

FALKIRK COUNCIL

Subject: CHARTER FOR HOUSEHOLD RECYCLING IN SCOTLAND

Meeting: EXECUTIVE Date: 7 JUNE 2016

Author: DIRECTOR OF DEVELOPMENT SERVICES

1. PURPOSE OF THE REPORT

1.1 The purpose of this report is to update members on the work and options developed to support the implementation of the Charter for Household Recycling in Scotland, that the Executive agreed to sign at the meeting of 12 January 2016, and to recommend a way forward.

2. STAGES OF THE POLICY DEVELOPMENT PANEL

- 2.1 In order to fully develop and review the options open to the authority the short life policy development panel (PDP), initially created to review the Charter, was continued to review the options open to the authority in relation to its implementation and to make recommendations as appropriate.
- 2.2 The PDP met 3 times prior to the signing of the Charter and on a further 2 occasions (refer to appendix 1) following the Executive decision in January and involved the following elected members;
 - Councillor Dr C R Martin (Chair)
 - Councillor J Blackwood
 - Councillor A Nimmo
 - Councillor S Bird
 - Councillor P Garner
- 2.3 As discussed above, upon signing the Charter the PDP had a further 2 meetings to help enable the group to review the options open to the Council and to establish the cost implications associated with moving to a Charter compliant service. These meetings were held on the following dates;
 - 23 March: Meeting of PDP group with Zero Waste Scotland (ZWS) to discuss
 - options and next steps
 - 12 May: Meeting of PDP group with ZWS to discuss cost implications and public consultation

REVIEW OF OPTIONS FOR CHARTER COMPLIANCE

2.4 When considering the options open to the authority it was important to review the Household Recycling Code of Practice (CoP) that accompanies the Recycling Charter which aims to highlight what is best practice in the delivery of waste services. Within this

CoP there are a number of key elements which have to be included when designing a compliant waste service. These are;

- 2 containers at kerbside; 1 for paper/card and 1 for plastics, metals & cartons
- 1 container at kerbside or recycling points for glass
- 1 container for food waste collected separately
- 2.5 Therefore, prior to the meetings of the PDP, officers, in partnership with ZWS, reviewed the Council's current service and developed a series of scenarios that would ensure Council compliance with the key requirements of the Charter and associated CoP. To further help establish the options, officers also considered the feedback from the initial PDP meetings held in November and December thus ensuring that options favoured by staff and Community Councils would also be considered as part of this process. Accordingly, 4 scenarios were developed and presented for consideration by the PDP. The full details of the scenarios are set out in appendix 2, however the summary is as follows;

Service	Non-Recyclable Waste	Co-Mingled Dry Recycling	Paper and Cardboard	Plastics/Metals/Cartons	Glass, Small Electricals, Textiles, AHPs & Batteries	Food Waste	Garden Waste
Budgeted Position	4-W	F			F	W	4-W
Scenario 1	4-W		4-W	4-W	F	W	4-W
Scenario 2	4-W		W	W	W	W	4-W
Scenario 3	4-W		4-W	F	F	W	4-W
Scenario 4	F		4-W	4-W	F	W	4-W
Notes	4-W: 4-W	eekly; F: For	tnightly; W:	Weekly; AI	HP: Absorb	ent Hygiene	Products

By investigating each of these scenarios it enabled the panel to look at the collection services options and highlight the costs of each and the ability to comply with the principles as set out in the Charter. The aim of this was to highlight the following across each scenario;

- 1. Would this service be compliant with the principles of the household recycling Charter?
- 2. What would be the total collection and disposal costs of this option?

PDP Meeting: 23 March 2016

2.6 The group discussed the options that would help the Council move towards a service more in line with the Charter and the CoP. The budgeted position was also discussed.

- 2.7 After detailed discussion surrounding the scenarios the panel then contributed to a 'Strengths, Weaknesses, Opportunities and Threats (SWOT)' analysis to discuss the merits of each option. This SWOT analysis is within appendix 4. After completion of this exercise the panel agreed that a public consultation should be conducted in order to better inform the panel's considerations..
- 2.8 The meeting concluded with an agreement that a public consultation exercise would be carried out between 11 April and 16 April 2016 inclusive and would take the form of road-shows in locations associated with each ward to ensure that a broad range of responses could be gathered. After the completion of this exercise a further PDP meeting was to be held on 12 May to review the exercise and consider the final cost implications of each option.

PDP Meeting: 12 May 2016

- 2.9 The last meeting of the panel saw members receive a copy of the detailed public consultation report that highlighted the results of consultation exercise carried out. The full consultation report is set out in appendix 3. The key findings were;
 - None of the service options was dismissed by the public
 - Scenario 2 divided public opinion the most
 - Scenario 4 divided public opinion least
- 2.10 In addition to the public consultation exercise, officers also presented a summary of the costs associated with each scenario. While full details of the associated costs are in appendix 2 the key cost summary is as follows;

		Scenario 1:	Scenario 2:	Scenario 3:	Scenario 4:
	Budgeted Position	4-Weekly Collection of Wheeled Bins	Weekly Collection of Trolley- Box	Fortnightly Trolley-Box with Blue Bin Paper & Card Only	Fortnightly Non-Recyclable Waste with 4- Weekly Collection of Other Wheeled Bins
Revenue	£6,508,658	£6,083,505	£6,790,301	£6,321,576	£6,344,304
Capital Cost	£110,250	£1,281,750	£2,150,250	£2,090,250	£1,761,750
Revenue Variation from Budgeted Position		(£425,153)*	£281,643	(£187,082)	(£164,354)

^{*} Brackets indicate a revenue variation of less than the budgeted position

- Scenario 1 offers the greatest revenue savings
- Scenario 2 requires an increase in the Council's revenue budget
- Both Scenario 2 and 3 are highly sensitive to the additional costs in collection due to the type of collection
- All scenarios require significant capital investment with Scenario 2 requiring the most

- 2.11 After presentation of both the consultation exercise and cost implications there followed a detailed discussion on the implications for the authority. Most pressing was how the Council could cover the significant capital expenditure required across each scenario. While officers understand that external funding should be available this year it is unclear when the authority would be able to access the fund or indeed the level of funding available.
- 2.12 Following the detailed discussion and consideration, the PDP concluded that it could not agree a preferred scenario to recommend to the Executive.

