

FALKIRK COUNCIL

MINUTE of MEETING of the EXECUTIVE held within the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 1 DECEMBER 2015 at 9.30 a.m.

COUNCILLORS:

David Alexander	Dr Craig R Martin
Jim Blackwood	Malcolm Nicol
Tom Coleman	Alan Nimmo
Dennis Goldie	Robert Spears
Linda Gow	
Craig Martin (Convener)	

OFFICERS:

Bryan Douglas, Licensing Co-ordinator
Douglas Duff, Head of Economic Development and Environmental Services
Rose Mary Glackin, Chief Governance Officer
Brian Pirie, Democratic Services Manager
Mary Pitcaithly, Chief Executive
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer
Amanda Templeman, acting Depute Chief Finance Officer

EX69. APOLOGIES

Apologies were intimated on behalf of Councillors G Goldie and Mahoney.

EX70. DECLARATIONS OF INTEREST

No declarations were made.

EX71. MINUTE

Decision

The minute of the meeting of the Executive held on 20 October 2015 was approved.

EX72. JOINT CONSULTATIVE COMMITTEE – 11 NOVEMBER 2015

- **TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES POLICY**
- **LONE WORKING POLICY**
- **POLICY AND PROCEDURE FOR THE MANAGEMENT OF VIOLENCE & UNACCEPTABLE ACTIONS AT WORK**

The Executive considered a report by the Director of Corporate and Housing Services presenting the Time Off for Trade Union Duties and Activities Policy, the Lone Working Policy and a Policy and Procedure for the Management of Violence and Unacceptable Actions at Work for consideration.

The policies had been considered by the Joint Consultative Committee on 11 November 2015 and were referred to the Executive for immediate implementation.

Decision

The Executive approved the immediate implementation of the Time off for Trade Union Duties and Activities Policy, the Lone Working Policy and the Policy and Procedure for the Management of Violence and Unacceptable Actions at Work.

Councillors D Goldie and Gow joined the meeting during consideration of this item.

EX73. GROWTH : INVESTMENT : INCLUSION FALKIRK ECONOMIC STRATEGY – FINAL DRAFT

The Executive considered a report by the Director of Development Services presenting the Economic Strategy for approval.

The Executive had agreed, on 29 September 2015 (ref EX48), to consult on a draft Economic Strategy and that the policy development panel would consider feedback from the consultation before submitting a final draft strategy to the Executive for approval.

A consultation exercise was carried out between 2 October and 6 November 2015. The policy development panel considered the responses on 16 November 2015.

A final draft Strategy was appended to the report for consideration.

The strategy, which is for the period 2015-2025, sets targets in regard to growth, investment and inclusion. The Strategy will be formally reviewed every five years to ensure that it remains relevant and dynamic.

Councillor D Goldie, seconded by Councillor Gow, moved that the Executive agrees the final Economic Strategy document as developed by the policy development panel and its publication.

As an amendment, Councillor Coleman, seconded by Councillor Alexander, moved the terms of the motion and, in addition, that the Executive agrees:-

- (1) to instruct officers to carry out a formal review of the strategy every 3 years; and
- (2) to carry out a comprehensive survey of the local business community by directly contacting a minimum of 300 local businesses to get their views on the strategy between now and March 2016.

On a division 7 members voted for the motion and 3 voted for the amendment with voting as follows:-

For the motion (7) – Councillors Blackwood, D Goldie, Gow, C Martin, C R Martin, Nimmo and Nicol.

For the amendment (3) – Councillors Alexander, Coleman and Spears.

Decision

The Executive agreed the motion.

EX74. CAPITAL PROGRAMMES UPDATE REPORT

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the Housing and General Services Capital Programmes for 2015/16.

The projected outturn for the 2015/16 Housing Capital Programme was £29.3m, representing a £1.1m underspend on the 2015/16 programme. An outturn of £28.3m had been reported on 29 September 2015 (ref EX51). The report detailed the spend and movement across the programme since then.

The projected outturn for the General Services Capital Programme for 2015/16 was £29.2m (compared to the September figure of £28.9m). The report set out the main areas of spend for 2015/16. It was anticipated that the programme would break even at year end.

The report also set out the Prudential Indicators for 2015/16.

The Executive noted:-

- (1) the budget and forecast position for the General Fund and Housing Capital Programmes for 2015/16; and**
- (2) the Prudential Indicators as set out in appendix 3 of the report.**

EX75. TREASURY MANAGEMENT INTERIM REVIEW 2015/16

The Executive considered a report by the Director of Corporate and Housing Services presenting the mid-term review of the Treasury Management function.

Council approved its Treasury Management Strategy for 2015/16 on 13 May 2015 (ref FC8)

A summary of the mid-term review was provided together with the Treasury Management Prudential Indicators.

The report provided an update in regard to:-

- the economic and interest rate outlook;
- the borrowing strategy;
- the investment strategy;
- the Scottish Government's review of local authority borrowing; and
- elected member training.

In regard to the Investment Strategy, Council has been granted authority to borrow to on-lend to Registered Social Landlords to fund investment in new affordable housing. The loan can be funded by prudential borrowing or cash backed reserves.

The Scottish Government's loans fund review will require a change to the methodology for calculating the debt repayment chargeable to the Revenue Budget and will come into effect in 2021/2022.

Decision

The Executive:-

- (1) noted the progress of the Council's Treasury Management Strategy for 2015/16;**
- (2) noted the potential to on-lend to Registered Social Landlords;**
- (3) noted the potential revenue impact of the loans fund review;**
- (4) noted that the recommendations from Scrutiny Committee in regard to training had been agreed by Council; and**
- (5) agreed to refer the report to Council for consideration.**

Councillor D Goldie left the meeting following consideration of the previous item.

EX76. REVIEW OF TAXI SCALES AND OTHER CHARGES

The Executive considered a report by the Director of Corporate and Housing Services recommending a scale of fares and charges for the hire of taxis licensed by the Council.

The Council is required to fix the scale of fares and other charges for the hire of taxis at 18 monthly intervals. The current tariff came into effect on 30 September 2013. The report set out the process by which Council must review and set its tariffs together with the recommended tariff.

Following consultation with the Falkirk Taxi and Private Hire Car Forum, it was recommended that the tariff remain unchanged, with the review coming into formal effect on 29 February 2016. Should the Executive agree the proposal, Council is required to give notice of their intention by advertisement in a local newspaper and to consider any representations made before reaching a final decision. Operators of taxis can appeal against a licensing authority's decision in regard to its tariff.

Additionally the report confirmed that all operators would be advised of forthcoming holiday rates. It is the responsibility of operators to have these dates programmed into their respective meters at the conclusion of every review.

Decision

The Executive agreed:-

- (1) to maintain the fare scales and charges at their current levels;**
- (2) to instruct the Chief Governance Officer to advertise the fare scales and charges to take effect from midnight on 29 February 2016;**

- (3) in the event of any written representations being received in respect of the published proposals, a further report will be submitted to the Executive to allow them to be considered; and
- (4) in the event that no written representations are received the proposals will be held as confirmed and formally notified to the consultees.

FALKIRK COUNCIL

Subject: PROCESSING OF BLUE BIN MATERIAL AND CHARTER FOR HOUSEHOLD RECYCLING IN SCOTLAND
Meeting: EXECUTIVE
Date: 12 January 2016
Author: DIRECTOR OF DEVELOPMENT SERVICES

1. INTRODUCTION

- 1.1 The purpose of this report is to update members on the current situation regarding the processing of the Council's blue bin material as well as an update on the Policy Development Panel (PDP) which reviewed the Charter for Household Recycling in Scotland.

2. PROCESSING OF BLUE BIN MATERIAL

- 2.1 Members will recall from the meeting of the Executive on 20 October 2015 that the Council was experiencing significant issues in the costs associated with the processing of the Council's blue bin material, and that it was agreed to "authorise the Director of Development Services to review all costs associated with the blue bin collection service in order to present options at a future meeting."
- 2.2 Since the meeting of 20 October 2015 this situation has deteriorated further with the following issues arising;
- Market conditions have continued to worsen with prices for the processing of co-mingled dry recyclate continuing to increase.
 - Due to recent weather events an excessive volume of material has been deemed by the Council's contractor to be not fit for processing, which has resulted in penalty charges being placed on the Council.
 - The average cost of processing is now projected to reach £65 per tonne which would result in the Council now having to pay in excess of £648,000 for the current financial year (2015/16) to process material. This will put significant strain on the Service budget by can be managed in the very short term.
 - If these charges were applied for the full financial year in 2016/17 this would result in the Council paying c£780,000 for processing.
 - Officers have conducted a survey of other Councils and this situation is evident across a number of other local authority areas using external processing providers.
- 2.3 With the costs now at unsustainable levels, officers have been reviewing options to process the material while reducing the cost burden. The Council has two options available at this time:-

1. To remain with the current processor or seek an alternative;
2. Process the material at the Council's current bulking facility.

Option 1 – To remain with the current processor or seek an alternative provider

- 2.4 As stated previously, if we remain with the current processor, the cost will remain at a level of £65 per tonne based on current market information.
- 2.5 Officers have sought prices from four other processors currently on the Scotland Excel framework. Of the four, two declined to submit prices, one did not respond and the fourth submitted prices in excess of the prices being quoted by SITA therefore, should the Council be minded to change from its current provider, it would still be required to pay costs that are unsustainable.
- 2.6 If this option is selected, as stated in para 2.2, it is anticipated that the annual cost would be around £780,000 per annum to process dry recycle material with the current external processor. If the Council is minded not to select this option, the current agreement states that we have to provide a seven day notice period to the current provider.

Option 2 – Process material at the Council's current bulking facility

- 2.7 Due to the significant shift in the costs associated with processing, it is now possible for the Council to consider processing the material using its existing transfer facility. This facility already has equipment in place to process this material and would require minimal adaption to make it possible to complete the processing works necessary. The key changes required will be:-
1. Hire additional staff to help process and handle the material; and
 2. The one off purchase of additional sorting equipment to produce quality material for resale by the Council.
- 2.8 It is projected that the Council would need to recruit 10 additional staff to process the material at a cost of £280,912 per annum. This could be a redeployment opportunity for officers in the redeployment process. While this is significant, it is substantially lower than the fees we currently pay and are projecting to pay an external provider and would result in a gate fee of £23.41 per tonne compared to the current market price of c£65 per tonne. In addition, the Council would retain any income obtained from the onward sale of the material after processing, which would reduce this cost further. This practice is now established successfully by a number of other Councils and it is anticipated that the Council would achieve similar results.
- 2.9 In addition, to the staff costs we would require a one off purchase of sorting equipment to assist in the processing of the material. It is anticipated that this cost will be in the region of £200,000 (subject to competitive tender). The cost of this purchase will be met from the Waste Strategy Repairs and Renewals fund which is specifically available for the purchase of recycling equipment.

3. CHARTER FOR HOUSEHOLD RECYCLING IN SCOTLAND

- 3.1 In the Executive report to members in October, officers also highlighted the development of Household Recycling Charter for Scotland, which was a collaborative piece of work recommended by the Zero Waste Task Force. This task force was co-chaired by Richard Lochhead MSP and Councillor Hagan representing CoSLA.
- 3.2 The Charter has now been completed (see Appendix 1) and was officially agreed by CoSLA leaders on the 28 August 2015. The Charter sets out 21 key principles and refers to the development of a Code of Practice (CoP) that would lay down the key principles required in the collection of resources.
- 3.3 This Code of Practice has subsequently been completed (see Appendix 2) and was agreed by CoSLA leaders on the 27 November 2015. This now means Scotland has two cornerstone documents that aim to deliver consistency in the delivery of waste and recycling services across Scotland with the intention of:-
- Stimulating inward investment and subsequent job creation in recycling and reprocessing industries;
 - Retaining and enhancing existing jobs in waste collection;
 - Generating and retaining the best collective value from waste streams whilst increasing recycling rates;
 - Providing councils with a strong voice in the procurement market and enabling them to manage market conditions to their collective advantage, and
 - Demonstrating the innovative thinking resulting from empowering local government to develop solutions
- 3.4 The Council has anticipated this outcome and at the October Executive agreed to establish a short life policy development panel (PDP), comprising 5 members to consider the implications of the forthcoming Recycling Charter and to make recommendations as appropriate.
- 3.5 This PDP met on 3 occasions (see appendix 3 - PDP minutes) involving the following elected members;
- Councillor Dr C R Martin (Chair)
 - Councillor J Blackwood
 - Councillor A Nimmo
 - Councillor S Bird
 - Councillor P Garner
- 3.6 At the initial meeting on the 3 November a programme of 3 further meetings was established to enable the group to receive feedback and input from staff, stakeholders and communities. To this end a further 3 meetings were held as follows:-
- 17 November: Meeting with waste collection staff
 - 15 December (am): Meeting with Zero Waste Scotland (ZWS) to discuss the Charter and Next Steps

- 15 December (pm): Meeting with Community Councils to discuss the Charter and Code of Practice
- 3.7 The key presentation to the group was delivered by ZWS who highlighted the work to date and what the Charter and code of practice means for a local authority. To summarise, they confirmed the following:-
- The development of the Charter/Code of Practice has been a collaborative process with 31 of 32 Councils in attendance at a special 2 day workshop;
 - It has been agreed by CoSLA leaders;
 - The key principles behind the process;
 - While the Charter does not commit the Council to anything at this stage, a Council will need to sign the Charter to be eligible for any future support, and
 - It is planned that upon signing the Charter further support will be available to develop a transition plan for Councils.
- 3.8 Clearly the Charter and accompanying Code of Practice is a significant step change in how Scotland, through its household recycling services aims to approach the collection of valuable resources. Indeed a number of the key principles of the Charter are elements that the Council has helped to establish and has been at the forefront for a number of years.
- 3.9 After completion of the PDP process all members agreed that the principles of the Charter for Household Recycling in Scotland are sound and as such agreed to recommend the signing of the charter to the Executive. While this in itself is a significant step, it is important to stress that this will require further development of a 'transition plan' that will require further scrutiny and approval from members. This transition plan will set out the steps necessary to achieve the Charter's intent.

4. IMPLICATIONS

Financial

- 4.1 As noted in Section 2 above, the Council will have to find additional monies to process blue bin material. The additional resources can be accommodated within the existing Service budget. Members are asked to consider the options detailed within Section 2.

Legal

- 4.2 None other than as stated within the report.

Policy

- 4.3 None other than as stated within the report.

Personnel

- 4.4 It is proposed to recruit 10 additional staff for the processing of material as outlined above. This will be conducted in accordance with the Council's recruitment policies including using redeployment.

5. RECOMMENDATIONS

Members are invited to:-

- 5.1 agree an option for the continued processing of the Council's blue bin material and authorises the Director of Development Services to take forward the measures required for implementation**
- 5.2 agree to sign the Charter for Household Recycling in Scotland and agree to the development of a transition plan for future consideration**

.....
DIRECTOR OF DEVELOPMENT SERVICES

23 December 2015

Contact Officer: Robin Baird, Ext 0437

Appendices

- Appendix 1: Charter for Household Recycling in Scotland
- Appendix 2: Code of Practice: Household Recycling in Scotland (Version 1: November 2015)
- Appendix 3: Minutes of PDP Meetings (3rd, 17th November and 15th December 2015)

LIST OF BACKGROUND PAPERS

- 1 Executive Committee Report 20 October 2015**

Charter for Household Recycling in Scotland

This charter is a declaration of our organisation's intent to provide services that deliver local and national benefits, encouraging high-levels of citizen participation in waste prevention, recycling and reuse.

We, as leaders in local government and the main providers of services to households, acknowledge that significant progress has been made in achieving greater value from recycling and reusing household waste over the past 10 years. We also acknowledge that further progress is required to achieve better national and local outcomes.

We welcome the opportunity to make a commitment to our future waste, recycling and reuse services that will build on the progress achieved to date to ensure that waste is considered a resource and our services support sustainable employment and investment within the Scottish economy.

We recognise the opportunities of a more circular economy and better resource management to support sustainable employment and investment in the economy for the benefit of Scotland and its local communities.

We commit:

- To improve our household waste and recycling services to maximise the capture of, and improve the quality of, resources from the waste stream, recognising the variations in household types and geography to endeavour that our services meet the needs of all our citizens.
- To encourage our citizens to participate in our recycling and reuse services to ensure that they are fully utilised.
- To operate our services so that our staff are safe, competent and treated fairly with the skills required to deliver effective and efficient resource management on behalf of our communities.
- To develop, agree, implement and review a Code of Practice that enshrines the current best practice to deliver cost effective and high-performing recycling services and tell all of our citizens and community partners about both this charter and the code of practice.

Signatories

.....

Council Leader

.....

Chief Executive

Scottish Ministers welcome this declaration and will work in partnership with the signatories and their representatives to support the delivery of these commitments.

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Cabinet Secretary for Rural Affairs, Food and Environment

To achieve this, we will do the following:

Designing our services

1. We will design our household collection services to **take account of the Code of Practice (CoP)** for the variety of housing types and geography in our community. In doing so, over time, **we will establish common collection systems, as appropriate**, for paper, card, glass, plastics, metals, food and other commonly recycled materials deemed feasible (e.g. textiles, small WEEE, nappies) across Scotland.
2. We will ensure that **all citizens have access to services** for recycling to include paper, card, glass, plastics, metals and food. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are provided with adequate volumes of containers in line with the Code of Practice (CoP).
3. We will ensure that our household collections give **consistent definition of materials** (paper, card, glass, plastics, metals and food) that can be competently recycled in line with the Code of Practice (CoP). Thus, we will eradicate discrepancies on what can and cannot be recycled in different localities across Scotland.
4. We will **reduce the capacity provided for waste that cannot be recycled** to give the appropriate motivation to our citizens to recycle. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are limited to non-recyclable (i.e. black bag/general waste/residual waste) waste volumes in line with the established Code of Practice (CoP).

