 In 2007 the Northmoor Trust began working within Oxfordshire schools to deliver the ‘Energy Busters’ programme. The programme consists of a series of workshops which link with the National Curriculum and educate Key Stage 1, 2 and 3 children about energy efficiency in fun and innovative ways. In October 2009, to complement the Energy Busters services, the Energy Bus was officially launched. The Energy Bus was funded and is owned by Oxfordshire County Council. In addition to this, Oxfordshire County Council has agreed a revenue budget allocation of £30,000 for 2011/12.
- 2.6 The current Energy Busters contract between Oxfordshire County Council and the Earth Trust ends in August 2011. There is no formal contract agreement in place between OWP

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and the Earth Trust for the delivery of the Wild Waste Show services.

2.7 As part of its 2011/12 action plan, OWP agreed to work with the Environment Partnership to tender the Wild Waste Show and Energy Busters services (action 3.7 within the OWP action plan). The aim of the joint tendering exercise is to market test the services in order to ensure good value for money (with potential for scale economies through purchasing together) and also to better coordinate our environmental education offering to schools and communities.

2.8 In keeping with the OWP constitution, Oxfordshire County Council as Host Authority has agreed to procure the Environmental Education Services on behalf of OWP. A project team has been formed and is made up as follows:

Project Manager and Senior User (Energy) – Schools Carbon Project Officer, OCC

Senior User (Waste) – OWP Coordinator

Project Sponsors – Head of Waste Management and Environment and Climate Change Manager, OCC

Legal Advisor – County Solicitor, OCC

Procurement Support – Purchasing and Contracts Manager, OCC

2.9 A procurement timetable is attached at appendix 1. The Official Journal of the European Union (OJEU) notice has been issued and expressions of interest are now being received. Contract documentation is also being prepared and a draft service specification has been commented on by the OWP Waste Reduction Projects Group.

2.10 The draft service specification requires service providers to make use of the Energy Bus, but does not include the Wild Waste Show bus, which is owned by the current service provider and is some 12 years old. The draft specification sets out the Councils available budget and will invite bids up to this maximum sum. This ensures that all bids received will be affordable and do not exceed the agreed OWP budget. The contract term will be two years (fitting with the OWP medium term budget), but will also include an option to extend the agreement for a further two years.

3 Financial, Risk and Staff Implications

3.1 OWP has agreed funding of £80,160 for the waste management aspects of the Environmental Education Service and Oxfordshire County Council (OCC) £30,000 for the Energy aspects. OCC is also providing the Energy bus, which can be used by service providers for both waste and energy activities.

3.2 As OWP is providing approximately 70% of the revenue funding, the draft specification sets out that waste management messages should feature in approximately 70% of the lessons and activities delivered by the service provider. Equally, OWP will pay a 70% share of any fixed project costs (such as staffing) and 70% of bus maintenance costs if service providers choose to use the Energy bus to deliver waste management lessons and activities.

3.3 OCC believes that TUPE (Transfer of Undertakings Protection of Employment) Regulations will apply to this contract, meaning that if the work is awarded to a new service provider, then existing project staff may transfer from the Earth Trust to the employment of the new service provider.

4 Areas Affected

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- 4.1 The Environmental Education Services are delivered countywide and efforts are made to ensure an equal geographical split of school visits and community events.

5 Effect on Strategic Policies

- 5.1 The Environmental Education Service supports a number of aims within the Joint Municipal Waste Management Strategy by promoting waste reduction, reuse and recycling. The service also delivers lessons and activities on litter, supporting the OWP's Environmental Quality agenda.
- 5.2 The service particularly supports Policy 3 - The Oxfordshire Waste Partnership will help householders and individuals to reduce and manage their wastes through the provision of advice and appropriate services.
- 5.3 In addition, the service contributes to the Schools Carbon Reduction Strategy overarching outcome that "schools are able to measure, understand and take action to reduce their overall carbon footprint". Specifically it addresses outcome 6: "schools use their own carbon footprint to integrate energy efficiency and climate change into the curriculum" through the lessons on energy efficiency, where energy comes from and general climate change messages.

6 Options or Alternatives

- 6.1 Partner Councils will be asked to comment on draft contract documents at key stages during the procurement exercise and may suggest amendments.

7 Recommendations

- 7.1 To note progress to date and to approve that, subject to suitable consultation with officer groups, that OCC be authorised to enter into contract on behalf of OWP for the provision of Environmental Education Services.

8 Reasons for Recommendations

- 8.1
- i. To promote waste reduction and energy efficiency initiatives to Oxfordshire schools and communities; helping everyone reduce waste and energy usage.
 - ii. To work together through the provision of co-ordinated services to maximise the efficient use of resources within Oxfordshire.

9 Contact Officer

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Background Papers:

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Appendix 1 – Procurement timetable

Key dates	Deadline
Deadline for Pre-Qualification Questionnaire (PQQ) questions	Wed 29 June 2011
Anticipated date for PQQ answers	Monday 4 July 2011
Deadline for return of PQQs	12.00 noon Tuesday 12 July 2011
Anticipated day for releasing Invitation To Tender documentation	Thursday 21 July 2011
Deadline for Invitation To Tender questions	Friday 5 August 2011
Anticipated date for Invitation To Tender answers	Friday 12 August 2011
Deadline for return of Invitation To Tender Documents	12.00 noon Monday 5 September 2011
Anticipated award decision date	Friday 16 September 2011
Anticipated contract start date	Monday 10 October 2011