3. AREAS FOR CONSIDERATION

- 3.1 Council agreed on 17 February 2016 to alter the waste collection service that would see the brown bin (garden waste) and green bin (non-recyclable waste) move to 4 weekly collection cycles. While the brown bin has already been moved to the new schedule the green bin still requires to be altered. In order for officers to achieve the budgeted position this move will have to be completed by October 2016.
- 3.2 In relation to compliance with the Recycling Charter, the Council's current service provision will not be compliant. This is because this service does not provide one container for paper/card and another container for plastics/metals/cartons. Instead the current service utilises one container (blue bin) to collect this material, this non compliance will result in the Council not being able to access available external funding. This situation can be addressed by pursuing on of the scenarios described in this report.
- 3.3 We still await clarity on the amount of funding which will be available to help the authority transition to a collection that will be in line with the principles with the new Charter. Therefore, if the authority moves ahead with the planned changes in October we may have to implement further changes at another time, to ensure our service remains compliant.
- 3.4 While each scenario offers varying levels of costs, it is clear from the initial findings that, in the case of Scenario 1, the authority has the potential to achieve the highest saving from the current budgeted position. This option also has the advantage of continuing in the roll out of the intended waste diversion implementation strategy.
- 3.5 If the authority wants to continue to be compliant with the new waste collection protocols it is essential that we select an option for the following reasons;
 - 1. Selecting an option will allow the officers to develop a detailed transition/implementation plan
 - 2. This in turn will allow the authority to access funding as soon as it becomes available. If no way forward is settled on, this funding will not be available to the authority. Given this, and the in the context of the Council's continuing financial challenges, scenario 1 is the way forward favoured by officers.

4. IMPLICATIONS

Policy

4.1 Selection of one of the shortlisted scenarios is required for our service to be compliant with the Charter for Household Recycling.

Financial

- 4.2 Each of the selected scenarios would trigger an initial significant capital requirement. While it is anticipated this could be covered by external funding, the amount of funding is not confirmed at this time.
- 4.3 Completion and submission of the transition plan referred to in paragraph 3.5 would form the application for the relevant funding from ZWS.

Legal

4.4 None

Personnel

4.5 The personnel implications are dependent on the outcome of the chosen scenario but there are none for scenario 1.

5. **RECOMMENDATIONS**

It is recommended that the Executive:

- 5.1 note the outcome of the Policy Development Panel considerations and in particular that no recommendation on a way forward has been settled on by the panel
- 5.2 having regard to this, accept the officer view referred to in paragraph 3.5 of the report that Scenario 1 should be the favoured option for proceeding.
- 5.3 authorise the Director of Development Services to complete the transition plan referred to and submit a funding bid to ZWS on this basis.
- 5.4 instruct the Director of Development Services to report back to Members on the outcome of the bid process.

DIRECTOR OF DEVELOPMENT SERVICES

DATE: 16th May, 2016

Contact Name(s): Robin Baird ext 0437

Appendix 1: PDP Minutes: 3 & 11 Nov 2015 and 15 Dec 2015, 23 Mar 2016 and 12 May 2016 Appendix 2: Details of Collection Service (Review of Budgeted Position and Scenarios 1 to 4)

Appendix 3: SWOT Analysis

Appendix 4: Report on Public Consultation of Different Collection Scenarios

LIST OF BACKGROUND PAPERS

- 1 Falkirk Council Executive: 12 January 2016
- 2 Falkirk Council: 17 February 2016
- 3 Household Recycling Charter for Scotland
- 4 Code Of Practice Household Recycling in Scotland

Anyone wishing to inspect the background papers listed above should telephone 01324 590437 and ask for Robin Baird.

FALKIRK COUNCIL

POLICY DEVELOPMENT PANEL - RECYCLING CHARTER

NOTE OF MEETING HELD ON TUESDAY 3 NOVEMBER 2015 AT 10 A.M. WITHIN MUNICIPAL BUILDINGS, FALKIRK.

In attendance: Councillors Dr Craig R Martin, Jim Blackwood and Stephen Bird; Robin Baird (Waste Strategy Co-ordinator), Carl Bullough (Waste Manager), Ross Fenwick (Waste Strategy Officer), Alistair Steel (Team Leader, Legal Services) and Antonia Sobieraj (Committee Services Officer).

Apologies:- Councillor Alan Nimmo.

Councillor Dr Craig R Martin welcomed all those attending to the first meeting of the Policy Development Panel on Recycling Charter. The scope of the Policy Development Panel is to consider the implications of the forthcoming 'Charter for Household Recycling in Scotland' and to make recommendations to the Executive as appropriate.

The Panel at this first meeting established and agreed the detailed scope for activities within agreed timeframes/ meetings and considered the detailed issues associated with the operation of the recycling scheme, targets and budgetary constraints.

Robin Board, Waste Strategy Co-ordinator referred to the range of influencing factors and policies relating to the operation of the Council's recycling scheme including the Scottish Government Task Force, the Scottish Government consultation on the Circular Economy for Scotland and the 'Charter for Household Recycling in Scotland'. Robin Baird thereafter went through the draft Charter page by page and members made comment on the updated content since the previous meeting. It was highlighted that the finalised Charter would be published in late November 2015.

The discussions included the undernoted issues:-

- The importance of a common collection system and standard throughout Scotland and the significant transition cost;
- The issues associated with the contamination of the blue bin's contents and the reduced saleability; and
- The service practice.

The proposed timetable of Panel meetings was agreed as follows:-

	Purpose of meeting	Date/Venue	Attendees	Public/Private
				Meeting
1.	Scoping/Background and	Tuesday 3	PDP Members	Private
	Context	November		
		2015 at 10 a.m.		
	Establishing and agreeing			
	the detailed scope for			
	activities within agreed			
	timeframes/ meetings.			

2.	The presentation and discussion of detailed information in relation to the operation of the recycling scheme, targets and budgetary constraints. Meeting with Staff Improvement Group	November	PDP Members	Private
	Seeking views of staff as key stakeholders in relation to the operation of the recycling scheme.	2015 at 1 pm.		
3.	Briefing Meeting Briefing on published 'Charter for Household Recycling in Scotland' and invitation to representative from Zero Waste Scotland on content of Charter and Falkirk's delivery.	Late November 2015 - date to be confirmed.	PDP Members Zero Waste Scotland representative - tbc	Private
4.	Workshop/Meeting for Internal and External Partners, Community Councils and other parties as appropriate. Stakeholder evidence gathering.		PDP Members Organisations tbc	Public
5.	Reporting Final meeting for members to discuss and determine recommendations based on previous sessions and the evidence provided.	Before 21 December 2015	PDP Members.	Private
6.	Recommendations to the Executive Present findings and recommendations to the Executive on the delivery of services in accordance with the 'Charter for Household Recycling in Scotland'.	Tuesday 12 January 2016	Executive Members	Public

FALKIRK COUNCIL

POLICY DEVELOPMENT PANEL - RECYCLING CHARTER

NOTE OF MEETING HELD ON TUESDAY 17 NOVEMBER 2015 AT 1.00 P.M. WITHIN DALGRAIN WASTE MANAGEMENT DEPOT, GRANGEMOUTH

In attendance: Councillors Dr Craig R Martin, Jim Blackwood, Paul Garner, Alan Nimmo and Stephen Bird; Carl Bullough (Waste Manager), Ross Fenwick (Waste Strategy Officer), Gordon Irvine and Gordon Kirkham, Operational Staff, Waste Management; Alistair Steel (Team Leader, Legal Services) and Antonia Sobieraj (Committee Services Officer).