Deliver consistent policies

5. We will ensure that our local policies, in line with the Code of Practice (CoP), encourage citizens to recycle by **reducing the collection of waste that cannot be recycled (i.e. excess waste/side waste)**.
6. We will ensure that our local policies **provide citizens with sufficient capacity for their waste**, recognising that some households will produce more waste than others, in line with the Code of Practice (CoP).
7. We will ensure that our local policies **direct our collection crews to not collect containers for waste that cannot be recycled that clearly contain recyclable materials** (including paper, card, glass, plastics, metals and food) in line with the Code of Practice (CoP).
8. Where citizens have not followed our collection advice and policies, we will ensure our **policies for communicating and taking corrective action are delivered consistently** in line with the Code of Practice (CoP).
9. We will ensure that policies for **bulky or excess waste encourage citizens to recycle and reuse, where this is practicable to do so**.

Operating our services

10. We will **collect household waste when we have said we will** and ensure materials are managed appropriately upon collection.
11. We will manage materials so that the **highest possible quality is attained and we seek to accumulate value** by working with partners to encourage inward investment for our economy.

12. We will ***record complaints and alleged missed collections*** and ensure that we respond to these in line with the Code of Practice (CoP).
13. We will ***listen to special requests or challenges*** that citizens are having in relation to household waste collections and ensure that we respond to these in line with the Code of Practice (CoP).
14. We will deliver services so that they ***take account of current policies with regards to environmental crime, litter and flytipping*** in line with the Code of Practice (CoP).
15. We will deliver services so that our ***staff and citizens are not endangered or at risk from harm*** in line with the Code of Practice (CoP).

Communicating our services

16. We will ***clearly explain to all citizens*** what services we provide by providing information on a regular basis. This will take recognition of different housing types, collection routes and service availability and be as specific to each property as necessary, in line with the Code of Practice (CoP).
17. We will ***deliver service information directly*** to citizens periodically in line with established Code of Practice (CoP).
18. Where we need to ***change our services for any reason, we will communicate with citizens directly.***
19. We will ***provide clear instructions to citizens on what can and cannot be recycled***, giving clear explanations where materials cannot be competently recycled.
20. We will communicate with citizens when they have not understood our services to ***improve awareness and reduce contamination of recyclable materials.***
21. We will ***record accurate information*** on the amount of waste collected and the destinations, as far as practicable, of these materials in order to give confidence to citizens that it is being properly managed.

Citizens

To aid with the delivery of this charter and the Code of Practice, we expect our citizens to participate in the recycling, re-use and non-recyclable waste services that we deliver, using them in accordance with the policies communicated to them, and hence assisting in improving both the quality and the quantity of materials provided for recycling.

Partners

In committing to this charter we request that our partners in national and local government, the resource management industry, retailers, manufacturers, packagers, the third sector and others provide leadership and support in helping us deliver this commitment.

This charter is a clear statement of local government's intent to encourage high-levels of citizen participation in waste prevention, recycling and reuse. All of our partners will have a part to play in utilising the influence they have on our citizens to compliment this intent.

Furthermore, our partners are requested to assist the development of the Code of Practice by providing expertise, information and evidence wherever possible.

The following commitments have been given by each of our partners:

Scottish Government

- To provide the leadership in supporting the delivery of this commitment.
- To provide the necessary policy framework to support local government in delivering the commitments in this Charter and the associated Code of Practice
- To liaise with partners to support the local government delivery of this commitment.
- To support the national behaviour change process required to deliver the foundations of a circular economy

Zero Waste Scotland

- To provide the evidence, research, benchmarking and examples required to deliver the commitments in this Charter and the associated Code of Practice
- To provide support, advice and guidance to local government that allows successful implementation of changes to services.

SEPA

- To advise local government on the regulatory impacts of the commitments in this Charter and the associated Code of Practice.
- To regulate waste and recycle processors to ensure compliance with relevant legislation, particularly with respect to achieving appropriate destinations and markets for material.

Retailers, brands and packaging manufacturers

- To provide information to inform specifications for local government that will encourage consistent collections
- To provide technical, public relations and consumer behaviour advice to local government and its partners.
- To consider what resources, 'in kind', including behaviour changing measures, or financial, they can provide to support the delivery of the Charter.
- To inform, advise and guide local government and its partners on the technical scope of this Charter and related Code of Practice

The resource management industry

- To provide information to inform specifications for local government that will encourage consistent collections which consistently achieve high quality recycling and reuse.
- To support local government by providing targeted information and data that allows them to reduce contamination and improve public participation and confidence in recycling and reuse.
- To provide leadership and public support for the Charter and the related Code of Practice.

The third sector

- To provide leadership within the Third Sector on waste prevention, recycling and reuse and work in partnership with local authorities to develop the Code of Practice and support the effective delivery of the commitments in the Charter.
- To work with the Scottish Government and local authorities to promote effective communication with communities, groups, organisations and individuals on waste prevention, recycling and reuse and facilitate engagement in the design and development of services in line with the commitments in the Charter.
- To encourage and support practical action by communities, groups, organisations and individuals at a local level on waste prevention, recycling and reuse in line with the commitments in the Charter

CODE OF PRACTICE

Household Recycling in Scotland

INSERT IMAGE

Version 1: November 2015

Foreword

Section 1: Using this Code of Practice

This Code of Practice (CoP) is for use by local authorities in Scotland. Throughout the CoP, there is general text that provides context to the section and references to further reading. There are then 'Essential' and 'Desirable' requirements, which shall be interpreted in the following manner:

ESSENTIAL

These requirements are vital in the effort to achieve consistency across waste and recycling services in Scotland. The adoption of these requirements are considered to be the minimum expectation placed on Councils signing up to the Household Recycling Charter.

DESIRABLE

These requirements are important in the effort to achieve consistency across waste and recycling services in Scotland. The adoption of these requirements is something that Councils shall consider after they have met the essential requirements.

Section 2: Outcomes

The COSLA-Scottish Government Taskforce recommended the preparation of a Household Recycling Charter to support a more circular economy in Scotland, through developing more consistent and coherent waste collection services, leading to both more efficient services and increased quality and quantity of recycling collected. The Household Recycling Charter was approved by COSLA in August 2015¹. The charter sets out 21 commitments from local government that will achieve the following outcomes, listed below.

- To improve our household waste and recycling services to maximise the capture of, and improve the quality of, resources from the waste stream, recognising the variations in household types and geography to endeavour that our services meet the needs of all our citizens.
- To encourage our citizens to participate in our recycling and reuse services to ensure that they are fully utilised.
- To operate our services so that our staff are safe, competent and treated fairly with the skills required to deliver effective and efficient resource management on behalf of our communities.

The Code of Practice contains a more detailed set of outcomes that will deliver the aspirations of the Household Recycling Charter. The outcomes that will be delivered by this Code of Practice are:

OUTCOME ONE: ACHIEVE HIGH QUANTITIES OF RECYCLING AND MINIMISE NON-RECYCLABLE WASTE

Recycling more and wasting less is good for the economy and for the environment. This Code of Practice seeks to increase quantities of materials recycled and reduce the amount of waste that cannot be recycled.

OUTCOME TWO: MAXIMISE HIGH-QUALITY MATERIALS

High-quality recycling, typically defined as 'closed loop' recycling, generally achieves higher value in global, European and UK markets. There is also greater opportunity for investment in reprocessing industry where there is a ready supply of high-quality materials available to the market in consistent formats and standards. This Code of Practice seeks to provide consistent, high-quality materials for the market, supporting the work of the Scottish Materials Brokerage Service.

OUTCOME THREE: COST EFFECTIVE SERVICES FOR LOCAL GOVERNMENT

This Code of Practice will support Scottish Councils in delivering cost-effective services in the medium to long term.

OUTCOME FOUR: SERVICES THAT ENCOURAGE PARTICIPATION FROM CITIZENS

¹ <http://www.cosla.gov.uk/news/2015/10/household-recycling-charter-agreed>

This Code of Practice seeks to ensure that the waste and recycling services being delivered to citizens are easily understood and communicated in language and formats to allow them the ability to participate fully.

OUTCOME FIVE: KEEP CITIZENS, STAFF AND CONTRACTORS SAFE

This Code of Practice seeks to ensure that services being delivered recognise and manage any hazards to the safety and health of these groups.

OUTCOME SIX: SERVICES THAT SUPPORT EMPLOYMENT

This Code of Practice will support the delivery of services that support employment in Scotland and within local areas either through collection services or from the onward sorting or sale of materials.

Section 3: Designing household waste & recycling services

This section provides guidance on the key principles to be considered for designing waste and recycling services. The design of services is most fundamental to the performance and operation of the services thereafter and is the most important factor in achieving the outcomes of the household recycling charter.

3.1 ESTABLISHING COMMON COLLECTION SYSTEMS

The household recycling charter states:

We will design our household collection services to take account of the Code of Practice (CoP) for the variety of housing types and geography in our community. In doing so, over time, **we will establish common collection systems**, as appropriate, for paper, card, glass, plastics, metals, food and other commonly recycled materials as deemed feasible (e.g. textiles, small WEEE) across Scotland.

3.2 PROPERTY CLASSIFICATION

There are a number of different household types across Scotland, located in different geographies, each with their own unique design and community. For the purposes of this CoP, households have been classified into broad categories outlined below.

3.2.1 Households with access to the kerbside

These are the most common households in Scotland². Access to the kerbside is important for waste collection as individual containers can be placed out and returned for collection to specific properties.

3.2.2 Households without access to kerbside or with shared containers

Many properties, as a result of historical design, do not permit direct access to the kerbside for individual properties to place containers for waste collection. Examples of these types of properties include terraced houses, flats, tenements and maisonettes.

Some properties will have been given containers to share with their neighbours for logistical reasons. Examples of this would be flatted properties, tenements and rural properties where space constraints mean that waste storage is shared.

3.2.3 Households that are different, challenging or remote

Some geographical areas or property types will not align with the descriptions given above and there may be additional challenges in operating a service to the property. These are factors for Councils to consider when designing waste and recycling services.

For the purposes of the CoP such properties are defined in the following list, although it is recognised that this is not exhaustive and there will be other property types that could be categorised as being particularly challenging:

² Detached & Semi-Detached properties were 48% of total households. Flats were 30% and Terraced properties were 21%. Scottish Neighbourhood Statistics (2013). Standard Reporter. [Online] <http://www.sns.gov.uk/Downloads/DownloadHome.aspx>. [Accessed October 2015].

Rural properties: Within the Scottish Government 6-fold Urban/Rural classification³, these properties are most likely to be found in Category 6 (Remote Rural), which is settlements of less than 3,000 population that is greater than 30-minute drive from the nearest town of more than 10,000 population. This amounts to 6.1% of Scottish households. There will also be small pockets of households within Category 5 (Accessible Rural) where access to specific properties requires driving down narrow or private roads.

City Centre: Although difficult to define accurately, many city centre locations, where many households are co-located next to or above commercial properties often have restricted access times and limited availability of suitable kerbside storage for containers.

Islands: Although rural in nature, so likely captured above, waste and recycling collections from island locations often bring additional logistical challenges resulting from transport and shipping.

Difficult access properties: Across most Council areas there will be properties that are difficult to access or provide a regular service to. Often the reasons for this are due to the design of the properties, the access (e.g. via private roads) or the conditions (e.g. over-grown lanes).

3.3 PRINCIPLES OF A CONSISTENT COLLECTION

The important factor in making services more consistent relates to the experience of the citizens. Two tests have been applied and shall be the basis for every service following this CoP.

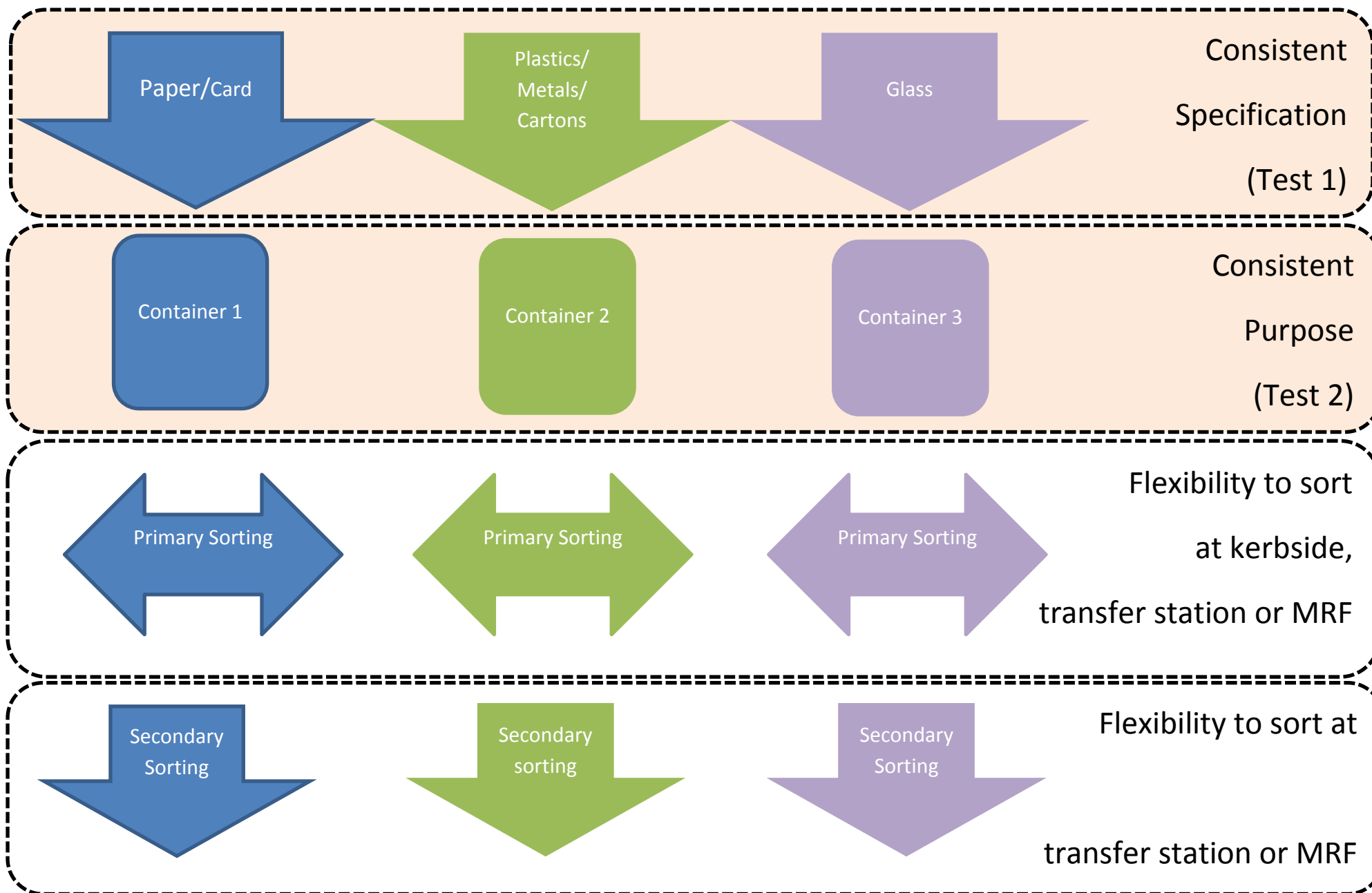
- Firstly, every citizen should understand what they can and cannot recycle in their collection service. This is covered in section 3.5.
- Second, when citizens understand what can be recycled, no matter where they live, they will understand what container that item should be placed into. Therefore, the mix of materials and the way that they sort materials shall remain consistent across the country. This means that the container that citizens place each item into is the most important decision we ask them to make and this is where consistency shall be focussed.

Citizens know less about the way a service is operated or what happens to materials once they have placed their container out for collection. Thus, it is appropriate for Councils to have flexibility regarding the type of container used, the vehicles used, the frequency of collection and the operational parameters. This approach is highlighted in **Figure 3.3** below:

Further detail on the modelling work which informed this approach is provided in Appendix A.

³ Scottish Government (2013/14). Scottish Government Urban Rural Classification 2013-2014. [Online] <http://www.gov.scot/Publications/2014/11/2763/downloads> [Accessed October 2015].

Figure 3.3: Principles of a consistent collection model



3.4 APPLYING THE CONSISTENT COLLECTION MODEL

The starting point for each Council applying this CoP, shall be to undertake an assessment of its current service against a range of scenarios to best fit with their needs and property types, whilst achieving the consistent principles outlined above.

In the first instance, the following requirements should be considered by each Council for all properties and locales. As a minimum these requirements shall be adopted or considered for *'Households with access to the kerbside'*.

3.4.1 Essential contents

The service for these properties **shall adopt** the following requirements:

- a) Separate containers shall be provided to each property for the following:
 - I. Paper and card;
 - II. Metals, plastics and cartons
- b) Collection of these containers shall take place from the kerbside or nearest safe point of collection close the property.
- c) At the point of collection, the contents of each container will either be sorted into constituent materials (i.e. kerbside sort) or placed into separate compartments of a single vehicle or into separate vehicles for primary sorting at a site (i.e. transfer station or Materials Recovery Facility –MRF).
- d) Separate containers for glass shall be provided to each property or alternatively within the community for communal use. These containers shall facilitate the colour separation of glass to occur.
 - I. Where the Council is not providing a glass collection from each property, the Council is required to demonstrate that the alternative provision (i.e. from recycling points) is achieving the same quality and quantity of glass that would otherwise be collected from kerbside collection. This can be demonstrated through benchmarking with other Councils, comparing with historical data or monitoring waste composition analysis of non-recyclable waste to show capture rates of glass as outlined below.
 - The glass collected should achieve a minimum benchmark yield that is comparable to average kerbside-collected glass services (to exclude tonnage rejected at a MRF or by a reprocessor), or alternatively by demonstrating that the arisings of glass in the non-recyclable waste stream are comparable to an average where Councils operate a kerbside-collected glass service.
 - II. Where glass containers are not provided to each property the Council should provide a minimum capacity outlined of 10 litres per week for each property within the community. In urban areas these should be no further than 1km from each property.
 - For example, for an area of 2,000 properties there would be a requirement for 20,000 litres per household per week of glass recycling provision.
 - III. Colour separation of glass can occur at a glass sorting facility if the Council can demonstrate through benchmarking with other Councils that the same quantity of glass will be available to enter high-quality recycling processes (i.e. remelt to glass containers) after sorting has taken place .
 - Benchmarking in this respect should focus on the volume of glass available for high-quality recycling processes after the sorting has taken place. After sorting, the volume of high-quality glass that is available should exceed the benchmark test set out in 3.4.1.d(i) above.