Apologies: - Robin Baird (Waste Strategy Co-ordinator).

Councillor Dr Craig R Martin welcomed all those attending to the second meeting of the Policy Development Panel on Recycling Charter. The purpose of the meeting was to meet with staff representatives on the Staff Improvement Group and to seek their views as key stakeholders on the operation of the recycling scheme. Gordon Irvine and Gordon Kirkham were in attendance as representatives of the Staff Improvement Group.

Carl Bullough, Waste Manager and Antonia Sobieraj, Committee Services Officer then clarified the scope of the Panel's work in its consideration of the implications of the forthcoming 'Charter for Household Recycling in Scotland' and the consultation with stakeholders. This was followed by the staff representatives on the Staff Improvement Group highlighting the general views of the Waste Management operational staff and answering PDP members' questions.

The current collection service was as undernoted:-

Container	Materials	Collection Frequency
Grey caddy	Food waste	Weekly
Blue bin	Paper, metal, cardboard, plastic	Every two weeks
Black box	Glass bottles and jars, household batteries, small electrical items	Every two weeks
Brown bin	Garden waste	Every two weeks (On demand service) (December - February inclusive)
Green bin	Residual bin - non recyclable	Every three weeks

The issues raised during discussion included the following:-

- The new requirements with the Charter for a common household waste collection system and standard throughout Scotland;
- The future requirement for separation of the current blue bin recyclable waste into two containers for (1) paper/cardboard and (2) plastic, metal and cartons;
- The significant cost penalties to the Council when incorrect material was placed in the kerbside containers;
- The Council's lack of statutory enforcement powers for householder non compliance with recycling requirements;
- The importance of a comprehensive and cost effective method of communicating the householder responsibilities to recycle correctly and options for taking this forward included advertising on waste collection vehicles, leafleting and increasing visits to schools and households;
- The level of schools waste/recycling education programme and the opportunities for increased collaborative work with the Litter Team;
- The importance of seeking best practice in other Council areas;
- The amount of excess waste currently placed in the green (residual) bin (240 litre) collected on a monthly basis;
- The option for a twice monthly collection of a green (residual) bin (120 litre) or alternatively having a larger bin for less frequent collection;
- The safety issues associated with the collection of larger bin than 240 litres;
- The alternative options to the black box sometimes considered to be heavy for some householders;
- The separating costs for contents not separated by householders;
- The issues associated with the contamination of the blue bin contents and the reduced commercial saleability;
- The level of excess residue materials left within the green bin and litter in streets emanating from overfilled bins;
- The Service standards produced by the Waste Managers Strategy Group and the Code of unified standards; and
- The occasions where some householders placed too much content within the black box.

The proposed timetable of future Panel meetings was agreed as follows:-

	Purpose of meeting	Date/Venue	Attendees	Public/Private
				Meeting
4.	Briefing	Tuesday 15	PDP Members	Private from
	Meeting/Workshop/Meeting	December		11 a.m. to 1.00
	for Internal and External	2015 at 11	Community	p.m.
	Partners, Community	a.m.	Councils/Zero	Public from
	Councils and other parties as		Waste Scotland	1.00 p.m. until
	appropriate.		representative	meeting
			- tbc - other	conclusion.
	Briefing on published 'Charter		organisations	
	for Household Recycling in		tbc	
	Scotland' and invitation to			
	representative from Zero Waste			

	Scotland on content of Charter and Falkirk's delivery and stakeholder evidence gathering session/workshop.			
5.	Reporting	Before 21	PDP Members.	Private
	Final meeting for members to	December 2015		
	discuss and determine			
	recommendations based on			
	previous sessions and the evidence provided.			
6.	Recommendations to the	Tuesday	Executive	Public
	Executive	12 January	Members	
		2016		
	Present findings and			
	recommendations to the			
	Executive on the delivery of			
	services in accordance with the			
	'Charter for Household			
	Recycling in Scotland'.			

FALKIRK COUNCIL

POLICY DEVELOPMENT PANEL - RECYCLING CHARTER

NOTE OF MEETING HELD ON TUESDAY 15 DECEMEBER 2015 AT 11 A.M. WITHIN MUNICIPAL BUILDINGS, FALKIRK.

In attendance: Councillors Dr Craig R Martin, Stephen Bird, Paul Garner (from 1.00 p.m.) and Alan Nimmo; Robin Baird (Waste Strategy Co-ordinator), Carl Bullough (Waste Manager), Ross Fenwick (Waste Strategy Officer) (from 1.00 p.m.), Alistair Steel (Team Leader, Legal Services) and Antonia Sobieraj (Committee Services Officer).

Also in attendance from 1.00 p.m.:- Robert Smith, Airth Parish Community Council; Madelene Hunt and Lennox Ainslie, Bo'ness Community Council; Claud Wilson, Banknock Community Council and Gerry Moore, Shieldhill and California Community Council.

Councillor Dr Craig R Martin welcomed all those attending to the third meeting of the Policy Development Panel on Recycling Charter. The scope of the Policy Development Panel was in two parts as follows:-

- 11.00 a.m. Presentations to Policy Development Panel on content of the published 'Charter for Household Recycling in Scotland', the Associated Code of Practice and the and implications to the Council Andrew Dick, Local Authority Programme Manager and Robin Baird (Waste Strategy Co-ordinator); and
- 1.00 p.m. Meeting with representatives of Community Councils to seek their feedback on the operation of the recycling scheme.

Part 1 - Presentation - Andrew Dick, Local Authority Programme Manager, Zero Waste Scotland:-

The issues covered included:-

- The Charter comprising 21 principles and Zero Waste Task Force;
- The Code of Practice;
- The principles of consistency;
- The delivery of greater consistency of waste collection and service;
- The invitation for Councils to sign the Charter;
- The governance and funding arrangements;
- The design, policies, operations and communication imperatives;
- The identification of collection options;
- The determination of optimum volume of non-recyclable waste;
- The essential and desirable requirements;
- The minimum of three waste containers covering (1) paper/card; (2) plastic, metal and carton, and (3) glass;
- The importance of good customer service;
- The stewardship of collected materials;
- The effectiveness of operational service delivery; and
- The importance of good communication with communities.