- e) Separate containers shall be provided for food waste collection in all areas where the Waste (Scotland) Regulations 2012 require a collection.
 - I. Where food is collected in the same container as garden waste, the Council shall not be required to separate the materials.
- f) The weekly volume of recycling to be provided to each property for each material where kerbside collection takes place should exceed the following:

Paper/Card	40 litres per week
Metals/Plastics/Cartons	70 litres per week
Glass	20 litres per week
Food waste	20 litres per week

3.4.2 Desirable contents

The following procedures **should be considered** within the Councils ways of working:

- a) The collection of each recycling material stream, in particular food waste, is carried out on a weekly basis.
- b) Separate containers for food waste recycling are provided in all areas that are not required to have a collection under the Waste (Scotland) Regulations 2012.
 - I. This will be based on the principle of co-collecting food waste with dry recycling in a separate compartment within the vehicle.
- c) An association of colours to containers is beneficial to public engagement. Over time, as services change, there shall be a particular colour associated with each material stream, and that scheme will be developed in conjunction with partners supporting national communications and confirmed in due course:

PAPER/CARD	TBC
METALS/PLASTICS	TBC
GLASS	TBC
NON-RECYCLABLE WASTE	TBC

- I. When new services are being introduced the colours above **shall** be introduced.
- II. Where new services are not being introduced the Council shall consider means of implementing this colour system by other means wherever practicable.
- III. The colour association can be achieved by the procurement of whole containers in these colours or by changing lids that match these colour to identify the colour association.
- d) The Council shall consider means whereby some or all collection vehicles are equipped to receive other items such as small Waste Electrical and Electronic Equipment (WEEE), Textiles, Batteries and Absorbent Hygiene Products (AHPs, also referred to as nappies).

3.4.3 Households without access to the kerbside or with shared containers

For properties where access to the kerbside is limited or where the service has to be provided via shared containers due to space constraints the following requirements shall be adopted.

3.4.3.1 Essential contents

The service for these properties **shall adopt** the following requirements:

- a) In the first instance, efforts should be made to introduce the same service to these properties as will be delivered to those households with access to the kerbside detailed in 3.4.1. The Council shall provide evidence of any assessment that is carried out in this regard.
 - I. Evidence shall outline the number of properties affected and state the rationale for not providing the same service as kerbside properties.
- b) Separate containers should be provided to each property or group of properties for the following mix of materials. This can be achieved by individual or communal containers.
 - I. paper and card;
 - II. metals, plastics and beverage cartons
- c) Separate containers shall be provided for food waste recycling to each property or group of properties as required within the Waste (Scotland) Regulations 2012. This can be achieved by individual or communal containers.
- d) Separate containers should be provided for glass in line with the requirements set out in 3.4.1.d.

3.4.3.2 Desirable contents

The following procedures **should be considered** within the Councils ways of working:

- a) The requirements set out in Section 3.4.1 shall be followed.
 - I. Less frequent collection for these properties might be achieved through the provision of larger capacity containers, exceeding the volumes set out in 3.4.1f, which facilitates communal collections.

3.4.4 Rural properties

Details of the types of property included within this category are provided in 3.2. In rural properties the following requirements shall be adopted.

3.4.4.1 Essential contents

The service for these properties **shall adopt** the following requirements:

- a) In the first instance, efforts should be made to introduce the same service to these properties as will be delivered to those households with access to the kerbside detailed in 3.4.1. The Council shall provide evidence of any assessment that is carried out in this regard.
 - I. Evidence shall outline the number of properties affected and state the rationale for not providing the same service as kerbside properties.
- b) Separate containers should be provided to each property or group of properties for the following mix of materials. This can be achieved by individual or communal containers.
 - I. Paper and card;
 - II. Metals, plastics and beverage cartons.
- c) There will be further exceptions for the provision of glass recycling containers specifically as follows:
 - I. Where glass recycling containers are not provided to each property in rural areas and the alternative service provision via recycling points is being used, only settlements of greater than 100 properties will be required to have a recycling point

- for glass. Settlements of less than 100 properties shall still be advised of their nearest recycling point for glass.
- II. Where glass containers are not provided to each property the Council shall provide a minimum capacity of 10 litres per week for each property within the community. In rural areas the proximity of these containers to each property shall be variable but efforts shall be made to have these as close to each property as is practicable.
- d) Where food waste service provision is not legally required and not possible through any other means, the Council shall take steps to provide food waste advice and support to the citizens in such properties.
- I. Advice shall be provided on reducing food waste and home composting including the use of in-situ mini digesters.
 - II. Support shall be provided in the form of visits to the property and the guidance on choosing a suitable home composting unit.

3.4.4.2 Desirable contents

The following procedures **should be considered** within the Councils ways of working:

- a) Separate containers for food waste recycling are provided in all areas that are not required to have a collection under the Waste (Scotland) Regulations 2012.
 - I. This will be based on the principle of a co-collecting food waste with dry recycling in a separate compartment within the vehicle.

3.4.5 City Centre properties

Details of the types of property included within this category are provided in 3.2. In city centre properties the following requirements shall be adopted.

3.4.5.1 Essential contents

The service for these properties **shall adopt** the following requirements:

- a) In the first instance, efforts should be made to introduce the same service to these properties as will be delivered to those households with access to the kerbside detailed in 3.4.1. The Council shall provide evidence of any assessment that is carried out in this regard.
 - I. Evidence shall outline the number of properties affected and state the rationale for not providing the same service as kerbside properties.
- b) The provision of dry and food waste recycling to each individual property may not be possible in city centre locations resulting from the lack of suitable storage and on-street restrictions on containers being placed for collection. Where collection is not possible from each property, communal collection shall still be available to all properties along the following principles:
 - I. Separate containers should be provided to each property or group of properties for the following mix of materials.
 - Paper and card;
 - Metals, plastics and beverage cartons.
 - Glass
 - II. Recycling containers for dry recycling, including glass, shall be provided within 1Km from all properties. Although capacities for each material may be difficult to estimate in such environments, efforts should be made to ensure that adequate capacity for each material stream is available, based on the table in 3.4.1f and monitoring of the fill levels for containers should take place.

3.4.5.2 Desirable contents

The following procedures **should be considered** within the Council's ways of working:

- a) The Council shall consider what collection frequency is appropriate for these areas to enable recycling services to be provided.

3.4.6 Island properties

Details of the types of property to be included within this category are provided in 3.2. In island properties the following requirements shall be adopted.

3.4.6.1 Essential contents

The service for these properties **shall adopt** the following requirements:

- a) In the first instance, efforts should be made to introduce the same service to these properties as will be delivered to those households with access to the kerbside detailed in 3.4.1. Where the service is required to vary, the Council should subsequently consider the requirements for rural properties set out in 3.5.4. The Council shall provide evidence of any assessment that is carried out in this regard.
 - I. Evidence shall outline the number of properties affected and state the rationale for not providing the same service as kerbside properties.
- b) There will be further exceptions for the provision of glass recycling containers specifically as follows:
 - I. Where local glass reprocessing is available, the Council can consider the use of such facilities where the environmental benefits are proven.

3.4.7 Difficult access properties

Details of the types of property to be included within this category are provided in 3.2. In these properties the following requirements shall be adopted.

3.4.7.1 Desirable contents

The service for these properties **shall adopt** the following requirements:

- a) In the first instance, efforts should be made to introduce the same service to these properties as will be delivered to those households with access to the kerbside detailed in 3.4.1. The Council shall provide evidence of any assessment that is carried out in this regard.
 - I. Evidence shall outline the number of properties affected and state the rationale for not providing the same service as kerbside properties.
- b) Separate containers should be provided to each property or group of properties for the following mix of materials. This can be achieved by individual or communal containers.
 - I. paper and card;
 - II. metals, plastics and beverage cartons
- c) Separate containers shall be provided for food waste recycling to each property or group of properties as required within the Waste (Scotland) Regulations 2012. This can be achieved by individual or communal containers.
- d) Separate containers should be provided for glass in line with the requirements set out in 3.4.1.d.

3.4.8 Elements not considered for this CoP

The following elements of the service design are not specified within this CoP. Consequently, Councils are invited to interpret their own needs for these aspects of their service.

- a) Garden waste services covered in this CoP and Councils may make their own plans for the collection of garden waste.
- b) Councils may make their own judgement on density of recycling points that may be in place to supplement kerbside collection.

3.5 THE MATERIALS COLLECTED

A standard specification for all of the core materials specified in this CoP (food, paper, card, glass, metals and plastics) as well as cartons is provided in the following section which will give consistent advice to citizens across Scotland on the materials they can recycle.

The household recycling charter states:

We will ensure that ***all citizens have access to services*** for recycling to include paper, card, glass, plastics, metals and food. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are provided with adequate volumes of containers in line with the Code of Practice (CoP); and

We will ensure that our household collections give ***consistent definition of materials*** (paper, card, glass, plastics, metals and food) that can be competently recycled in line with the Code of Practice (CoP). Thus, we will eradicate discrepancies on what can and cannot be recycled in different localities across Scotland.

3.5.1 SPECIFICATION FOR CORE MATERIALS

The following tables show the where items that are typically found in the domestic waste stream shall be accepted or not within containers for recycling. Whilst most materials are collected for recycling, there are some materials where the markets for these items is still developing. However, in some cases not collecting certain items would complicate the recycling decisions for citizens, and where certain items can be easily sorted from containers, there is a greater overall benefit in encouraging citizens to recycle the items than to dispose of them in non-recyclable waste.

The table clarifies the specification that Councils may wish to discuss with their contractors regarding the onward sorting or processing of the collected materials. It is not intended to be communicated to the public in this format.

Accepted

Items in this classification are typically recycled easily and shall be readily accepted in the relevant recycling container. Citizens should be encouraged to empty, rinse and squash (if possible) all items prior to being placed in containers for recycling.

Accepted where markets are emerging or non-collection could affect recycling behaviours

Items in this classification are accepted within recycling containers either to make the service more convenient for citizens and where their inclusion doesn't jeopardise the onward processing of the materials **OR** the markets for these items is evolving and the collection of these items will support opportunities for further recycling in the future.

Unacceptable

Items in this classification are not accepted within recycling containers for the material referred to. The inclusion of these items in the container referred to will be considered a contaminant that will not be recycled.

3.5.1.1 Paper:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
Newspapers, magazines, pamphlets, directories, envelopes (fully intact including glue and windows) brochures, office paper, letters catalogues and unwanted mail.	<ul style="list-style-type: none">• Tissue/napkins (Heavily soiled, can go in food container)• Laminated paper (Non-recyclable bin)• Padded envelopes (Non-recyclable bin)• Wet paper (Home composted or Non-recyclable bin)• Hardback books (reuse should be encouraged)
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	
<ul style="list-style-type: none">• Shredder paper (<i>Difficult to handle at sorting facility</i>)• Wrapping paper (<i>Difficult to handle at sorting facility</i>)• Paperback books (<i>Difficult to handle at sorting facility</i>)	

3.5.1.2 Card:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
Cereal boxes, brown corrugated packaging, sleeves from ready meals, toilet/kitchen roll tubes, greetings cards, egg boxes, toothpaste boxes etc.	<ul style="list-style-type: none">• Drinks and food cartons (placed in metals and plastics container for recycling)• Wet card (Non-recyclable bin).
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	
<ul style="list-style-type: none">• Food boxes (e.g. pizza/fast food)(<i>Often contain food that is likely to cause contamination</i>)	

3.5.1.3 Glass:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
Bottles and jars from food and drink packaging (including metal tops and corks).	<ul style="list-style-type: none"> • Ceramic items such as plates and plant pots (sometimes recyclable with 'inert' waste at HWRCs) • Plate glass i.e. from windows (sometimes recyclable with 'inert' waste at HWRCs) • Drinking glasses (sometimes recyclable with 'inert' waste at HWRCs) • Light bulbs (retailers or HWRCs) • Pyrex dishes (sometimes recyclable with 'inert' waste at HWRCs)
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	
N/A	

3.5.1.4 Metals:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
Tins and cans from food and drink packaging, aerosols for personal use (e.g. deodorant, hairspray etc.)	<ul style="list-style-type: none"> • Metal items not disposed of every day i.e. household furniture or cutlery (typically accepted in 'scrap metal' waste at HWRCs) • Small electricals including cables (accepted at retailers and HWRCs). • Batteries (accepted at retailers and HWRCs) • Pouches (non-recyclable bin)
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	
<ul style="list-style-type: none"> • Foil trays (<i>Prone to food soiling and not sorted as easily</i>) • Aluminium/Tin foil (<i>Prone to food soiling and not sorted as easily</i>) 	

3.5.1.5 Plastics:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
Bottles (including tops) from: food and drink products, shampoo/conditioner/shower gel/soap bottles, cleaning products, beauty products, tablet and medicines.	<ul style="list-style-type: none"> • Plastic bags and films i.e. shopping bags, bread bags and cling films (recycled at supermarkets where this service is available or disposed in non-recyclable bin) • Bubble wrap (non-recyclable bin) • Cartridges e.g. ink (refill or return to producer) • Polystyrene – rigid or expanded (non-recyclable bin) • Wrappers e.g. biscuit and crisp wrappers. (non-recyclable)

	bin) <ul style="list-style-type: none"> • Compostable packaging (food waste) • Plastic nettings (non-recyclable bin) • Toothpaste tubes (non-recyclable bin) • Hard plastics including CD boxes, plastic coat hangers and plant pots (Reuse online or non-recyclable bin) • Hard plastic including garden furniture and child's toys (Donation to charity or HWRC for reuse, recycling or disposal)
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	
<ul style="list-style-type: none"> • Small bottles from yoghurt drinks etc. (<i>Difficult to sort with machinery</i>). • Food & drink pots, tubs and trays of all colours (<i>Markets evolving</i>) 	

3.5.1.6 Cartons:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
Food and drink cartons (commonly manufactured by Tetra Pak, Elopak and SIG Combibloc) used for long-life milk, fruit juices, smoothies, dairy alternative milks, chopped tomatoes, passata, liquid baby milk, soup, pulses, custard, pet milk etc.	<ul style="list-style-type: none"> • Pringles tubes (Non-recyclable) • Plastic pots, tubs and trays (Plastic recycling) • Dried baby formula packs (Non-recyclable) • Pouches (Non-recyclable)
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	
<ul style="list-style-type: none"> • Straws and caps that are integral to the carton (<i>Not recyclable but integral to packaging</i>) 	

3.5.1.7 Food:

ACCEPTED	UNACCEPTABLE (ALTERNATIVE PATHWAY SHOWN)
All cooked and uncooked food stuffs, including bones and carcasses dairy, vegetables and peelings, bread, rice and pasta, fish including bones and shells, tea bags and coffee grounds, eggs and eggshells, cakes and biscuits, leftovers and pet food.	<ul style="list-style-type: none"> • Metal, plastic or glass packaging (should be recycled in other collection services) • Liquids and oils.
ACCEPTED WHERE MARKETS ARE EMERGING OR NON-COLLECTION COULD AFFECT RECYCLING BEHAVIOURS	

- Compostable liners, plastic liners, paper or card liners (*integral to recycling process but difficult to reprocess*)
- Soiled kitchen roll (*supports capture of more food but difficult to reprocess*)

3.6 WASTE THAT CANNOT BE RECYCLED

Waste that cannot be recycled is commonly called “black bag waste”, “general waste” or “residual waste”. The best description of this waste is “non-recyclable waste”, which reflects the fact that containers for such waste should only contain anything that is left after all efforts to recycle have been exhausted. This CoP refers to ‘Non-Recyclable’ waste from herein.

A 2015 WRAP study⁴ highlighted that one of the most effective ways to encourage citizens to recycle is by restricting the volume of non-recyclable waste they can dispose of, alongside effective recycling services for the core materials and food waste.

The household recycling charter states: We will **reduce the capacity provided for waste that cannot be recycled** to give the appropriate motivation to our citizens to recycle. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are limited to non-recyclable (i.e. black bag/general waste/residual waste) waste volumes in line with the established Code of Practice (CoP).

3.6.1 DETERMINING THE OPTIMUM VOLUME OF NON-RECYCLABLE WASTE

Zero Waste Scotland commissioned research into the current capacity for non-recyclable waste in Scottish Councils. This considered existing waste composition data, recycling performance and bulk density conversion factors to better understand the current and future capacity needs, measured by volume, for recyclable and non-recyclable waste. Details of the research that informed the decision on determining the optimum volume being recommended in next section is provided in Appendix B.

3.6.2 CAPACITY OF NON-RECYCLABLE WASTE

The following requirements are set out with regard to the equivalent volume of containers to be provided for non-recyclable waste.

3.6.2.1 Essential contents

The following requirements **shall** be included within the Councils’ ways of working:

- a) Where the Council has adopted all of the requirements set out in section 3.4 regarding the provision of dry and food recycling, meeting the essential requirements, they shall consider reducing the capacity for non-recyclable waste.