The first part of the meeting adjourned at 12.15 p.m. and reconvened at 1.00 p.m., with all those present as per the sederunt.

Part 2 - Presentation - Robin Baird (Waste Strategy Co-ordinator) (where duplication of content this is not included):-

The issues covered included:-

- The effect of the Charter/Code of Practice on Falkirk Council;
- The Council being well placed to deliver the requirements;
- The Council's current policies and procedures being likely to be adopted at a national level; and
- The need for the Council to review was the current blue bin collection.

This was followed by clarification being sought from Community Council representatives and thereafter the Community Councils were asked the respond to the undernoted:-

- The need for the Council to change the material collected in the blue bin; and
- ❖ The importance of communication as a key component of delivering effective services and the methods to be used by the Council to communicate the new recycling arrangements.

The Community Council responses during discussion included the following:-

- The usefulness of retaining the green bin colour as householders in particular were used to this colour for residual waste;
- The preference for bins as opposed to boxes as they were more easily moved particularly for the elderly;
- The importance of improving communication and for communities to understand the consequences of no compliance;
- The importance of engaging with children within primary and nursery schools and the subsequent education of their parents;
- The excellent information to householders when the collection of green residual waste changed to a collection every three weeks;
- The imperative of effectively policing householder non compliance;
- The usefulness of clear and concise information for householders;
- The large number of bins within some streets and flatted accommodation areas and the importance of not increasing the number;
- The options for colour coding of containers via stickers as opposed to spending major resources on purchasing new containers; and
- The agreement that the Council should sign the Charter.

General discussion included the undernoted:-

• That the majority of Scottish local authorities used black or grey bins for residual waste as opposed to green;

- The importance of communities engaging with the Council and that the change of service was accepted by the community;
- That further comments from Community Councils were invited by late February 2015 and that following the development of detailed proposals further feedback from Community Councils would be invited;
- The cost implications from an increase in the number of bins;
- The use of bottle banks and the effect on the use of the black box;
- The use of landfill sites;
- The statutory and no statutory responsibilities of Councils;
- The option to review recycling centre opening times as part of a possible savings exercise;
- The charges for the use of the recycling centres to businesses and the increase in illegal flytipping by individuals and businesses;
- The need to change the throw away society; and
- The need for businesses to recycle prior to the Council providing a landfill service and the fine for non compliance.

The second part of the meeting adjourned at 1.45 p.m. with Community Council representatives leaving the meeting and reconvened at 1.55 p.m., with all those present as per the sederunt.

PDP members thereafter agreed the following:-

- That the key principles of the Charter were significantly sound and should be supported;
- The recommendation to the Executive on 12 January 2016 that the Council sign the Charter; and
- The submission of a report to the Executive on this basis and requesting that during the following months the transition plan be developed prior to implementation; and
- That the Executive would determine whether any further meetings of the PDP should take place to progress this work.

The proposed timetable for the initial progressing of work was agreed as follows:-

	Purpose of meeting	Date/Venue	Attendees	Public/Private
				Meeting
6.	Recommendations to the	Tuesday	Executive	Public
	Executive	12 January	Members	
		2016		
	Present findings and			
	recommendations to the			
	Executive on the delivery of			
	services in accordance with the			
	'Charter for Household			
	Recycling in Scotland'.			

FALKIRK COUNCIL

POLICY DEVELOPMENT PANEL - RECYCLING CHARTER

NOTE OF MEETING HELD ON WEDNESDAY 23 MARCH 2016 AT 2.30 P.M. WITHIN MUNICIPAL BUILDINGS, FALKIRK.

In attendance: Councillors Dr Craig R Martin, Stephen Bird and Paul Garner; Robin Baird (Waste Strategy Co-ordinator); Carl Bullough (Waste Manager) and Ross Fenwick (Assistant Waste Strategy Co-ordinator); Alistair Steel (Team Leader, Legal Services); and Antonia Sobieraj (Committee Services Officer).

Also Attending: Andrew Dick, Local Authority Programme Manager, Zero Waste Scotland.

Apologies: Councillors Jim Blackwood and Alan Nimmo.

Councillor Dr Craig R Martin welcomed all those attending to the fourth meeting of the Policy Development Panel on Recycling Charter. The purpose of the meeting was to consider the implementations of the decisions taken at the Executive on 12 January 2016, when it was agreed to process the Council's blue bin material at the Council's current bulking facility, the signing of the Charter for Household Recycling in Scotland and the development of a transition plan for future consideration.

The discussions commenced with a presentation by Robin Board, Waste Strategy Coordinator on the four options with included consideration of the staff and vehicle costs associated with each option:-

- Option 1 4 weekly collection of wheeled bins (Green, Blue, Brown & Grey) + food weekly/box fortnightly;
- Option 2 Weekly collection of kerbside boxes and 4 weekly residual and brown
- Option 3 Fortnightly collection of kerbside boxes , 4 weekly paper/card, 4 weekly residual and brown; and
- Option 4 140ltr bin for residual fortnightly, 4 weekly brown, blue, grey + food weekly/box fortnightly.

There followed consideration of the various options for the delivery of a compliant waste collection service in line with the Charter for Household Recycling. The Panel then contributed to a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis to highlight the agreed/preferred option.

The Panel agreed that one concluding meeting was required prior to the submission of final proposals to the Executive on 7 June 2016. Prior to the meeting of the Executive, a further public consultation exercise would take place.

Future meetings were as undernoted:-

	Purpose of meeting	Date/Venue	Attendees	Public/Private
				Meeting
1.	Final Proposals Meeting	Early May 2016 -	PDP Members	Private
	Approval of final proposals following public consultation for referral to Executive.	Date to be confirmed		
2.	Recommendations to the Executive	Tuesday 7 June 2016	Executive Members	Public
	Present findings and recommendations to the Executive on the delivery of services in accordance with the 'Charter for Household Recycling in Scotland'.			

FALKIRK COUNCIL

POLICY DEVELOPMENT PANEL - RECYCLING CHARTER

NOTE OF MEETING HELD ON THURSDAY 12 MAY 2016 AT 2.00 P.M. WITHIN MUNICIPAL BUILDINGS, FALKIRK.

In attendance: Councillors Dr Craig R Martin, Stephen Bird, Jim Blackwood and Alan Nimmo; Robin Baird (Waste Strategy Co-ordinator); Carl Bullough (Waste Manager) and Ross Fenwick (Assistant Waste Strategy Co-ordinator); Alistair Steel (Team Leader, Legal Services); and Antonia Sobieraj (Committee Services Officer).