3.6.2.2 Desirable contents

The following procedures **should be considered** within the Councils ways of working:

- a) Where the Council has adopted all of the requirements set out in section 3.4 regarding the provision of dry and food recycling, meeting the essential requirements, it will be appropriate to provide the following weekly equivalent capacity for non-recyclable waste:
 - i. **Households with kerbside access:** A maximum of the equivalent of 80 litres per week per property for non-recyclable waste shall be provided to each property. This can be achieved by either reducing the bin or varying the frequency of collection, whichever the Council deems the most appropriate.

⁴ <http://www.wrap.org.uk/content/factors-influencing-recycling-performance>

- II. **Flats:** A maximum of the equivalent of 70 litres per week per property for non-recyclable waste shall be provided to each property or group of properties where a communal service is provided. This can be achieved by either reducing the bin or varying the frequency of collection, whichever the Council deems the most appropriate.

3.6.2.3 Elements not included within this CoP

Councils may determine the frequency of collection, size of container and method of collection for non-recyclable waste in line with the volumes set out above.

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Section 4: Policies for household waste & recycling services

This section provides guidance on the policies that will be important in supporting a collection system that consistently achieve high citizen participation and support the design and operation of recycling services to deliver the outcomes of the household recycling charter.

Developing and publishing policies can ensure that services are operated transparently and fairly. This in turn can encourage citizens to participate in the service; maximising the quantity and quality of material collected for recycling.

The household recycling charter states:

We will ensure that our local policies, in line with the Code of Practice (CoP), encourage citizens to recycle by **reducing the collection of waste that cannot be recycled (i.e. excess waste/side waste)**; and

We will ensure that our local policies ***provide citizens with sufficient capacity for their waste***, recognising that some households will produce more waste than others, in line with the Code of Practice (CoP); and

We will ensure that policies for ***bulky or excess waste encourage citizens to recycle and reuse***, where this is practicable to do so.

4.1 EXCESS OR SIDE WASTE POLICY

4.1.1 Rationale

Policies have been established to encourage recycling by reducing the collection of non-recyclable waste. The most typical examples of this are policies to limit 'excess waste', 'side waste' and 'open-lid bins'. Excess waste or side waste are common terms that describe additional items or bags of unsorted waste that is placed on, near or next to the regular collection container. Open lids cannot occur when the lid cannot be closed because of the volume of waste being presented.

Policies relating to this have been introduced to prevent such practices, primarily to reduce the environmental and cost impacts of this waste being landfilled but also because of safety concerns. The safety concerns relate to manual handling, risk from sharps in unsorted bags and from the safe operation of wheeled bins on comb-lifters upon vehicles.

4.1.2 Essential contents of this policy

The following procedures **shall** be included within the Councils' ways of working:

- b) Policy shall clearly define the criteria when collection crews will consider waste to be excess, side waste or not within a container with the lid closed.
 - I. Excess or side waste is any material that is not within the confines of the provided wheeled bin. This can be loose or contained in bags but the defining point is that it has not been able to be presented in the provided container.
 - II. Where the waste has been placed in the wheeled bin but the lid cannot be easily closed by hand, this will be deemed to be an overfilled bin.

- c) The policy shall state what the consequences of placing excess/side waste or overfilled bins for collection will be.
 - I. The excess/side waste or overfilled bins waste will not be collected on that occasion.
 - II. Advice will be provided to the citizen on what to do next.
 - III. Advice will be given to the citizen on alternative places to dispose of extra waste (i.e. Recycling points or Household Waste Recycling Centres).
- d) A note of any incidents relating to excess/side waste or overfilled/overweight bins should be taken by the collection crew and passed to the supervisor.
 - I. To support the implementation of the policy, collection crews should be instructed not to return for excess/side-waste where a note of an incident has been taken and reported to a customer services function.
- e) A log of any incidents relating to excess/side waste or overfilled/overweight bins should be kept and maintained. This should be used to track any repeating patterns of behaviour to ascertain if further assistance is required.

4.1.3 Desirable contents of this policy

The following procedures **should be considered** within the Councils ways of working:

- a) Policy should clearly define the criteria when collection crews will consider containers to be overweight. This will specify that any wheeled bin that cannot be moved by a single crew member to the point of collection, will be deemed overweight.
- b) Where excess/side-waste has been left for collection, the extra waste should be placed back into the wheeled bin by the crew to avoid littering. Some form of communication should be placed on the bin or to the address using the bin to inform the resident for the reasons that waste has not been collected.
- c) The notes of any incidents relating to excess/side waste or overfilled/overweight bins should be taken passed to the Council's customer services function to inform the resident should they make contact with the Council.
- d) Recyclable waste placed in non-conforming containers (e.g. bags of paper or loose cardboard) shall be collected on the first occasion with a communication to inform the citizen of the ability to receive additional containers or take material to the HWRC. Thereafter such items shall not be collected. Such items being presented should be placed in the recycling container with a communication to inform the citizen of the reasons for non-collection and information provided to the citizen of the ability to receive additional containers or take material to the HWRC. .

4.1.4 Elements not considered for this CoP

Policies to tackle excess waste at communal collection points are not considered within this CoP, however, Councils may wish to consider the following:

- a) Look to include more stakeholders such as factors, property managers, caretakers, concierges, housing departments, and litter and flytipping functions within the Council to communicate with citizens to improve practices related to excess waste.
- b) Communicate with all residents in the first instance to highlight any specific concerns and raise awareness of how to use the service.

4.2 BULKY OR SPECIAL WASTE COLLECTION POLICY

4.2.1 Rationale

WRAP has published guidance⁵ to provide ideas and identify opportunities to increase the amount of household bulky waste that is re-used and recycled, which can be referred to, and other work is underway to establish further best practice in this area. This sections set out the requirements for this area.

4.2.2 Essential contents of this policy

The following procedures **shall** be included within the Councils ways of working:

- a) There is a clear communication of the service to citizens covering the types of waste that are accepted (e.g. no asbestos, sharps etc.) in non-recyclable waste and bulky waste collections and instructions are given on what to do with those wastes that are not accepted.

4.2.3 Desirable contents of this policy

The following procedures **should be considered** within the Councils ways of working:

- a) The service shall promote the use of the National Reuse Phoneline wherever practicable. For example, the customer services function dealing with in-bound phone calls should be aware of the National Reuse Phoneline and understand the protocols for directing appropriate calls to it.
- b) Separate collections are put in place to maximise reuse and recycling wherever this is feasible to do so within the local context. This will require collections of suitable wastes in non-compaction vehicles with adequate protection from the weather (e.g. box-van). This will also require engagement with service providers that can prepare items for reuse.
 - I. WEEE (including white goods, Large Domestic Appliances and fridge/freezers) are collected as a separate stream or in such a way that effective sorting of these materials can occur at a site. This should be carried out in a non-compaction vehicle.
 - II. Upon collection, efforts are taken to recycle and reuse bulky waste. This typically is carried out using mechanical and hand sorting processes.
- c) Appropriate charging mechanisms have been considered. In particular this should consider charging for waste derived from 'fixtures and fittings' or 'household improvements' (i.e. DIY wastes) as a minimum.
- d) Customers are allocated a collection day, and time if practicable, when the uplift will take place to avoid occasions when items are presented ahead of collection leading to additional items subsequently being fly tipped alongside the authorised special uplift and to prevent damage to reusable items from weather.

4.3 RECYCLING CONTAMINATION

4.3.1 Rationale

Policies to encourage the proper use of recycling containers is important in maintaining high-quality recycling and giving confidence to contractors that will manage the onward processing of collected recyclables. It is also important in re-assuring citizens that the material they have taken care to sort is being handled properly.

⁵ WRAP. [Online] <http://www.wrap.org.uk/content/bulky-waste-guidance-0> [Accessed October 2015].

Where contamination of recycling occurs, a more consistent approach to the way that incidents are monitored and managed is set out in the following requirements.

4.3.2 Essential elements

The following procedures **shall** be included within the Councils' ways of working:

- a) The Council shall ensure that all collection crews are trained on what materials are accepted for recycling, the safe system of work for monitoring contamination, and any action resulting from the detection of contamination.

Dry Recycling: Household with access to kerbside

- b) When collecting dry recycling the collection crew shall:
 - I. Check for contamination of the container with unacceptable materials (refer to 3.5.1).
 - II. Provide communication to citizens if unacceptable materials are presented so that they understand the range of materials that can be collected for recycling and the impact that contamination can have.
- c) The recycling shall not be collected if contamination is severe as it will have a detrimental impact on the quality of the whole load collected. Definitions of the 'severity of contamination' and the steps that shall be taken are outlined in the table below:

Figure 4.3.2: Actions for dealing with contaminated recycling containers

	Severe contamination i.e. black bags and/or food waste and/or many items that are unacceptable (refer to 3.5.1) are visible to the operative	<p><u>Box collection:</u> Where safe to do so the collection crew should remove the recycling, leaving the contaminants in the box.</p> <p><u>Bin collection:</u> Recycling not collected as it will contaminate the whole load collected. The container should have something appended to it (i.e. sticker, hanger, tag) advising the citizen to sort their material correctly and then present the recycling for collection on the next scheduled collection day.</p> <p>Future collections should be monitored. The container should have something appended to it (i.e. sticker, hanger, tag) so that the citizen can understand the range of materials that can be recycled. Future collections should be monitored.</p>
	Moderate levels of contamination i.e. Several items that are unacceptable (refer to 3.5.1) are visible to the operative.	<p><u>Box collection:</u> Where safe to do so the collection crew should remove the recycling, leaving the contaminants in the box.</p> <p><u>Bin collection:</u> Where safe to do so the collection crew should remove the contamination and collect the recycling, leaving the contaminants in the bin. If the items cannot be safely removed, the bin should not be collected.</p> <p>The container should have something appended to it (i.e. sticker, hanger, tag) so that the citizen</p>

		can understand the range of materials that can be recycled. Future collections should be monitored.
	Low levels of contamination i.e. Very few items that are unacceptable (refer to 3.5.1) are visible to the operative.	<p><u>Box collection:</u> Where safe to do so the collection crew should remove the recycling, leaving the contaminants in the box.</p> <p><u>Bin collection:</u> Where safe to do so the collection crew should collect the container taking note of the incident.</p> <p>The container should have something appended to it (i.e. sticker, hanger, tag) so that the citizen can understand the range of materials that can be recycled. Future collections should be monitored.</p>

- d) Instances of contamination shall be recorded and monitored for future reoccurrence.
- e) In cases of ongoing severe contamination councils shall adopt the following protocol:
- I. In the first instance of severe contamination the container should be communicated to advise the citizen to sort their material correctly and then present the recycling for collection on the next scheduled collection day.
 - II. If the citizen presents a severely contaminated recycling container again, or fails to sort the contaminated recycling presented previously, the container shall again be stickered and be followed up with a written communication delivered to the property (i.e. a letter or leaflet).
 - The aim of the communication is to try to understand and address the reasons for the misuse of service and where necessary to advise of any supporting policies (i.e. Additional containers) where citizens are unable to cope with the volumes of waste containers they have been supplied with.
 - III. If the citizen presents a severely contaminated recycling container for a third time, or fails to sort the contaminated recycling presented previously, the container shall again be stickered and an officer from the Council shall make contact with the citizen.
 - The purpose of this contact will be to discuss the materials that can be recycled with the citizen and, if necessary, carry out an inspection of the recycling container and non-recyclable container to demonstrate practical steps that the citizen can take.
 - IV. Where the citizen continues to present recycling that is severely contaminated upon exhausting all of the steps above, the recycling service shall be withdrawn for a period of time and a follow up visit shall be arranged at a later date to discuss the options for re-introduction of the service.

Food Waste: Household with access to kerbside

- f) Where contamination of the food waste container occurs, the crews shall not take efforts to remove the contamination.
- I. Where contamination is minimal (i.e. one plastic bag and/or film lid and/or very few items from the 'unacceptable' list – see 3.5.1) then the container shall be collected. The container should have something appended to it (i.e. sticker, hanger, tag) so that the citizen can understand the range of materials that can be recycled. Future collections should be monitored with a notice placed on the container.

- II. Where contamination is more serious (i.e. a few or more items from the 'unacceptable' list – see 3.5.1) the container shall not be uplifted and the procedures set out in 4.3.2d-e shall be followed.

4.3.3 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

Households without access to the kerbside or with shared containers

- a) Where practicable, the Council shall adopt policies for households without access to the kerbside or with shared containers that are similar to those set out in 4.3.2.
- b) The Council shall seek to liaise with community partners (e.g. Housing Departments, Social Landlords, Social Work etc.) to consider other means of communicating and liaising with citizens to reduce contamination of recycling containers.

4.4 ADDITIONAL CAPACITY

4.4.1 Rationale

It is recognised that there will be some properties where there are more than a certain number of citizens in a property or where certain medical conditions lead to the generation of additional waste streams. The requirements to address the needs of such properties are set out in the following section.

4.4.2 Essential elements

The following procedures **shall** be included within the Councils' ways of working:

- a) The Council shall listen to all special requests where the citizen feels unable to manage with the standard service being delivered.
- b) Where the reason for requesting additional capacity is related to a medical need, the Council shall ask what that requirement is and request the citizen, or a Carer on their behalf, to complete an application.
- c) Medical conditions that will be considered for additional non-recyclable waste capacity will be ones where hygiene wastes (i.e. pads, wipes, dressings) and clinical waste are likely to be generated. On occasion, the Council may request written confirmation from the citizen's doctor to confirm the condition.
- d) Where the reason for requesting additional capacity is not related to a medical condition, the Council shall carry out an assessment of the requirement for greater recycling provision or non-recyclable waste provision by:
 - I. In the first instance if the property is not lived in permanently by 6 or more people or there are fewer than 2 children in nappies the Council shall inform them that no additional capacity for non-recyclable waste shall be provided. Additional capacity for recycling may be considered where the Council feels this is reasonably practicable.
 - II. If there are 6 or more permanent residents or 2 or more children in nappies within the property, the Council shall request that the citizen complete a waste diary for an agreed period of time (e.g. 1 collection cycle for non-recyclable waste).
 - The citizen will be asked to record the wastes that they place in both recycling and non-recyclable waste containers.
 - A 'Waste Diary' pack shall be sent to the citizen with instructions for completion and, where appropriate, a visit from a Council officer shall be provided to assist with the completion of the diary.

- III. Upon completion and submission of a waste diary, a Council officer shall review this. Where appropriate to do so, the officer shall visit the citizen to provide further advice on what can be recycled and ways of reducing waste.
- e) If the Council assess that the citizen requires additional capacity for non-recyclable waste following 4.4.2d they shall deliver either an additional container or a larger container.
 - I. This container should be identified with a 'marker' so that it is clear that it is an additional container that is approved by the Council to aid collection crews with collecting the proper containers.
- f) Any additional capacity provided shall be time-limited and a review shall be carried out at the end of the agreed time limit.

4.5 COMMUNICATING POLICIES TO CITIZENS

To ensure citizens understand what is expected of them, it is crucial to communicate policies and changes to policy clearly.

4.5.1 Essential elements

The following procedures **shall** be included within the Councils' ways of working:

- a) The Council shall include details of all the waste and recycling policies in written communication (digital or printed) to households.

4.6 POLICY IMPLEMENTATION

This section provides guidance on the most effective methods to ensure that the policies that have been agreed are effectively implemented.

4.6.1 WORKFORCE DEVELOPMENT

Staff implementing the policies need to understand what the policy requires and what procedures they should follow to successfully implement the policy. Requirements to achieve this are set out in the following section.

4.6.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) When implementing the policies earlier in this chapter shall be required to ensure that appropriate 'toolbox talks' have been held with the collection crews.
 - I. These shall occur prior to the introduction of the policy and as part of an annual update.
 - II. Records of all relevant collection crews being given these talks will be maintained.
- b) The Council shall ensure that the customer service function within the Council has been made aware of all policies and changes in policy.

4.6.2 OPERATIONAL DELIVERY OF POLICY

Operational systems must be in place to support the effective introduction of the policy. Requirements to achieve this are set out in the following section.

4.6.2.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall ensure all elected members and relevant officers, including Chief Officers, are thoroughly briefed on the details of the policy and the scenarios that might be expected as a result of the policy being implemented are discussed and agreed.
- b) The Council shall carry out regular audits of its performance against the stated policies to check that the implementation of the policy is effective.
 - I. The Council shall supervise collection crews and carry out spot-checks on the implementation of policies.
 - II. Records of audits should be maintained and reported on to relevant senior officers within the Council on an annual basis.

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Section 5: Operating household waste & recycling services

This section provides guidance on operating procedures that are required to effectively collect waste and recycling from households.

The household recycling charter states:

We will **collect household waste when we have said we will** and ensure materials are managed appropriately upon collection.

We will manage materials so that the **highest possible quality is attained and we seek to accumulate value** by working with partners to encourage inward investment for our economy.

We will **record complaints and alleged missed collections** and ensure that we respond to these in line with the Code of Practice (CoP).

We will **listen to special requests or challenges** that citizens are having in relation to household waste collections and ensure that we respond to these in line with the Code of Practice (CoP).

We will deliver services so that they **take account of current policies with regards to environmental crime, litter and flytipping** in line with the Code of Practice (CoP).

We will deliver services so that our **staff and citizens are not endangered or at risk from harm** in line with the Code of Practice (CoP).

5.1 CUSTOMER SERVICE

Delivering high levels of customer service are vitally important for ensuring that the recycling service promotes participation of citizens, providing confidence and credibility to the service and building trust and participation.

5.1.1 COLLECTION COMMITMENT

This section outlines requirements for procedures that provide a commitment to citizens on the time, place and type of container for waste and recycling collections and the overall level of service they can expect.

5.1.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) Local authorities shall commit to provide a 'regular' collection, i.e. one that is 'recurring at fixed times' and that provides sufficient capacity for each material stream. The time-window and collection point for the collections should be clearly communicated (e.g. "Containers shall be collected from the kerbside between 7am and").
- b) Once waste or recycling is collected, operatives shall return the collection container to the collection point, taking care to be neat and avoiding blocking access (i.e. they shall avoid leaving containers in a position which blocks driveways or pedestrian access along the kerbside). In instances of bad weather (e.g. strong winds or flooding) operatives shall return smaller containers (e.g. boxes or food waste caddies) to within the property boundary where possible.
- c) Where there are complaints related to irregular collections or return of containers, liaison shall take place with specific crews and monitoring undertaken to ensure the issue is addressed.

- d) Local authorities shall ensure that call centre staff have access to up to date service schedule information and service policies.

5.1.1.2 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) Where possible local authorities shall provide same day collections so that each material stream is collected from a given household on the same day of the week (albeit with materials collected at different frequencies).

5.1.2 MISSED COLLECTIONS

On occasion collections will not take place as planned, for example as a result of parked vehicles blocking access to streets, human error or incomplete emptying of containers. It is important that procedures are put in place that deal with 'missed collections' effectively.

5.1.2.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall clearly communicate when residents should present their containers for collection (e.g. before 7am on collection day). They shall explain that the Council cannot commit to specific collection times and that routing schedules may change. They should ask citizens to leave any unemptied containers at the collection point until the end of the collection day (e.g. until 8pm).
- b) The Council shall adopt a consistent definition which explains what determines a 'missed collection' and when it should be acted upon and reported.
- c) Collection operatives shall also have the ability to capture and report information on service issues specific to a property or group of properties which may have prevented collection from taking place as planned. For example:
 - I. Severe contamination of recyclables
 - II. Container not presented by the resident in time for the collection
 - III. Local access issues (e.g. not being able to undertake an assisted collection due to a locked gate)
 - IV. Excess waste presented/local flytipping.
- d) When the citizen calls to report a missed collection prior to completion of the working day, initial notes shall be taken and contact shall be made with the crew carrying out that collection. However, the call shall not be logged as a 'missed collection' until the day's work has been completed (i.e. after 8pm). Reports of missed containers shall only be accepted and reported after the end of the collection day.
- e) The procedure adopted at the customer contact centre (or on-line if self-reporting of issues is made available by the Council) shall ensure that citizens are queried to try to ensure that the issues described in 5.1.2.1c are not applicable.
- f) If deemed necessary in agreement with the citizen, collection crews shall return to collect missed containers. The Council shall arrange a suitable time for collection of the missed container from when the missed bin was reported and logged as a missed collection for records.

5.1.2.2 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) Collection operatives shall have the ability to capture and report real-time information to the customer contact centre on service issues that prevent collection e.g. vehicle

breakdowns, blocked access to collection points (e.g. parked cars). Issues affecting wider areas (e.g. heavy snow) shall be reported by a supervisor/manager to the customer contact centre.

- b) Integrated systems can be used to monitor operations, capture service data and address service issues. For example, fitting containers with RFID tags that are coded to an individual property can enable the council to monitor operations (e.g. delays to collections) as back office staff can check the progress of the collection vehicle and/or if individual bins have been emptied.

5.1.3 HANDLING SPECIAL REQUESTS

Special requests are often referred to as 'Pull outs' or 'Assisted lifts'. Such collections are often established for residents that are infirm, have a medical condition or a disability and are unable to present their waste and recycling containers at the designated collection point.

5.1.3.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) Citizens shall be required to complete an application for an assisted collection.
 - I. Assisted collections are for residents that are infirm, have a medical condition or a disability and are unable to present their waste and recycling containers to the designated collection point. Applications would be considered where there is no one in the property to assist with the collection.
- b) Once approved, the Council shall maintain an accurate and up-to-date list of properties where the citizen requires assisted collections.
- c) Collection crews shall collect, and where necessary, return, the container from the same point of collection within the property boundary. This can be based on a risk-assessment for each property if practicable.
- d) The Council shall inform the citizen of their responsibility for maintaining access to the collection point for the collection crew.
- e) The Council shall review properties receiving a collection at least every 2-years (from the date of application) to monitor whether assisted collections are still required.

5.1.4 REPLACING CONTAINERS

When containers for waste and recycling are lost, broken or stolen, it is important to replace these timeously to provide continuity of service and maintain participation in services.

5.1.4.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) Standard containers shall be dealt with separately from specialist containers. Replacement containers shall be delivered before the next collection or within 10 working days of notification, whichever is the greater (i.e. if the next collection is in 15 working days' time, the container shall be delivered by then).
 - I. Standard containers are ones that are provided to individual properties. For example 240l, 140l wheeled bins, boxes, bags, caddies etc.
 - II. Specialist containers are ones that are used for communal properties or properties that are not on the typical kerbside collection service.

- b) Where the council provides free food waste liners, the resident can request additional liners to be provided by tying the last liner to the caddy handle. The collection crew shall provide a new roll which shall be posted through the letter box or secured in the food waste caddy.
- c) Collection crews should be required to report and bins falling into the collection vehicles and/or damaged during collection.
- d) Replacement food waste containers and liners should be made available for collection by residents from local offices (e.g. depots, recycling centres, etc.).

5.2 STEWARDSHIP OF COLLECTED MATERIALS

Material stewardship ensures that the materials collected are able to enter the highest quality market for that material as often as possible. There are greater environmental and economic benefits to “closed loop recycling” where a product is used, discarded, captured, and then the component materials recycled into a new product of similar functionality which can itself be used, discarded and captured, to be recycled again, continuously cycling the material resource through the supply chain. Examples include;

- the use of recovered glass cullet in re-melt applications to create new glass products rather than for aggregate in construction;
- the use of recovered plastic to produce, for example, new food and drinks containers rather than construction products;
- the use of recovered paper for the production of new paper products rather than other uses such as animal bedding and insulation.

The Waste Hierarchy Guidance⁶ provides further details for a range of common recyclable materials and the highest quality outcomes for each of these.

5.2.1 COLLECTING HIGH-QUALITY RECYCLING MATERIALS

Every stage of the collection, bulking and processing chain is equally important in the stewardship of materials. The first stage is at the point of collection and the following section sets out requirements to ensure high-quality materials are collected.

5.2.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The policies for recycling contamination (Refer to 4.3.2) shall be adhered to.
- b) The Council shall adopt communication plans to outline to citizens what can and cannot be recycled. More detail on this is provided in Section 6. .
- c) The Council shall ensure that vehicles used for the collection of each of the streams outlined in 3.4.1 shall prevent the cross-contamination of the streams. This shall include the cleaning of vehicles between being deployed for a different purpose.

⁶ Waste Hierarchy Guidance (2013). The Scottish Government. [Online]
<http://www.gov.scot/Resource/0042/00420711.pdf> [Accessed October 2015].

5.2.2 BULK TRANSFER OF RECYCLING MATERIALS

The second stage of material stewardship occurs at the bulking/transfer station. The priority at this stage should be to ensure that separately collected streams are not mixed with other wastes or materials.

5.2.2.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) A physical barrier between each material stream (e.g. separate bays) shall be maintained.
- b) The Council shall ensure that materials are stored safely (e.g. ensuring that fire hazards are understood and that risks are minimised).
- c) The Council shall implement procedures to ensure that infrastructure used to transfer recycling and prepare materials for transfer (e.g. vehicles, shovels and balers) are clean, especially when used to handle multiple waste streams.

5.2.2.2 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council or its contractors shall, where practicable, store paper/card recycling in a clean and dry environment (i.e. indoors).
- b) The Council shall, where practicable, undertake preliminary pre-sorting of materials e.g. operating a picking line to remove obvious contaminants.

5.2.3 ONWARD PROCESSING OF RECYCLING MATERIALS

The Council should ensure that its duty to maintain the high quality of collected recycling is reflected in any contracts that it has with operators undertaking further processing or sorting of materials.

5.2.3.1 Scottish Materials Brokerage Service

The Scottish Materials Brokerage Service was launched in October 2014⁷. The aim of the service is to see supply and demand for high-value recycling matched up, providing certainty of supply for investors and certainty of demand for Councils.

5.2.3.1.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall consider the means of supplying the Scottish Materials Brokerage Service with the material it collects.

5.2.4 PREVENTING LITTER AND FLY TIPPING

Local Authorities will have operational procedures in place to deal with litter and flytipping in order to fulfil their duty under the Environmental Protection Act 1990 section 89 (1&2) to ensure that the land is, so far as is practicable, kept clear of litter and refuse.

⁷ <http://news.scotland.gov.uk/News/Striking-gold-from-waste-11ba.aspx>

The procedures and policies adopted by Local Authorities to deliver household waste and recycling services should seek to minimise the potential for waste from collection services becoming litter or flytipping.

5.2.4.1.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall ensure there is a synergy between all the operational functions responsible for waste, cleansing and flytipping. To promote more effective and efficient services by ensuring procedures within the different functions complement each other and work in parallel to avoid cross over or double handling of issues. For example:
 - I. cleaning any spillages during collection or putting excess waste in the emptied bin to avoid cleansing crews being required to visit the same area;
 - II. Ensuring cleansing crews have a copy of the bulky uplift schedule so flytipping is easier to identify.
- b) Ensure waste collection services are designed in a way so as to avoid accidental spillage or 'wind-blown' waste from collection containers or vehicles.
 - I. This should include containers that are fit for purpose and mechanisms in place for replacing damaged containers;
 - II. Up-to-date collection calendars and advice on changes to collection schedules to avoid containers being presented ahead of collection window;
 - III. Advice to the public on presenting containers in adverse weather conditions;
 - IV. Collection vehicles are fit for purpose and are not open to materials escaping during collection rounds;
 - V. Any spillages during collection rounds are cleared by the crew and equipment made available on the collection vehicle to aid this; or if not possible should be reported to the appropriate department as soon as practicable for clearance.

5.3 OPERATIONAL SERVICE DELIVERY: FRONTLINE DELIVERY

The design of services, the policies used to support these and the operational delivery framework for services are all underpinned by frontline staff and the vital role they play in delivering services.

5.3.1 SUPERVISION

The first tier of management that interacts with the drivers and collection operatives has many job descriptions used (e.g. Supervisor, team leader) across Scotland. For the purposes of this CoP the term 'Supervisors' has been used to describe this first tier of management, which has a key role within the operational delivery of waste and recycling services. Supervisors are typically responsible for ensuring that all collection operations are carried out in compliance with relevant regulation and licences (i.e. operating licence and waste carrier's licence), they provide leadership and make sure that correct health and safety practices are adhered to.

5.3.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall empower Supervisors to ensure all new staff are adequately inducted to carry out the tasks required of them safely.

- b) The Council shall empower Supervisors to ensure that they observe the collection practices of each collection crew on at least a weekly basis to assess the operating practices of the crews.
- c) The Council shall ensure that Supervisors meet the requirements of the relevant competency requirements for the role⁸. Where the minimum competency requirements are not being attained, the Council shall provide relevant training to build competency in necessary areas.

5.3.1.2 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall empower Supervisors to ensure that they speak with all of their drivers and operatives on a minimum basis of once per day, preferably at the start and finish of their collection day.
- b) Supervisors shall have the competency required to operate and understand relevant data and computer software that supports the customer service functions of the Council.
- c) Supervisors shall have competency to advise customers and act as ambassadors for the waste and recycling service.

5.3.2 WORKFORCE DEVELOPMENT

A competency framework has been established by the Scottish Waste Industry Training Competence and Health & Safety Forum (SWITCH) Competency Framework. By developing the competency framework SWITCH aims to create a Resource Management industry that:

- Is safe and healthy to work in
- Actively supports education, training, learning and development
- Increases workforce capacity and competence
- Develops and shares good practice
- Creates an industry that is attractive as a career choice
- Creates clear career and learner pathways

The roles within the framework are called Levels 1, 2 and 3⁹ - this is to avoid assumptions being made if labelled, for example, 'Operator', 'Supervisor' and 'Manager' given the variety of job titles that exist in the sector and the variety of responsibilities that fall within these areas.

5.3.2.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall ensure that all staff are measured against the requirements for each role within the SWITCH Competency Framework to understand the development opportunities for each staff member.

⁸ <http://www.ciwm.co.uk/web/FILES/ScotlandRDO/Framework.pdf>

⁹ Level 1 - basic operative level, responsible for own area of work, carries out duties as prescribed by the supervisor. Level 2 - has the knowledge and skills to carry out the work unsupervised and could be leading a small team of others, maintaining productivity and resolving problems as they arise. Level 3 - responsible for controlling/administering teams/a group of staff. Plans and directs the work of a group of individuals, monitoring their work and taking corrective action where necessary.

- b) The Council shall ensure that adequate provision is made to address the competency development opportunities for each staff member over a period of time.

5.3.3 RISK ASSESSMENTS

Guidance on Health and Safety, including risk assessments is provided by the Health and Safety Executive (HSE)¹⁰.

The Management of Health and Safety at Work Regulations 1999 require employers to suitably and sufficiently assess and control the risks their activities present to their employees and others. The assessment should identify:

- the hazards that can cause harm, what kind of harm and how likely it is to happen;
- who is at risk (such as workers, contractors, subcontractors, agency or temporary workers, members of the public or visitors);
- the appropriate control measures needed to eliminate or reduce the risks so far as is reasonably practicable.

Risk assessment is about identifying and taking sensible and proportionate measures to control the risks in your workplace, not creating huge amounts of paperwork.

5.3.3.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall undertake route risk assessments in line with the guidance provided by the Health & Safety Executive¹¹ on this subject.

5.3.3.2 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- b) The Council shall meet the British Standard OHSAS 18001 (due to be replaced in October 2016 by ISO 45001). Adopting an effective occupational health and safety management system promotes a safe and healthy working environment by providing a framework that allows your organisation to identify and control its health and safety risks, reduce the potential for accidents, aid legislative compliance and improve overall performance.

5.3.4 ROUTING SOFTWARE

Computer software packages to plan collection routes have been proven to help improve the efficiency and effectiveness of collection routes. This section sets out requirements relating to the use of these.

5.3.4.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

¹⁰ Health and Safety Executive. 2015. Waste management and recycling. [Online] <http://www.hse.gov.uk/waste/index.htm> [Accessed October 2015].

¹¹ Health and Safety Executive. 2015. Waste management and recycling. [Online] <http://www.hse.gov.uk/pubns/waste23.pdf> [Accessed October 2015].

- a) The Council shall utilise computer software, based on clean GIS information drawn from the Council's Corporate Address Gazetteer or equivalent tools, to plan and maintain collection routes.
- b) The Council shall utilise in-cab technology to support route risk assessment, monitoring of performance data (i.e. contamination) and customer service functions (i.e. linking to Customer Relationship Management (CRM) system) of the waste and recycling service.
- c) The Council shall utilise property identification systems (e.g. RFID, NIR) to capture performance information (e.g. contamination, set-out).

5.3.5 COLLECTING FROM RURAL AREAS, PRIVATE ROADS AND LANE-ENDS

In rural areas or where there are private roads or inaccessible lanes, issues often arise from:

- Operational efficiency (i.e. to prevent excess travel and manoeuvring to service single or small numbers of properties)
- Liability (i.e. in terms of the risk of damage to non-council maintained property / roads)
- Health & Safety (i.e. accessing roads / locations which may present an operational risk due to road condition or other reason)
- Access (i.e. restricted access for vehicles or crews which may include width, turning areas, weight limits.)

Operational practices have been implemented to overcome these issues and this section lays out the requirements relating to these.

5.3.5.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall clearly identify where properties cannot be collected within the typical collection approach (e.g. Kerbside from the front or rear of individual properties or communal areas).
 - I. This will state the reason for a non-typical collection, such as:
 - journey time from the nearest adopted road being excessive;
 - turning area within property for collection vehicle being inadequate;
 - permission is required to access a private road (and liability for gaining access being waived).
 - II. The method of assessment shall be made available to the citizen upon request.
- b) The Council shall write to all properties impacted by the non-typical collection to inform them of the reasons for their collection and stating the location that containers should be placed for collection.
 - I. Collections may take place from the nearest accessible road that is adopted by the Council or accessible, with appropriate permissions, for collection vehicles.
- c) The Council shall provide planning advice to developers to prevent, where possible, the building of new developments or re-developments that will lead to non-typical collection.

5.3.6 MONITORING PERFORMANCE

Monitoring, interpreting and analysing data and information is vital to ensuring that the strengths and weaknesses of any service are understood and areas for improvement are recognised. Guidance

on general best practice for managing performance is available from WRAP¹². This CoP sets out approaches to:

- **Waste composition analysis:** Where samples of wastes from a representative sample of properties is split into the constituent parts. This helps understand what citizens are wasting, the proportions of each material and the most common container for each material (i.e. non-recyclable waste, dry recycling etc.).
- **Waste Data:** Every piece of waste that is collected is weighed at some point in the collection, bulking and reprocessing chain. This data is collected and collated by all councils to report to SEPA via the Wastedataflow system.
- **Set-out and participation rate:** Where collection routes, or representative samples from routes, are monitored at each collection cycle to observe properties that are setting containers out for collection. Participation rate is calculated over 3 cycles and where a property sets out a container at least once within that cycle, they are deemed to be participating in that service.