Also Attending: Louise Bradney, Zero Waste Scotland.

Apologies: Councillor Paul Garner.

Councillor Dr Craig R Martin welcomed all those attending to the fifth meeting of the Policy Development Panel on Recycling Charter. The purpose of the meeting was to consider the results of the recent public consultation exercise and agree final proposals following consideration of the four options for future recycling of household waste for submission to the Executive on 7 June 2016.

The discussions commenced with a presentation by Robin Board, Waste Strategy Coordinator and Ross Fenwick on the four options with included consideration of the staff and vehicle revenue and capital costs associated with each option:-

- Option 1 4 weekly collection of wheeled bins (Green, Blue, Brown & Grey) + food weekly/box fortnightly;
- Option 2 Weekly collection of kerbside boxes and 4 weekly residual and brown
- Option 3 Fortnightly collection of kerbside boxes, 4 weekly paper/card, 4 weekly residual and brown; and
- Option 4 140ltr bin for residual fortnightly, 4 weekly brown, blue, grey + food weekly/box fortnightly.

There followed detailed discussion of the four scenarios presented together with the consideration of the results of the recent public consultation exercise carried out since the meeting on 23 March 2016. The report on the consultation had been issued to PDP members prior to the meeting. The Panel (1) further considered various options for the delivery of a compliant waste collection service in line with the Charter for Household Recycling; and (2) considered the details of the public consultation exercise carried out over a week between 11 April and 16 April 2016 inclusive at nine public venues. In total more than 600 surveys were completed.

Following detailed discussion and consideration, the Panel agreed that it could not determine a preferred option to recommend to the Executive. The Panel would therefore report on its deliberations to the Executive but would not recommend an option.

Future consideration of the matter:-

	Purpose of meeting	Date/Venue	Attendees	Public/Private
				Meeting
1.	Report to the Executive	Tuesday	Executive	Public
	_	7 June 2016	Members	
	Report of Panel's deliberations			
	on the delivery of services in			
	accordance with the 'Charter			
	for Household Recycling in			
	Scotland'.			

BUDGETED POSITION (2016/17)

Non-Recyclable Waste	Co-mingled Dry Recycling	Glass, Textiles, Small WEEE and Nappies/AHP	Food	Garden
240 Ltr.	240 Ltr.		Food Waste	240 Ltr.
4-Weekly	Fortnightly	Fortnightly	Weekly	4-Weekly

		COST
	Staffing and Vehicle Costs	£3,410,000
	Container Replacements	£220,182
	Collection Cost	£3,630,182
	Dry Recycling Income/Cost	£278,660
	Organics Gate Fees	£367,650
UE	Residual Waste Disposal	£2,199,028
REVENUE	Haulage & Transfer	£33,138
E	Disposal/ Treatment Cost	£2,878,476
R	Total Revenue (Collection + Disposal/Treatment)	£6,508,658
П	Service Change Comms	£110,250
TA	Vehicles	£0
CAPITAI	Containers	£0
7	Capital Cost	£110,250

OVERVIEW OF BUDGETED POSITION (2016/17)

At Council on the 17 February 2016 members agreed to implement a 4-weekly collection of the brown bin (garden waste) and the green bin (non-recyclable waste). As such as part of this review officers modelled this budgeted position. The service is illustrated above with cost details opposite.

With respect to compliance with the Recycling Charter, the Councils current budgeted position would not be compliant. This is because this service does not provide one container for paper/card and another container for plastics/metals/cartons. Instead the service utilise one container (blue bin) to collect this material.

Once the frequency change from 3-Weekly to 4-Weekly green bin takes place, it is anticipated that the recycling performance would marginally improve from the current position to the budgeted position.

SCENARIO 1: 4-Weekly Collection of Wheeled Bins

Non-Recyclable Waste	Paper and Card	Plastic, Metal and Cartons*	Glass, Textiles, Small WEEE and Nappies/AHPs	Food	Garden
240 Ltr.	240 Ltr.	240 Lir.		Food Waste	240 Ltr.
4-Weekly	4-Weekly	4-Weekly	Fortnightly	Weekly	4-Weekly

		COST
	Staffing and Vehicle Costs	£3,410,000
	Container Replacements	£278,757
	Collection Cost	£3,688,757
	Dry Recycling Income/Cost	(£205,068)
	Organics Gate Fees	£367,650
UE	Residual Waste Disposal	£2,199,028
REVENUE	Haulage & Transfer	£33,138
EA	Disposal/ Treatment Cost	£2,394,748
R	Total Revenue (Collection + Disposal/Treatment)	£6,083,505
П	Service Change Comms	£110,250
TA	Vehicles	\mathcal{L}_0
CAPITAI	Containers	£1,171,500
7	Capital Cost	£1,281,750
	Revenue Variation from 2016/17 Budgeted Position	(£425,153)

OVERVIEW OF SCENARIO 1

Scenario 1 would see residents receive an additional 240L grey bin for the collection of Non-Recyclable Waste. This would then see the existing wheeled bin (green) be used to collect plastic/metal/cartons. This would see 4 wheeled bins in total, in addition to the kerbside box and food caddy.

Due to the material being collected separately in wheeled bins it is anticipated that this scenario would see the authority potentially achieve a significant saving in running costs, mainly attributed to the lower cost of processing the material but also linked to operational efficiencies (1 wheeled bin collected per week). To implement this scenario the Council would need to bid for funding for the purchase of the new wheeled bins which is anticipated to be $c
oldsymbol{f} 1,171,500$. At the moment the criteria for funding or levels of funding are not available to the authority.

^{*} To ensure the service is compliant with the Recycling Charter the Council would provide additional capacity to residents for plastic/metal/cartons upon request.

SCENARIO 2: Weekly Collection of Kerbside Boxes

Non-Recyclable Waste	Paper, Card, Plastic, Metal, Cartons, Textiles, Small WEEE, Nappies/AHPs and Glass	Food	Garden
240 Ltr.		Food Waste	240 Lir.
4-Weekly	Weekly	Weekly	4-Weekly

		COST
	Staffing and Vehicle Costs	£4,261,500
	Container Replacements	£202,543
	Collection Cost	£4,464,043
	Dry Recycling Income/Cost	(£273,558)
	Organics Gate Fees	£367,650
UE	Residual Waste Disposal	£2,199,028
REVENUE	Haulage & Transfer	£33,138
EV	Disposal/ Treatment Cost	£2,326,257
R	Total Revenue (Collection + Disposal/Treatment)	£6,790,301
Т	Service Change Comms	£110,250
TA	Vehicles	\mathcal{L}_0
CAPITAI	Containers	£2,040,000
7	Capital Cost	£2,150,250
	Revenue Variation from 2016/17 Budgeted Position	£281,643

OVERVIEW OF SCENARIO 2

In this scenario residents would receive a stackable set of kerbside boxes that would replace the existing Council blue bin with all materials from the blue bin being transferred to the new trolley box service.