5.3.6.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall carry out waste compositional analysis of all mixed waste streams (i.e. non-recyclable waste and mixed recyclates) on minimum basis of every 3 years or prior to any major service change.
 - I. Analysis will be taken from a representative sample and carried out over two seasons (i.e. Autumn/Summer) and follow the Zero Waste Scotland methodology¹³.
 - II. Separately collected streams (i.e. garden waste, glass, food waste) shall be analysed separately and included in the results to show total waste composition.
 - III. Analysis prior to a major service should occur at least 3 months prior to the first new collection date.
- b) The Council shall record waste data from all sources and prepare spreadsheets for the completion of Wastedataflow on at least an annual basis.
- c) The Council shall carry out analysis of the set out and participation rate for dry recycling and food waste collections.
 - I. This should be carried out on either a minimum of 20% of collection routes per annum OR by focussing on collection rounds where the recycling yield per household is less than the Council average.

¹² Monitoring and evaluation guidance. WRAP [Online] <http://www.wrap.org.uk/content/monitoring-and-evaluation-guidance> [Accessed October 2015]

¹³ WCA Methodology Guidance. Zero Waste Scotland [Online] <http://www.zerowastescotland.org.uk/our-work/local-authorities> [Accessed October 2015]

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Section 6: Communicating with citizens

Regular and effective communication to citizens is essential to ensuring that service potential is realised.

The household recycling charter states:

We will **clearly explain to all citizens** what services we provide by providing information on a regular basis. This will take recognition of different housing types, collection routes and service availability and be as specific to each property as necessary, in line with the Code of Practice (CoP);

We will **deliver service information directly** to citizens periodically in line with established Code of Practice (CoP); and

We will **provide clear instructions to citizens on what can and cannot be recycled**, giving clear explanations where materials cannot be competently recycled.

6.1 BRANDING AND TONE

The national Recycle for Scotland brand is the primary focus of communications delivered directly to citizens. This provides a consistent brand, messaging and tone.

6.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall use national branding (e.g. Recycle for Scotland) as the basis for its communication related to waste and recycling services.

6.2 PLANNED COMMUNICATION

Planning communication is important in maintaining participation from citizens. The following sections cover routine communication, major service changes and targeting poor performance.

6.2.1 ROUTINE COMMUNICATION

Routine communication is planned and provides updates, reminders and important information relating to current services. The impact of communications is maximised when multiple channels are used to ensure the widest possible reach and coverage and to reinforce key messages. This can include: printed collateral (e.g. leaflets and calendars), online information (e.g. Council website and online advertising), social media, PR, local media advertising, locally available outdoor advertising (e.g. bin stickers and vehicle liveries).

6.2.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall complete a communications plan each year to plan its communications with citizens.

- I. Information on preparing a communications plan is available from Zero Waste Scotland's guide '*Improving recycling through effective communications*'¹⁴.
 - II. This shall be reported and agreed with senior managers.
 - III. Scottish Government and/or Zero Waste Scotland may also set out a National plan for communications activity. The Council should align their activities with this wherever practicable.
- b) The Council shall carry out communication activities annually in line with the communication plan. As a minimum the following list, although not exhaustive, indicates the information that shall be provided:
- I. Information on collection days/patterns;
 - II. Information on what containers are to be used for recyclable and non-recyclable items.
 - III. Information on what items can be recycled at kerbside or recycling points (yes/no lists for each container) using consistent, tested terminology.
 - IV. Information on how to dispose of items that are not collected at the kerbside via HWRCs or reuse organisations;
 - V. Information on what happens to materials that are collected for recycling;
 - VI. Where possible, information on any specific, local benefits of recycling;
- c) The Council shall make routine service information available on its website.
- d) The Council shall provide information directly to citizens to inform them of planned variations to the normal service.
- I. This will be for changes in collection days or schedules resulting from seasonal holidays, bank holidays or other changes (e.g. planned road closures)

6.2.1.2 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall provide an annual collection calendar in a durable format for the citizen to refer to.
- b) The Council shall label non-recyclable bins or recycling containers annually with information relating to the effective use of the service.
 - I. 'Stop stickers' placed on non-recyclable bins are effective at encouraging the prevention of food waste and dry recyclates from entering the non-recyclable waste stream.
- c) The Council shall have a scheduled programme of social media messaging within the Communication Plan.
 - I. Social media is an effective means of sharing positive messages and to normalise positive behaviours. Links should be made with any national campaigns to maximise the impact of the campaigns locally.
- d) Where available, the Council shall promote the waste and recycling services annually via a corporate magazine delivered directly to properties and/or made available online.

6.2.2 MAJOR CHANGES TO SERVICES

Planned service changes can create communications challenges but they are also a key opportunity to reinforce overall recycling information and motivational messaging.

¹⁴ Improving recycling through effective communications. WRAP [Online]
http://www.wrap.org.uk/sites/files/wrap/IRTEC_Revision_12_6_13_0.pdf [Accessed October 2015]

6.2.2.1 Desirable elements

The following procedures **should be considered** within the Councils ways of working:

- a) The Council shall complete a communication plan 20 weeks prior to the scheduled date of the first collection of the new service.
 - I. This shall be agreed with senior managers and any supporting partners (e.g. Zero Waste Scotland).
- b) The Council shall provide a 'teaser' message to the property between 4-6 weeks from the date of first collection.
 - I. This will be on printed media posted or delivered to the property providing information covering:
 - What is the change and when is it happening
 - Define the reason for the change
 - Reinforce the economic and environmental benefits supporting the change
 - Contact details for more information
- c) The Council shall provide a 'Key information' message to the property at the time where new containers are delivered for the new service or after the last unaffected collection where no new containers are being supplied.
 - I. This will be on printed media posted or delivered to the property providing information covering:
 - What the service looks like – what infrastructure is available
 - What materials the service collect and importantly does not collect using standard terminology and iconography
 - The recycling journey – what happens to the materials collected, with localised examples where appropriate
 - Collection day details
 - Contact details for more information
- d) The Council shall provide press releases to all relevant media outlets informing them of the changes in service and the areas effected.
 - I. The press releases will be timed to align with the 'teaser' and 'key information' messages being sent to properties.
- e) The press release will be aligned with social media updates. The Council shall recruit recycling advisors before and after the first collection.
 - I. Recycling advisors shall be deployed to:
 - support the delivery of communications materials to properties;
 - provide support to operational teams as the service commences;
 - provide advice to citizens in person or by phone;
 - provide support to crews delivering new containers; and
 - carry out visits to properties to discuss any issues with citizens (e.g. contamination/additional capacity requests).

6.3 REACTIVE COMMUNICATION

Managing reactive communication is equally as important as managing planned communication, to avoid affecting the public perception of the waste and recycling service and avoid undermining confidence in participating in recycling and reuse.

This section sets out requirements for managing communication when there are disruptions to services or where operational issues, such as contamination problems, need to be addressed.

6.3.1 DISRUPTIONS TO SERVICES

Disruptions to services can happen at any time, for reasons including:

- Severe weather causing hazardous conditions for vehicles and collection crews or blocking access to certain roads or areas (i.e. snow, ice or flooding); and
- Road accident or road closure blocking access to areas; and
- Vehicle breakdowns; and
- Industrial action.

Councils should have plans in place to ensure that where disruptions do occur, citizens are given the best opportunity to access crucial information that maintains their confidence in the service.

6.3.1.1 Essential elements

The following procedures **shall** be included within the Councils ways of working:

- a) The Council shall have an agreed protocol for communicating service disruptions.
 - I. This shall include social media channels and the Council website.
 - II. This may include local media.
 - III. This may include direct communication (e.g. stickers on bins or printed media delivered to properties) and text messages alerts, where available and appropriate.
 - IV. This shall include timescales for when communication will take place to maximise awareness and minimise confusion.
- b) The Council shall include with the communication the following:
 - Define the disruption and what changes can be expected;
 - Inform when services are expected to return to normal; and
 - Advise where the most up-to-date information can be found
 - Encourage citizens to speak to neighbours and friends to spread the message.

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Appendices

A: MODEL FOR IDENTIFYING COLLECTION OPTIONS

B: DETERMINING THE OPTIMUM VOLUME OF NON-RECYCLABLE WASTE

Change Log

DATE	AMENDMENTS/ADDITIONS
December 2015	Version 1 approved

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 Context Establishing and agreeing the detailed scope for activities within agreed timeframes/ meetings.	Tuesday 3 November 2015 at 10 a.m.	PDP Members	Private

	The presentation and discussion of detailed information in relation to the operation of the recycling scheme, targets and budgetary constraints.			
2.	Meeting with Staff Improvement Group Seeking views of staff as key stakeholders in relation to the operation of the recycling scheme.	Wednesday 17 November 2015 at 1 pm.	PDP Members	Private
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.	Mid December 2015 - date to be confirmed.	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 Meeting/Workshop/Meeting for Internal and External Partners, Community Councils and other parties as appropriate. Briefing on published 'Charter for Household Recycling in Scotland' and invitation to representative from Zero Waste	Tuesday 15 December 2015 at 11 a.m.	PDP Members Community Councils/Zero Waste Scotland representative – tbc - other organisations tbc	Private from 11 a.m. to 1.00 p.m. Public from 1.00 p.m. until meeting conclusion.

	Scotland on content of Charter and Falkirk's delivery and stakeholder evidence gathering session/workshop.			
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 15 DECEMBER 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 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 to 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 non 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 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

Subject: FALKIRK COMMUNITY JUSTICE DRAFT TRANSITION PLAN
Meeting: EXECUTIVE
Date: 12 JANUARY 2016
Author: DIRECTOR OF CHILDREN'S SERVICES

1. INTRODUCTION

- 1.1 The Community Justice Bill is currently before Parliament.
- 1.2 The Bill defines Community Justice as follows:
- giving effect to community disposals and post release control requirements;
 - managing and supporting offenders in the community with a view to reducing re-offending;
 - arranging general services in ways which facilitate offenders in the community accessing and using these services;
 - preparing offenders for release from imprisonment or detention in a penal institution;
 - it is also likely that the Bill will be amended to include prevention of crime.
- 1.3 The Bill provides for the abolition of the role and function of the Community Justice Authority for Fife and Forth Valley. The responsibilities defined in the Bill will be taken on by the Community Planning process within Council areas, from 1 April 2017.
- 1.4 The Bill also places a “duty to co-operate” on certain public bodies to engage in reducing re-offending, planning, designing and providing services together to reduce re-offending.
- 1.5 The duty to co-operate agencies are:
- the local authority
 - National Health Services
 - Integration Joint Board
 - Police
 - Scottish Ministers (Scottish Prison Service)
 - Skills Development Scotland
 - Fire and Rescue Service

2. BACKGROUND INFORMATION

- 2.1 The Community Planning Partnership is required to produce a Transition Plan for Scottish Government by 31 January 2016.

- 2.2 The attached draft Transition Plan details the proposed governance arrangements for Falkirk Community Justice during the “shadow” year 2016/17; the public bodies that will be required to contribute to planning; reporting and contributing to Community Justice arrangements; what some of the early priorities may be; and some themes arising from a recent seminar with the “duty to co-operate” bodies.
- 2.3 The new interim governance arrangements should commence from April 2016 with Scottish Government producing a strategic framework in June 2016. During 2016, the Community Planning Partnership will require to produce its detailed plan for Community Justice for submission to the Government by January 2017 and be implemented from April 2017.
- 2.4 A Community Justice Partnership Group will be set up with the duty to co-operate agencies by April 2016.

3. FINANCIAL IMPLICATIONS

- 3.1 The future funding for Criminal Justice Social Work will remain 100% ring-fenced from the Scottish Government, but will come directly to the Council instead of through the CJA.
- 3.2 The potential risks for future service delivery are likely to be:-
- the potential impact on Criminal Justice Services such as MAPPA and substance misuse, which are currently delivered on a Forth Valley basis;
 - maintaining and improving services delivered in partnership with other duty to co-operate services when resources are tight;
 - ensuring that the ring-fenced grant continues to allow statutory criminal justice services to be maintained to a high standard.

4. RECOMMENDATION

- 4.1 It is recommended that the Members approve the draft Transition Plan for submission to the Community Planning Partnership.

.....
Director of Children's Services

Date: 22 December 2015

Contact Officer: Nick Burgess, ext 8703

LIST OF BACKGROUND PAPERS

NIL

Justice Directorate
Community Justice Division

αβχδεφγηιφκλμνοπθρστ

T: 0131-244 2613

E:

Andrew.Bruce@scotland.gsi.gov.uk

αβχ

Community Planning Partnership
Chairs

31 July 2015

Dear Community Planning Partnership Chair

NEW MODEL FOR COMMUNITY JUSTICE – TRANSITION PLAN 2016/17

A successful transition to the new model for community justice is key to ensuring that partners build their capability and capacity to work together to achieve improved outcomes. I write to provide you with clarification of what is required to be included in the CPP transition plans for 2016/17.

In December 2014, the Future Model For Community Justice in Scotland: Scottish Government Response to Consultation¹ highlighted the following milestones for Community Planning Partnerships **in January 2016**:

CPPs share with Scottish Ministers their intentions for how they plan to take forward arrangements for the strategic planning and delivery of community justice

CPPs make their plans for 2016/17 available to the Scottish Government for comment and to COSLA in support of the transition process

In recent years there has been extensive engagement on the new model for community justice and a transition workstream has been established to support a successful transition to the new model. This engagement has shown that partners and stakeholders are keen for further details about what should be included within the transition plan referred to in the second milestone. The work associated with both of the milestones referred to above may be contained within this transition plan. There is no need to provide two separate documents.

As you are aware, local strategic planning and delivery of services by community justice partners through the context of community planning is central to the new model for community justice. When the community justice authorities are disestablished, decision-making will be placed into the hands of local people and agencies who know their communities best, understand the problems that are unique to their region, and will be most affected by community justice issues. Consequently, it is vital that the **transition plans should contain detailed information under the following headings:-**

How CPPs plan to build links with and between community justice partners²

¹ <http://www.gov.scot/Publications/2014/12/9083/downloads> published Dec 15th 2014

² The Community Justice (Scotland) Bill provides that the following persons are “community justice partners” —

(a) each local authority,

How CPPs plan to involve the Third Sector, service users, people with convictions, and communities in their local arrangements, planning and delivery in 2016/17;
How CPPs intend to work with CJAs to ensure that community justice issues that are led on by CJAs are picked up, where appropriate, by the relevant CPPs in 2016/17;
Looking to 2016/17 and beyond, what the local governance arrangements will be for:
community justice, including accountability lines;
which organisations and individuals will be involved across the statutory, non-statutory and community sectors;
how community justice arrangements will link into the wider CPP; and
how links will be made from broader community planning themes to the community justice agenda and vice versa;
How partner resources will be leveraged to support change and innovation locally, making the most effective use of transition funding³.

The Community Justice (Scotland) Bill⁴ puts a duty on community justice partners to prepare a community justice outcomes improvement plan and report on it each year. The first community justice outcomes improvement plan will be due in early 2017. The transition plan is not a community justice outcomes improvement plan but seeks to lay the foundation for future planning.

Transition plans should be submitted to redesignofcommunityjustice@scotland.gsi.gov.uk by 31st January 2016.

I hope you find this letter provides helpful clarification. If you have any further queries about the transition plan please address them to Alastair.Bowden@Scotland.gsi.gov.uk; 0131 244 7310.



Andy Bruce
Deputy Director
Community Justice Division

Copied to

CC Chief Executives of Local Authorities;
Chief Executives of Health Boards;
Chief Constable of Police Scotland;
Chief Executive of Scottish Fire and Rescue Service;
Chief Executive of Skills Development Scotland;
Chief Executive of Scottish Prison Service;
Chief Officers of Integration Joint Boards;
Chief Executive of Scottish Courts and Tribunals Service;
Community Justice Authority Conveners;
Community Justice Authority Chief Officers;
Community Planning Partnership Managers.
Chair Criminal Justice Voluntary Sector Forum
Chief Executive of Voluntary Action Scotland

(b) each health board,
(c) the chief constable of the Police Service of Scotland,
(d) the Scottish Fire and Rescue Service,
(e) Skills Development Scotland,
(f) an integration joint board established by virtue of section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014,
(g) the Scottish Courts and Tribunals Service,
(h) the Scottish Ministers (In practice, the Scottish Prison Service)

³ On the 13th March 2015 a letter was sent to the Chief Executives of Local Authorities confirming approval of £50,000 to financially assist the work to facilitate the transition to the new model for community justice in Scotland. The Scottish Government's intention is for this fund to be available for 3 years, ending 2017/18. However, this position will be reviewed at the end of 2015/16 in light of the outcome of the next UK Comprehensive Spending Review that is expected to take place following the May 2015 Parliamentary election. This is in line with other public funding decisions.

⁴ <http://www.scottish.parliament.uk/parliamentarybusiness/Bills/88702.aspx>

2015–2017

Falkirk Community Justice Draft Transition Plan



- 2016/17 transition period
- Build links between Community Justice partners
- Involve local community in planning and delivery
- Incorporate Community Justice issues identified by CJA
- Establish local governance arrangements

Foreword

At present, strategic planning for Community Justice Services in Falkirk is undertaken by the Fife and Forth Valley Community Justice Authority (CJA). In December 2012, the Scottish Government undertook a consultation on the future of Community Justice arrangements following recommendations published in the Women Offender Commission report and Audit Scotland's Reducing Reoffending in Scotland report.

Following a range of consultations and discussion, the Scottish Government published its response to the final consultation in December 2014, and the Community Justice (Scotland) Bill was published on 7th May 2015.

The Government has defined Community Justice as “the collection of agencies and services in Scotland that individually and in partnership work to manage offenders, prevent offending and reduce reoffending and the harm that it causes, to promote social inclusion, citizenship and desistance.” The new model for Community Justice will see local strategic planning and oversight of services being delivered by Community Planning Partnerships.

Community Justice Authorities will be abolished on 31st March 2017. During 2016/17, Community Planning Partnerships will assume responsibilities under the new model in transition. On 1st April 2017 direct funding will be returned to local authorities and the incorporation of Community Justice responsibilities under the Community Planning Partnership will begin in full. The purpose of this transitional plan is to draw together the local strategic priorities for Falkirk and set out the arrangements for the transition year.