In this scenario, the time taken to collect the material is considerably longer due to the increased sorting at the kerbside. As such this scenario would be more expensive to operate and require an increase to the existing service budget. This scenario would be fully compliant with the Charter.

To implement this scenario the Council would need to re-tender its existing kerbside recycling contract to accommodate the changes due to the predicated change in expenditure for collection and would require funding to be available to purchase the boxes. It is anticipated the funding required would be c £ 2,040,000. As per Scenario 1, the details of the funding are not available at this time.

This scenario is anticipated to have the joint highest recycling rate potential.

SCENARIO 3:

Non-Recyclable Waste	Paper and Card	Plastic, Metal, Cartons, Textiles, Small WEEE, Nappies/AHPs and Glass	Food	Garden
240 Ltr.	240 Ltr.		Food Waste	240 Lir.
4-Weekly	4-Weekly	Fortnightly	Weekly	4-Weekly

		COST
	Staffing and Vehicle Costs	£3,736,000
	Container Replacements	£259,318
	Collection Cost	£3,995,318
	Dry Recycling Income/Cost	(£273,558)
	Organics Gate Fees	£367,650
UE	Residual Waste Disposal	£2,199,028
REVENUE	Haulage & Transfer	£33,138
EV	Disposal/ Treatment Cost	£2,326,257
2	Total Revenue (Collection + Disposal/Treatment)	£6,321,576
Т	Service Change Comms	£110,250
TA	Vehicles	\mathcal{L}_0
CAPITAI	Containers	£1,980,000
7	Capital Cost	£2,090,250
	Revenue Variation from 2016/17 Budgeted Position	(£187,082)

OVERVIEW OF SCENARIO 3

In this scenario, the blue bin is used for paper and card only collected on a 4-weekly frequency with householders receiving a trolley box for plastics/metal/cartons collected fortnightly. This is considered a hybrid between scenarios 1 and 2.

This scenario would be compliant with the Charter. Although not to the same extent as scenario 2, the time taken to collect the material is still longer than when collected in one bin due to the increased sorting at the kerbside. As such this scenario would be more expensive to operate than the budgeted position however, the dry recycling income/cost offsets this revenue.

The Council would need to re-tender its existing kerbside recycling contract to accommodate the changes due to the predicated change in expenditure for collection and would require funding to be available to purchase the boxes. It is anticipated the funding required would be $c\pounds1,980,000$. As per Scenario 1 and 2, the details of the funding are not available at this time.

This scenario is anticipated to have the joint highest recycling rate potential.

SCENARIO 4:

Non-Recyclable Waste	Paper and Card	Plastic, Metal and Cartons*	Glass, Textiles, Small WEEE and Nappies/AHPs	Food	Garden
140 Ltr.	240 Ltr.	240 Lir.		Food Waste	240 Ltr.
Fortnightly	4-Weekly	4-Weekly	Fortnightly	Weekly	4-Weekly

		COST
	Staffing and Vehicle Costs	£3,598,000
	Container Replacements	£278,757
	Collection Cost	£3,876,757
	Dry Recycling Income/Cost	(£201,063)
	Organics Gate Fees	£342,031
UE	Residual Waste Disposal	£2,297,599
REVENUE	Haulage & Transfer	£28,980
EV	Disposal/ Treatment Cost	£2,467,547
Ξ	Total Revenue (Collection + Disposal/Treatment)	£6,344,304
Т	Service Change Comms	£110,250
TA	Vehicles	£480,000
CAPITAI	Containers	£1,171,500
C	Capital Cost	£1,761,750
	Revenue Variation from 2016/17 Budgeted Position	(£164,354)

OVERVIEW OF SCENARIO 4

Scenario 4 would see residents receive an additional 140L grey bin for the collection of Non-Recyclable Waste however this would be collected on a fortnightly basis. The existing wheeled bin (green) would be used to collect plastic/metal/cartons. This would therefore see 4 wheeled bins in total, in addition to the kerbside box and food caddy.

Due to the material being collected separately in wheeled bins it is anticipated that this scenario would see the authority potentially achieve a saving in running costs, mainly attributed to the lower cost of processing the material. However, as residents will receive an additional 10L of non-recyclable waste capacity per week, this is anticipated to lead to less participation in recycling. Funding for the purchase of the new wheeled bins would be required (and additional vehicles) anticipated to be $c
olimits_1$,651,500. Presently, the criteria for funding or levels of funding are not available to the authority.

This scenario is anticipated to have the lowest recycling rate potential.

^{*} To ensure the service is compliant with the Recycling Charter the Council would provide additional capacity to residents for plastic/metal/cartons upon request.

Baseline

Non-recyclables	Paper, Card, Plastic, Metal	Glass	Food	Garden
240 Ltr.	240 Ltr.		Food Waste	240 Ltr.
4-weekly	Fortnightly	Fortnightly	Weekly	4-weekly

Strengths	Weaknesses
Easier / Familiar (Colour) Consistent Least Disruption No Additional Container Restricted Capacity Incentivises Recycling	CDR (Blue) - Not Compliant with Charter 4-Weekly Non-Recyclable Increase in Contamination (Cost Implications) Close Door to Funding Public Perception (No Enhanced Service)
Opportunities	Threats
Open to Change to Scenario 1 or 4	Non Conformance with Other LAs Cost of Disposal (Blue) Not Meeting Recycling Targets

Non-recyclables	Paper, Card	Plastic, Metal, Cartons	Glass	Food	Garden
240 Ltr.	240 Ltr.	240 Ltr.	1	Food Waste	240 Lir.
4-weekly	4-weekly	4-weekly	Fortnightly	Weekly	4-weekly

Strengths	Weaknesses
Compliant (Capacity)	Additional Bin
Improve Quality	Confusion of Bin Switch (Green = Recyclate)
Less Chance of Contamination	
Additional Bin	
Majority Carried Out In-House	
One Container (Wheelie Bin) Each Week	
No Additional Vehicles or Staff	
Restricted Capacity Incentivises Recycling	
Opportunities	Threats
Cheapest (Revenue)	Contamination with Additional Bin
Access to Funding	Staff Buy-In to Change
Ease of Communication	