Nick Burgess

Chair of the Falkirk Community Justice Partnership

1. Introduction and Context

2016/17 is a transition period between the abolition of the Community Justice Authority (CJA) on 31/3/17 and the return of direct funding to local authorities and the incorporation of Community Justice responsibilities under the Community Planning Partnership (CPP).

The final year of actions for the CJA is covered by the current 2014-17 plan and this plan and the actions contained within it have also been approved by the Falkirk Community Planning Partnership and our shared CJA/CPP partners.

This transition plan details the following:

- ⇒ How Falkirk CPP plans to build links with and between Community Justice partners;
- ⇒ How Falkirk CPP plans to involve service users, people with convictions, the Third Sector, and communities in their local arrangements, planning and delivery in 2016/17;
- ⇒ How Falkirk CPP intends to work with the CJA to ensure that Community Justice issues that are led on by the CJA are picked up, where appropriate, by Falkirk CPP in 2016/17;
- ⇒ Looking to 2016/17 and beyond, what the local governance arrangements will be for:
 - ◆ Community Justice, including accountability lines;
 - ◆ which organisations and individuals will be involved across the statutory, non-statutory and community sectors;
 - ◆ how Community Justice arrangements will integrate within the wider Falkirk CPP, including its strategic priorities and local outcomes;
 - ◆ how links will be made from broader Community Planning themes to the Community Justice agenda and vice versa;
 - ◆ how partner resources will be leveraged to support change and innovation locally, making the most effective use of transition funding. This will include taking opportunities to integrate with mainstream funding where possible.

2. How Falkirk CPP plans to build links with and between Community Justice partners

Falkirk CPP already has well developed links with Community Justice partners through a number of our existing Community Planning Partnership groups. The current Leadership Board of the CPP comprises elected members and Chief Officers from Falkirk Council as well as from the Scottish Fire and Rescue Service, Police Scotland, NHS Forth Valley, Integration Joint Board, Forth Valley College, CVS Falkirk and District, Skills Development Scotland, Department of Work and Pensions, Scottish Enterprise and Falkirk Community Trust, and SEStran.

Underpinning the Board are a number of partnership groups all with wide and varied memberships including the third sector and community groups, social landlords, social enterprises, employers and national public sector organisations. These are charged with progressing the CPPs strategic priorities and local outcomes, laid out in its strategic plans.

Currently there are strong links between Community Justice partners and partnerships such as Employability and Alcohol and Drugs. Criminal Justice social work has strong links with statutory partners and we would anticipate building on these links as our approach to Community Justice develops.

The CPP leadership board has reviewed the Community Planning Structure and created a new partnership group to lead on Public Protection and Community Justice work. The duty to co-operate partners (illustrated below) will be invited to attend our new Community Justice partnership:



As part of this process of building stronger links with and between Community Justice partners we intend to carry out a Strategic Review of all our Community Justice work. We intend to use part of the resource provided by the Scottish Government to do this.

Where there are gaps in involvement it is intended our new Community Justice partnership will invite relevant partners to attend meetings so we can review and further develop services with the aim of strengthening and improving links and improving shared outcomes and access to services.

3. How Falkirk CPP plans to involve service users, people with convictions, the Third Sector, and communities in their local arrangements, planning and delivery in 2016/17

“To ensure our outcomes are the right ones we must understand our area, its communities and the challenges and opportunities that individuals within our area face.”

Falkirk CPP Single Outcome Agreement (2013-15)

The third sector and communities are already involved as part of our approach to community planning, through a number of steering groups and commissioning services. The Alcohol and Drug Partnership, for example, has embedded a staff member from Signpost Recovery within Falkirk Criminal Justice. This person concentrates on alcohol and other substance misuse needs. This is a first step in preventing problems escalate to chronic addiction and further cost to the public purse. This post also assists with substance misuse needs of persons released from custody.

We regularly seek views from our service users and use these views in our planning and delivery of services. For example, Cyrenians Women’s Peer Mentoring Service has been developed in partnership with Falkirk Criminal Justice service to offer opportunities for women with a history of offending to undergo a period of training and support to become peer mentors. This enables them to use their own lived experience to effectively support other women who are at an earlier point in their own engagement with criminal justice.

Part of the resources received from the Scottish Government will be used to consider how we can build capacity and improve how we currently engage with service users. This resource will also be used to work with Community Learning and Development in our localities to raise awareness in our communities about the needs of people with convictions. This is with a view to informing the development of locality plans in support of our local outcome improvement plan.



4. How Falkirk CPP intends to work with CJAs to ensure that Community Justice issues that are led on by CJAs are picked up, where appropriate, by the CPP in 2016/17.....

Each CJA is governed by a Board of Local Authority Elected Members from its constituent local authorities. The lead officer for Falkirk Community Justice currently sits on the Fife and Forth Valley CJA Board. These links will be maintained and it is anticipated that a representative from the CJA will sit on our new Community Justice partnership within the Falkirk CPP structure.

Our starting point in relation to service delivery and Community Justice issues is the current CJA area plan (2014-17). This plan and the actions contained within it have been approved by the Community Planning partnership and our shared CJA/CPP partners :

National Priorities

The Area Plan sets out an expectation that all CJA and their statutory partners, at a national level, have a shared agreement to improving



Public Safety is an absolute priority. Our efforts to reduce re-offending & promote the use of community based sentences as an alternative to short-term sentences will not be at the expense of public safety.


Local Priorities

Consultation with partners, scrutiny of the 4 Fife and Forth Valley Local Authorities' Single Outcome Agreements (SAO) and overlaying of other key partner plans all contributed to the identification of five local strategic priorities. These priorities will continue to contribute to reducing reoffending and creating safer Falkirk communities. They are



The new model will have a set of common outcomes to allow for a consistent approach to both planning and reporting. This National Outcomes, Performance and Improvement Framework will be supplemented by any locally determined outcomes and indicators to ensure that all Community Justice issues led on by the CJA are incorporated into the Falkirk Community Justice Outcomes Improvement plan. We will also include relevant outcome and performance measures within local CPP strategic plans.

As set out in legislation, progress in delivering the outcomes and

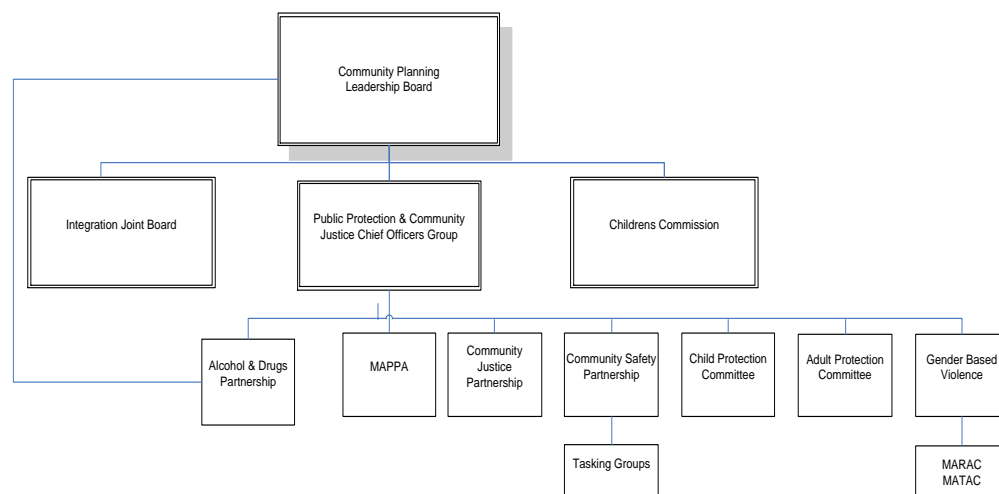


other activity in our plans will be reported on an annual basis after Community Justice Partners have reflected on the previous year's work. The Community Justice outcomes identified will also be reflected in the CPP Local Outcome improvement plan.

5. Looking to 2016/17 and beyond, what will the local governance arrangements be?

Governance

In this transition year the governance for the Community Justice arrangements have been changed. The CPP has established the Public Protection and Community Justice Chief Officers group to oversee all work in relation to Public Protection and Community Justice which recognises the overlaps between Adult and Child protection and Community Justice. A number of other important supporting partnership groups feed into this group. The structure of the group is detailed below:



Remit of Public Protection and Chief Officers Group

The remit of the Public Protection and Chief Officers group is to provide strategic leadership and scrutiny on work that relates to Public Protection and Community Justice on behalf of the Falkirk Community Planning Partnership. It will identify successes and areas for improvement and in doing so learn from experience, monitor trends and examine comparisons. The group will have the freedom to scrutinise any area of public protection and Community Justice which they deem relevant.

The Chief Officers are responsible for ensuring that constituent agencies, individually and collectively, agree and disseminate a clear vision, shared values and aims that promote work to protect children, young people, vulnerable adults, the wider community and reduce reoffending as effectively as possible. That vision will clearly highlight the desired outcomes for Public Protection and Community Justice and be linked to the key processes required to achieve those outcomes. It will be disseminated amongst staff and the general public. Chief Officers will demonstrate effective collaborative working to discharge their responsibilities and consistently promote effective joint working within and across services.

Specifically, the Chief Officers have the following roles and responsibilities, individually and collectively;

- ◆ to demonstrate leadership, accountability and effectiveness for child and adult protection, offender management and Community Justice on behalf of their agencies including the effectiveness of the supporting partnership groups;
- ◆ agree implementation plans, including operational priorities for protection services and Community Justice services;
- ◆ ensure the allocation of sufficient resources and finance to the supporting partnerships and committees to ensure the implementation of agreed plans and standards across agencies;
- ◆ receive and consider regular reports on performance monitoring and audit from the partnership groups and committees;
- ◆ ensure they link to other planning fora, in particular the structures for integrated children's services planning and the joint board for integrated health and social care;
- ◆ agree the membership of the supporting partnership groups including the delegation of roles and responsibilities, to progress protection and Community Justice services on their behalf and invest the committees and partnership groups with the authority to do so;
- ◆ appoint, or agree the appointment of, the chair of the committees and partnership groups and in doing so ensure that the chair(s) and lead officer(s) have the time, resources, and administrative support to fulfil their role effectively;
- ◆ appoint representatives from their own agencies to the underpinning groups with the appropriate authority and responsibility to best take forward the functions required;
- ◆ invite nominations from other agencies to be represented on the underpinning groups where necessary and ensure that reviews of significant cases are properly considered by the committees, in terms of the national guidance and local procedures, and that appropriate action is agreed and implemented.



The Chief Officers will be deliberately directive and specific reflecting the need for clear, co-ordinated and unambiguous commitment and support across all agencies providing public protection and Community Justice. The group will expect and require clear lines of accountability from those at strategic and operational levels within the Local Authority, Health and the Police Service. This is required in order for the scrutiny process to be impartial and effective and to drive matters forward from a multi-agency agenda to help improve outcomes in relation to public protection and Community Justice.

The Chief Officers have responsibility for maximising the involvement of those services/agencies not under their direct control, including the Crown Office and Procurator Fiscals Service (COPFS), Children's Reporters, academic institutions, local employers, the DWP, the voluntary sector and other bodies the group deems appropriate at a senior enough level so that objectives, priorities and policies can be agreed and resourced collaboratively.



Community Justice Strategic Group

The Community Justice (Scotland) Bill was introduced in Parliament on 7th May 2015 and defines the meaning of Community Justice as :

- a) giving effect to community disposals and post-release control requirements,
- b) managing and supporting offenders in the community with a view to reducing reoffending by them,
- c) arranging general services in ways which facilitate offenders in the community accessing and using them,
- d) preparing offenders for release from imprisonment or detention in a penal institution.

The Falkirk Community Justice Partnership is in the process of being developed. The Partnership will sit within the Falkirk CPP structure with a direct reporting line into the Public Protection and Community Justice Chief Officers Group.

The membership of the group will include representatives from each of the following statutory partners :



Alongside our statutory Community Justice partners, engagement with the Third sector and other partners will be vital for planning and delivery and representation on the Partnership will be sought from other agencies as appropriate.

Representation from CVS, the Third Sector Interface for Falkirk and District, is being sought on the Community Justice Partnership.

The Community Justice Partnership will oversee the Community Justice objectives as outlined in the Bill and will also :

- ◆ be the liaison point between Community Justice Scotland and Falkirk's Community Planning Partnership;
- ◆ provide advice and guidance re suitability of proposed national commissioned services by Community Justice Scotland and their potential extension to the Falkirk area to the chief officers public protection group;

- ◆ provide advice and guidance to the chief officers public protection group on the commissioning, strategic direction and integration of service delivery to facilitate the delivery of services to people with convictions;
- ◆ provide advice and guidance, as appropriate, to other strategic groups and bodies within the Community Planning Partnership in developing and maintaining services aimed at preventing offending;
- ◆ prepare, and agree plans and reports required by the Scottish government on the services and performance related to Community Justice;
- ◆ contribute to the overall Single Outcome Local Delivery (SOLD) and provide advice and guidance on how the SOLD best incorporates Community Justice outcomes and performance indicators;
- ◆ ensure that all Community Planning partners provide relevant performance indicators as agreed with the Scottish Government, Community Justice Scotland and local Community Planning partners.

From 2017/18, statutory Community Justice Partners will be responsible for preparing, delivering and reviewing a Community Justice Outcomes Improvement Plan for the Falkirk area. Within each plan, the Community Justice Partnership will ensure that Community Justice Partners :

- ◆ assess the degree of priority for improvement action against each common outcome for the Falkirk area;
- ◆ identify whether there are additional locally determined outcomes;
- ◆ identify how to work together on the activities needed to achieve improvement;
- ◆ set out the actions the Partnership needs to carry out;
- ◆ produce an annual report on the progress collectively made towards the outcomes.



Priorities and Outcomes

Our Falkirk Community Planning outcomes are currently under review. Our draft priorities have been arrived at by looking at evidence, speaking to our communities and identifying persistent and pervasive issues within our communities. The work has led to the following draft priorities being agreed :

Improving mental health and wellbeing

Maximising job creation and employability

Minimising the impact of substance misuse on communities, families and individuals

Addressing the impact of poverty on children

We have six draft outcomes for our area :



These outcomes sit within the bigger agenda of Public Protection and Community Justice. Our existing local priorities, as outlined in the CJA area plan, are :



In this transition year we will continue to focus on these priorities to which our shared partners have agreed for 2014-2017. Once the national strategy and outcomes in relation to Community Justice have been finalised we will link our existing activity to these. The outcomes are likely to be focused on the following areas :



6. How partner resources will be leveraged to support change and innovation locally, making the most effective use of transition funding

Transition Funding

Funding received from the Scottish Government is being used to recruit a Transition Project Manager. The successful applicant will be responsible for :

- ◆ Co-ordinating transition arrangements including the establishment of the Community Justice partnership strategy, policy and action plans.
- ◆ Conducting a strategic review of offending in Falkirk in order to inform and evidence local priorities.
- ◆ Facilitating the collection of performance management information from Community Justice partners.
- ◆ Co-ordinating the reporting requirements of the new model.
- ◆ Working with Community Justice partners, both statutory and non-statutory, to co-ordinate work to progress Community Justice issues.

Leveraging Partner Resources

“The CPP promotes a strong culture of collaboration in Falkirk and there are many examples of innovative and effective operational partnership working across the area.”

Report by Accounts Commission on Falkirk CPP, May 2014

There are several examples of where Community Justice partners currently work together and pool resources to meet the needs of individuals with convictions :

- ◆ Targeted universal community learning and development services for offenders designed to liberate their skills, capacities, knowledge, passions and interests.
- ◆ The Employability Programme; designed for those who are unemployed and on a Community Payback Order. The service gives participants the opportunity to gain a qualification as well as developing listening, communication and work etiquette skills and self-confidence.
- ◆ Mental health support to Women referred through criminal justice social work services.
- ◆ Substance misuse worker co-located with criminal justice services.

- ♦ **Social inclusion project; providing vulnerable individuals with improved access to and engagement with community services.**

However, we recognise that there are potential areas of overlap in the provision of our services. It will be a key part of the Transition Project Manager's role to closely liaise with partners and establish effective information sharing to inform priority areas of work. This work will be used as evidence in setting priorities and formulating the 2017/18 Improvement Action Plan.

On 1st December 2015 we brought together the statutory Community Justice partners to introduce the new arrangements and to initiate discussion regarding shared Community Justice outcomes.

Focus on Improvement

We have identified a number of additional areas of focus for the Transition Project Manager, once in post, to ensure funding received from the Scottish Government is reflected in improvements to service provision.

It will be vitally important to ensure that the Community Justice Strategy and Outcomes and Performance Framework is embedded in all partner organisations to ensure maximum buy-in and collaboration.

We need to improve the co-ordination and delivery of multi-agency involvement in schemes designed to minimise the number of people going through the court system. Examples of this are :

- ♦ **Pre-court and early intervention**

The potential increase in period for the presumption against imprisonment and the opportunities that exist to offer relevant services prior to court is an area deserving of multi-agency focus.

Information sharing is an area of focus for improvement. Falkirk knows that one in three prisoners in police cells are seen by a triage nurse. The information from that interview is not routinely shared with relevant partners and is apparently stored on an out of hours recording system which may not be well used by health colleagues either.

There is an arrest referral scheme which currently does not share information with relevant partner's outwith the substance misuse field.

The use by the Procurator Fiscal service of diversion and fiscal work orders to criminal justice social work is patchy.

Partners need to be 'smarter' in processing people through to court. If custody is not an option for summary offences, partners need to be clear about what we want to achieve with individuals, and whether it can be done through informal / formal diversion. When people breach civil orders like ASBOs or court orders like community payback partners need to be 'smart' in suggesting solutions to the court.