Non-recyclables	Paper, Card, Plastic, Metal, Cartons	Glass	Food	Garden
240 Ltr.		1	Food Waste	240 Lir.
4-weekly	Weekly	Weekly	Weekly	4-weekly

Strengths	Weaknesses
Public Like Trolleybox (Info from Conwy) Compliant with Charter (Capacity/ Partly Colour) Quality Improved Restricted Capacity Incentivises Recycling	Retrieve Blue Bins Colour Confusion Container Set-Out on Pavement Highest Capital Cost Change of Collection Style
Opportunities	Threats
Access to Funding Joint Highest Recycling Rate Potential	Staff Issue with Work to Contractor (TUPE) Unknown Quantity so Affects Operations Assumptions Made in Modelling Longest Implementation

Non-recyclables	Paper, Card	Plastic, Metal, Cartons, Glass	Food	Garden
240 Ltr.	240 Ur.		Food Waste	240 Lir.
4-weekly	4-weekly	Fortnightly	Weekly	4-weekly

Strengths	Weaknesses
Compliant with Charter	High Capital Cost
Hybrid of FCC & Council Work	Hybrid of FCC & Council Work
Colours Not Changing	Box Overfill Required
Perception of Gaining Something	Container Set-Out on Pavement
Public Like Trolleybox	Change of Collection Style
Quality Improved	
Opportunities	Threats
Access to Funding	Long Implementation
Open to Move to Scenario 2 in Future	
Joint Highest Recycling Rate Potential	

Non-recyclables	Paper, Card	Plastic, Metal, Cartons	Glass	Food	Garden
140 Ltr.	240 Ltr.	240 Ltr.	1	Food Waste	240 Lir.
Fortnightly	4-weekly	4-weekly	Fortnightly	Weekly	4-weekly

Strengths	Weaknesses
More Non-Recyclables Capacity Staff Option Raised Public Perception of Increased Frequency Compliant (Capacity / Colour) Majority Carried Out In-House One Container (Wheelie Bin) Each Week	More Non-Recyclables Capacity Extra 2 Vehicles and Additional Staff Moving Away From Largest Revenue Saving Confusion of Bin Switch (Green = Recyclate)
Opportunities	Threats
Future Reduction of 140L Frequency Access to Funding Ease of Communication	Contamination with Additional Bin



Imp	lementing t	he Recyclin	g Charter:	: Public A	Acceptability	of Different
Colle	ection Scena	arios				

Summary Report of Qualitative Public Consultation Assessment

Submission to: Robin Baird Falkirk Council April 2016

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Implementing the Recycling Charter: Public Acceptability of Different Collection Scenarios

Introduction

The Scottish Government recently introduced a Scottish Household Recycling Charter. This aims to standardise how materials are collected from homes across Scotland and to increase the quantity and quality of the materials collected for recycling. The charter stipulates the following:

- I. The weekly volume for recycling should exceed the following:
 - a. Paper and Card = 40L per week
 - b. Metals, Plastics and Cartons = 70L per week
 - c. Glass = 20L per week
 - d. Food Waste = 20L per week
- II. The maximum weekly volume for residual providing the above conditions are met is:
 - a. 80L per week for kerbside properties

In order to comply with this Charter, Falkirk Council will need to change their existing waste and recycling collection service. As part of this process they commissioned an independent consultancy, Nicki Souter Associates (NSA) to design and carry out a public consultation exercise at 9 public venues to assess public opinion and preference of 4 waste and recycling collection service change scenarios.

Staff from Falkirk Council and NSA took part in an engagement roadshow over a six- day period at the following locations detailed in Table 1.0.

Day	Date	Time	Location
Monday	11/04/16	10am – 6pm	Tesco Falkirk
Tuesday	12/04/16	10am – 6pm	ASDA Stenhousemuir
Wednesday	13/04/16	10.30am – 1pm	Slamannan Community Centre
Wednesday	13/04/16	1:30 – 6pm	Tesco Redding
Thursday	14/04/16	10am – 1pm	Tesco Camelon
Thursday	14/04/16	2pm – 6pm	Co-op Denny
Friday	15/04/16	10am – 1pm	Tesco Bo'ness
Friday	15/04/16	2pm – 6pm	ASDA Grangemouth
Saturday	16/04/16	10am – 6pm	Howgate Shopping Centre

Table 1.0 Roadshow Locations

The 4 Recycling Collection scenarios to be assessed, displayed in Figure 1 were:

- 1. 4-weekly wheelie bins;
- 2. Weekly Trolleybocs and glass;
- 3. Fortnightly Trolleybocs, 4 weekly fibres; and
- 4. Fortnightly non-recyclables, 4-weekly wheelie bins.

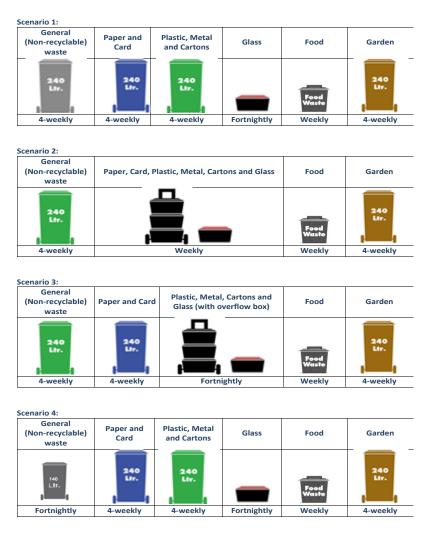


Figure 1.0 Recycling Collection Scenarios

Method

At each venue one officer from Falkirk Council and two officers from NSA engaged with as many members of the public as possible to canvas opinion, record preferences and comments for each of the service change scenarios.

The officers used an engagement script, show-cards and demonstrated the Trolleybocs and 140 litres residual bin, to explain the proposed scenarios. The following information was recorded on a paper sheet for each member of the public engaged with:

- Whether they were a Falkirk Resident or not;
- Gender;
- Household Type (either detached, semi-detached, terraced, flat or other); and
- Age.

Members of the public were asked to provide comment on each of the individual service scenarios and then rank them in order of preference from 1-4 (with 1 being the most preferred). The template spreadsheet used to record responses is displayed in Figure 2.

Num.	Gender (M/F)	Falkirk Resident?	Age	House Type	Baseline	Option 1	Option 2	Option 3	Option 4	Comments
1	F	YES	32	FLAT				✓		Like the idea of a trolleybox

Figure 2.0 Excel Recording Template

The data collected from all 9 venues was entered electronically into Excel for analysis by the NSA Data Manager. The data was analysed both quantitatively and qualitatively to gain insight and quantify preferences for each of the offered scenarios.

Results

In total 607 correctly completed engagement responses were recorded and analysed, equating to an average of 101 people interviewed per day on each of the six days of the roadshow. 69% of the public interviewed were women, and 31% men. The stratification by age is detailed in Table 2:

AGE	%
RANGE	OF INTERVIEWEES
18 – 29	7
30 – 44	20
45 – 59	34
60+	36
NOT GIVEN	2

Table 2 Stratification by Age

The stratification by housing type is detailed in Table 3.0:

	%
HOUSING TYPE	OF INTERVIEWEES
DETACHED	23
SEMI-DETACHED	30
TERRACED	21
BUNGLAOW	3
4 IN A BLOCK	6
FLAT	15
NOT GIVEN	2

Table 3 Stratification by Housing Type

Overall Preference for Recycling Collection Method

There was mixed opinion about which of the four options would be preferable to the public. Overall the number of people selecting Options 1-4 as their preferred choice is displayed in Figure 1.0.

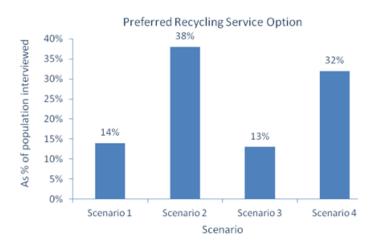


Figure 1: Preferred Recycling Scenarios

Scenarios 2 and 4 were the most preferred options. Each member of the public was also asked to rank each of the 4 scenarios from 1-4 with 1 being their preferred choice, the results are presented in Figure 2.0.

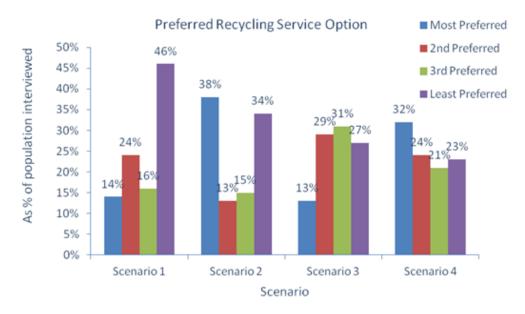


Figure 2: Ranked Preferred Recycling Scenarios

None of the service options were dismissed by the public. There was greater polarisation in attitudes to scenario 2 (weekly Trolleybocs option), the public were either very supportive or dismissive of this as a service delivery option. Scenario 4 divided public opinion the least.

Overall Preference for Recycling Collection Method by Housing Type

There was no overall recycling service option (ranked as 1) that was deemed the most suitable for all housing types. There was polarisation of preference among people living in different housing types as displayed in Figure 3.0.

People living in terraced properties were more likely to select the Trolleybocs system as their first choice primarily due to concerns over lack of storage and the number of bins they would need to store at their properties.

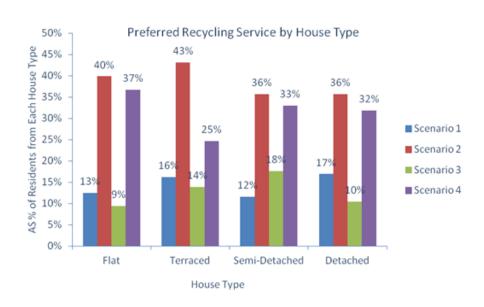


Figure 3: Preferred Recycling Scenarios Ranked 1 by Housing Type

Overall Preference for Recycling Collection Method by Age

There was no overall recycling service option (ranked as 1) that was deemed the most suitable for all ages. There was polarisation of preference among people of different ages as displayed in Figure 4.0.

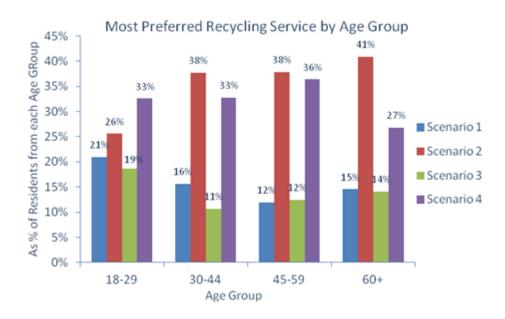


Figure 4: Preferred Recycling Scenarios Ranked 1 by Age

Detailed Scenario Feedback

The main feedback reported for each of the individual scenarios is as follows:

Scenario1: 4 Weekly Wheeled bins

For scenario 1 the main concerns associated with this were there were too many bins (28%), not enough storage space (7%) and concerns about the four weekly collection of non-recyclable waste (16%) especially if the household used nappies or incontinence products.¹ The main benefits were that it was perceived to preferable to the Trolleybocs (21%), it was similar to the existing system (3%) and offered greater recycling capacity (3%) compared to the other options.

Scenario2: Weekly Trolleybocs

For scenario 2 the main concerns associated with this were people not liking the Trolleybocs system (21%), primarily due to capacity issues for paper and cardboard (17%), and ease of handling (4%).

The main benefits of this system were people liked the weekly collection of recyclates (21%) liked the Trolleybocs system (26%) and the reduction in the number of wheeled bins (15%) that this option provided.

¹ If the household expressed concern re capacity due to nappy or incontinence product use, the officer explained that a separate recycling bag for AHP would be provided with Options 1, 2 & 3.

Scenario 3: Fortnightly Trolleybocs with Blue Bin for Paper and Cardboard

For scenario 3 the main concerns associated with this were people not liking the Trolleybocs system (18%), there were too many bins (14%) and capacity issues due to a fortnightly rather than weekly collection for the other materials other than paper and cardboard (8%). The main benefits of this system were people liked the additional capacity for paper and card (12%), and liked the Trolleybocs system, neat and compact (14%).

Scenario 4: Fortnightly Reduced Capacity Non-Recyclable Waste

For scenario 4 the main concerns associated with this were too many bins (14%) and people not liking the smaller non-recyclable bin (5%).

The main benefits of this system were people liked the fortnightly collection of non-recyclable waste (30%), and liked the smaller bin (10%).

Conclusions

Overall Preference for Recycling Collection Method

- 1. There was mixed opinion about which of the four options would be preferable to the public with no overall preferred choice of recycling collection method.
- 2. None of the service options were dismissed by the public. There was greater polarisation in attitudes to scenario 2 (weekly Trolleybocs option), the public were either very supportive or dismissive of this as a service delivery option. Scenario 4 divided public opinion the least.
- There was no overall recycling service option (ranked as 1) that was deemed the most suitable for all housing types. There was polarisation of preference among people living in different housing types.
- 4. There was no overall recycling service option (ranked as 1) that was deemed the most suitable for all ages. There was polarisation of preference among people of different ages.