The Community Planning Partnership believes that opportunities can be given to arrested persons for relevant services which may impact on their health, wellbeing and behaviour in a much more coherent way and would see one of their first priorities as agreeing a cogent framework for the partners relating to pre-court arrangements.

♦ **Short term prisoners**

Until there are further changes in the presumption against imprisonment and while a significant number of persons face frequent remand or short sentences the partnership need to provide the best possible interventions to tackle needs and reduce risk of further offending. Currently most persons are not subject to statutory supervision following release and services are patchy.

There is a clear opportunity for the partnership to agree a framework of services which pool strategy, outcomes and objectives to bear down on the much higher re-offending rate of released short term prisoners.

◆ Locality planning

All services know that certain areas in Falkirk provide much greater challenges. This includes structural problems such as poverty, employment, health, substance misuse and educational attainment as well as higher offending rates. The planning partnership should consider how services working coherently together and in a holistic way can impact on individuals, families and communities lives in these areas. This may mean that services cannot be equally delivered across Falkirk.



Partner Feedback from Multi-Agency Seminar

On 1st December we held a multi-agency seminar for statutory Community Justice partners. The event involved a number of presentations including an overview of the new Governance arrangements, details about the draft national strategy and performance and outcomes framework, and examples of partnership in practice.

To conclude the seminar, partners were asked to consider what their organisation does and could further contribute towards Community Justice. The following themes were identified during discussion :

1. Partner contribution in terms of action -
 - Targeting of resources based on need and evidence;
 - Redesign of services to fit the individual's needs;
 - Maximising opportunities for volunteering.
2. Partner contribution in terms of early intervention and prevention –
 - Focus on 'early years' health and wellbeing (alternatives to poor parenting, health, trauma, alcohol prevention);
 - Sustaining preventative initiatives (social inclusion project, ARBD team, cool down crew, social norms project etc.);
 - Lengthening of funding period to enable development of services;
 - Reducing stigma;
 - Alternatives to prosecution.
3. Partner contribution in terms of collaboration -
 - Building on existing links;
 - Partnerships with third sector;
 - Information sharing and developing trust;
 - Clear reporting lines and identifying links between partner strategy and outcomes;
 - Multi-disciplinary approach which makes sense to the individual.
4. Common issues discussed in order to make all of this work were -
 - Resource / money implications;
 - A shared understanding of partner's remit and strategy/outcomes – the big picture;
 - Consistency in terms of locality planning;
 - Enabling the third sector to play an integral role.

Once the Transition Project Manager is in post, further work will be done to match the outcomes from partner organisations relevant to Community Justice to the national strategy.



FALKIRK COUNCIL

Subject: FINANCIAL POSITION 2015/16
Meeting: EXECUTIVE
Date: 12 January 2016
Author: DIRECTOR OF CORPORATE & HOUSING SERVICES

1. INTRODUCTION

- 1.1 This report presents the financial position of the Council for 2015/16 and reflects the situation as at 31 December 2015. The opportunity is also taken to update Members on the position with the Reserves consistent with the policy approved by the Executive in January 2015.

2. GENERAL FUND

- 2.1 Appendix 1 sets out both General Fund net expenditure by Service and how it is financed. Movements between budget and projected outturn are expressed in monetary and percentage terms.

Net expenditure is currently forecast to be £2.055m (0.6%) below the approved budget. This is a favourable movement of £1.780m from the previously reported position in October. The main reason for the movement is due to lower than anticipated costs of Children's Services (Education), particularly the costs of Early Years Provision. Spending pressures are still attributable to both Children's and Adult Social Work. Reports to the Scrutiny Committee have provided information on these areas along with proposals to address the situation. Dependent on the decision taken on the new HQ, Members should be aware that further revenue consequences may arise.

The reasons for significant overall deviations from budget are described below:-

2.2 Children's Services – Education (under budget by £1.765m; 1.1%)

The educational element of the Service continues to project below budget, with higher residential school costs of £0.400m being offset by savings in employee costs of £0.790m, savings in property costs of £0.210m and higher school meal income of £0.200m. This projection reflects receipt of an additional £0.200m of grant as a result of the Service demonstrating that it has met the commitment to maintain teacher numbers and prescribed pupil: teacher ratio in line with the agreement made with the Scottish Government.

The Service is now in the final phase of rolling out new Early Years Campuses and providing additional capacity to meet the increased demand for places from 2 year olds. Two new campuses opened in November 2015 and work on the final one, due to open in summer 2016, is underway. The projection reflects budget savings of £0.800m as the full year costs for these campuses will not be experienced until 2016/17, incurring only part year costs for this roll out along with having to meet lower than expected demand for 2 year olds.

Children's Services – Social Work (over budget by £1.445m; 6.9%)

Managing the cost of childrens' residential care is still the most significant challenge facing the Service. Current projections are broadly in line with the previously reported figure in October, although in comparison with the previous year the overspend has reduced by circa £1.3m as costs are no longer being incurred for a number of children, who were placed in the most expensive residential accommodation, reaching the age of eighteen. However, this remains a highly volatile area.

Social Work Adult Services (over budget by £1,419m; 2.0%)

Members are aware that there are significant demand pressures on service provision, in particular Adult 24 hour care and Adult Care purchasing. However, there has been no significant movement in the projected overspend from October. A series of actions aimed at addressing the situation and reducing the overspend has been reported to the Scrutiny Committee but their impact on the overspend remains to be seen.

Development Services (over budget by £0.019m; 0.1%)

The Service remains in line with budget with lower income due from commercial rents of £0.235m and car parking charges of £0.160m, largely offset by higher than anticipated income from planning applications and building warrants of £0.100m and crematorium and burials of £0.420m. The increased income for the crematorium is principally due to the delay in closing the facility for refurbishment, which was initially expected to happen during the current financial year.

Members will be aware that the current arrangements for processing and recycling materials collected via the blue bins has incurred increased costs paid by the Council. At this stage in the financial year it is anticipated that these additional costs can still be accommodated within existing resources. A separate report on this agenda details a series of actions aimed at reducing these costs going forward.

Corporate & Housing Services (under budget by £0.331m; 6.5%)

The underspend is largely as a result of reduced staff costs and increased income within General Fund Housing which now includes Welfare Advice and Assessment.

Central Support Services (under budget by £0.596m; 2.6%)

An underspend on staffing costs across all central support services is likely to reduce the overall costs of Central Support Services to the General Fund by £0.596m.

Miscellaneous Services (under budget by £0.242m; 2.3%)

There are various underspends across several areas of Miscellaneous Services which are partly offset by the deficit within Printworks.

Compensatory Lump Sums (£1.470m)

The cost of compensatory lump sums paid as a result of employees leaving through voluntary severance stands at £1.470m. Savings will accrue in future years.

Council Tax (over budget by £1.460m; 2.8%)

The increase in the council tax yield is welcome and follows on from the previous financial year. The improved yield is due to a combination of factors, such as the reduced cost of the council tax reduction scheme and an ongoing improvement in the collection rate.

3. WORKFORCE CHANGES

3.1 Members will be aware of the requirement for Services to reduce staff numbers by c100 FTE in 2015/16 and c330 FTE in 2016/17. In order to manage this Services must follow a framework which includes:-

- non-filling of vacancies where possible;
- a review of all temporary employees and agency workers, ending contracts where possible;
- any other options to achieve savings through voluntary means;
- severance.

3.2 To date, progress is as follows:

	No of Posts	
	2015/16	2016/17
Seeking Redeployment	95	-
Severance	112	30

Overall, from November 14 to November 15, headcount and FTE have reduced as follows:

	Nov 2014	Nov 2015
Headcount	7,493	7,177
FTE	6,331	6,039

4. TRADING ACCOUNT

4.1 The projected overall surplus of Building Maintenance is marginally higher than budgeted.

5. HOUSING REVENUE ACCOUNT

5.1 Overall, the HRA (Appendix 2) is projected to be in line with budget. Savings in staff costs and operational expenditure are anticipated, together with additional rental income from commercial properties. These savings will be utilised in a number of areas across the Housing Revenue Account, including Estates improvement work and provision of additional Capital Financed from Current Revenue [CFCR] to augment the resources available to undertake housing investment.

5.2 The reserve balance brought forward at 1 April 2015 was £5.093m and no application from reserves is planned for 2015/16, with the current projected level of reserves considered to be prudent to meet future revenue and capital investment requirements. This level is in line with the Scottish average of c10% of annual expenditure.

6. GENERAL FUND RESERVES

- 6.1 The Council policy on its Reserves Strategy was reviewed and approved by the Executive on 13 January 2015. In respect of the Council's Uncommitted General Fund, the policy provides for 2% of annual revenue expenditure to be held as a contingency against unforeseen events and emergencies. The Reserves Strategy also states that the purpose of each earmarked Reserve must be clearly understood and highlights the requirement for an agreed protocol for use which accords with the Council's priorities and can enable the use of these Reserves to better feed into the budget process. Any sums deemed surplus, should properly be returned to the Uncommitted General Fund.
- 6.2 In the light of the additional financial pressures facing the Council arising from the 2016/17 Settlement, it may well be that some of these reserve resources will need to be deployed to secure a balanced Budget for 2016/17.
- 6.3 The following paragraphs provide an update on the expenditure and transfers in respect of the Council's reserves and earmarked funds. A summary of the transactions and balances is included at Appendix 3.
- 6.4 **Repairs and Renewals Fund**

The significant balances and movements on the fund are detailed as follows:

Printworks (£0.206m)

It is planned to build up the fund to replace the current 4 colour press in 2018/19.

Roads (£0.080m)

This balance will be used in 2015/16 to fund improvements to the Earls Road Depot, including upgrading the CCTV.

Waste Strategy (£0.619m)

The Fund will be used in the current year to support the purchase of recycling bins, undertake recycling centre maintenance and to upgrade and assist with expanding the recycling provision.

Flood Prevention (£0.395m)

The anticipated £0.395m in the current financial year for flood prevention initiatives includes £0.265m for the purchase of a Vactor Unit, a vehicle with high pressure cleaning equipment for clearing drains and culverts, with the balance of £0.130m being used as a contribution towards the costs associated with on-going ecology and ornithology work for the Grangemouth Flood Protection Scheme.

Social Work Services Properties (£1.335m)

The Fund will be deployed to enable critical work to be undertaken across a range of care facilities and other premises. This work will enable registered services to meet Health and Safety requirements and will enable essential refurbishment of premises, as identified by condition surveys. The surveys of all properties have been undertaken with £0.921m committed to facilitate the highest priority work (£0.150m in the current financial year), with the balance of £0.414m still to be deployed.

Vehicle Replacement (£0.879m)

A sum of £0.879m has been transferred to augment funding for the vehicle replacement programme with £0.350m due to be spent in the current financial year. A further £0.200m will be spent in 2016/17 and the balance of £0.329m in 2017/18. This application of reserves is necessary to help fund the replacement of refuse collection vehicles in 2017-19.

General Fund Housing (£0.897m)

As previously reported, it is proposed to use the fund to upgrade and re-model existing hostel and other accommodation. The works will assist in meeting housing needs for young people and those suffering from addiction and mental well-being issues. It is anticipated that the spend will be in 2016/17 and will help to reduce future accommodation and support costs.

Mobile & Flexible Working (£0.167m)

In December 2014 a report was presented to the Executive detailing a project on Mobile and Flexible working. A sum of £0.167m was provided to help cover the additional revenue resources required to undertake the project with £0.033m due to be spent in the current financial year and the balance of £0.134m in 2016/17.

6.5 **Earmarked Reserves**

The position with each of the five funds is as follows:

Devolved Schools Management (£4.898m)

The balance on the fund at 01/04/15 was £4.9m. Included in the balance is a total of £2.1m which reflects timing differences between the academic and financial years mainly in respect of balances held at individual school level for use by headteachers during the remaining months of the academic year, April to June. These balances are replenished by retaining balances at the end of each financial year.

The remaining balance of £2.8m is being used to support ongoing school capacity improvement work and act as a buffer if issues arise which affect the full achievement of planned budget savings. It is anticipated that £1.4m will require to be utilised in the current financial year.

Taking the above factors into account, it is anticipated that that balance at 31/03/16 will be £2.9m.

Economic Development (£1.083m)

The fund assists with the delivery of economic projects where the Council has a significant property related interest. The balance on the fund at 01/04/15 was £1.083m. After taking into account that circa £0.2m will be used to balance the budget in the current financial year as agreed by Members in February, the remaining balance will be used to support the following:

- Property maintenance/dilapidations works at Meeks Road, Almond Court and Victoria Mills (Bo'ness) - £0.284m
- Business Support/Landscape Initiatives including delivery of tourism signage works - £0.219m
- Falkirk Townscape Heritage Initiative, contribution to project delivery including public realm works, to be committed by end September 2017 - £0.380m

Central Energy Efficiency Fund (£0.456m)

The fund is utilised to support energy management projects. Anticipated savings from projects are used to replenish the fund. The balance on the fund is £0.456m.

Insurance Fund (£4.826m)

The position on the Insurance Fund following the actuarial valuation in 2012 has previously been reported to Members and in particular the uncertain future liability from MMI entering administration was highlighted. The Fund is revalued every three years to ensure that the balance is sufficient to meet current and future anticipated claims. The 2015 valuation has been carried out by Milliman, a company who specialise in providing actuarial services and who have provided valuations in the past. The results of this valuation will be reported back to Members early in the new year, however preliminary indications are that the Fund balance should be adequate in terms of claims, with no requirement to increase Service contributions. The balance on the fund at 1 April 2015 was £4.826m. The movement on the Fund is reported at the year end once the position is known in terms of the value of claims made and insurance settlements received.

Spend to Save (£2.614m)

The Council agreed to set up an earmarked reserve to fund the front end costs associated with Spend to Save proposals. Of the balance available, £0.7m is to be used over the next 3 years towards the Rehab Group proposals for the factory unit at Central Business Park, £0.2m for refreshing the teaching profession and £0.1m to enable Social Work staff to be trained as Mental Health Officers. The remaining balance of circa £1.6m will help to cover the cost of voluntary severance payments as previously agreed by Members.

Council agreed in December when considering the Community Trust's 2016/17 Business Plan that the potential to use this Fund to help the Trust meet voluntary severance costs be explored with the Trust.

6.6 **General Fund Balance**

Appendix 1 shows a projected balance of £10.424m at 31/03/16, with the overspend in both Children's and Adult Social Work's expenditure largely offset by the £2m built into the budget for spending pressures and projected savings in other Services. The balance sits just above the approved strategy range of £6.6m - £10m.

6.7 **Capital Reserves**

Capital Receipts Reserve

As noted in previous reports, this Reserve comprises proceeds from the sale of Council Assets. The movement on this Reserve is as detailed below:

	GF £'m	HRA £'m	TOTAL £'m
Balance at 1 April 2015	3.354	2.424	5.778
To be applied to 2015/16 Capital Programmes	(0.910)	-	(0.910)
Projected Balance at 31 March 2016	2.444	2.424	4.868

It should be noted that the projected General Fund Balance at 31 March 2016, includes £1.6m of Business Property Re-investment receipts.

Further application of the Capital Receipts Reserve continues to be reviewed as part of the budget process for the roll forward of the Capital Programme.

As part of the 2015/16 Revenue Budget process, Members approved the potential to deploy capital receipts to meet the costs of voluntary severance. To the extent that course of action is taken, capital receipts will be replaced by borrowing.

Capital Grants Unapplied Accounts

As noted in previous reports, this Reserve comprises Section 75 contributions from developers as well as capital grants/contributions for which conditions often apply. The movement on this Reserve is as detailed below:

	GF £'m	HRA £'m	TOTAL £'m
Balance at 1 April 2015	2.787	1.082	3.869
To be applied to 2015/16 Capital Programmes	(0.632)	-	(0.632)
Balance at 31 March 2016	2.155	1.082	3.237

It should be noted that the projected General Fund Balance at 31 March 2016 includes £0.504m of Business Property Re-investment receipts in relation to ERDF grants for the historical Alcan project.

Further application of the Capital Grants Unapplied Account continues to be reviewed as part of the budget process for the roll forward of the Capital Programme.

7. CONCLUSION

- 7.1 Net General Fund expenditure is currently forecast to be marginally below the overall assumptions made in setting the 2015/16 Budget. Significant variations within budget headings are explained in Section 2 above.
- 7.2 Spending within the Housing Revenue Account is in line with budget, leading to projected year-end reserves of £5.093m which will be deployed in a planned manner over time.

8. RECOMMENDATIONS

Members are invited to:-

- (i) note the Council's projected year-end financial position for 2015/16;
- (ii) note the position with reserves

Director of Corporate & Housing Services
Date: 11 December 2015
Ref: AAB160112 – Financial Position 2015/16

LIST OF BACKGROUND PAPERS

1. Financial Monitoring Statements 2015/16

Any person wishing to inspect the above background papers should telephone Falkirk (01324) 506388 and ask for Danny Cairney/Amanda Templeman/Bryan Smail.

FALKIRK COUNCIL

GENERAL FUND

PROJECTED REVENUE OUTTURN STATEMENT 2015/16 AS AT 31/12/15

	Budget	Projected	(Fav)/ Adv		Previous
	£'000	Outturn	Variance		Projection
		£'000	£'000	%	
Childrens Services - Education	163,353	161,588	(1,765)	(1.1)	163,049
Childrens Services - Social Work	20,939	22,384	1,445	6.9	22,329
Social Work - Adult Services	69,848	71,267	1,419	2.0	71,248
Development Services	34,915	34,934	19	0.1	34,932
Corporate & Housing Services	5,089	4,758	(331)	(6.5)	4,692
Miscellaneous Services	10,696	10,454	(242)	(2.3)	11,047
Central Support Services	23,043	22,447	(596)	(2.6)	22,318
Less: Central Support Recharges	(23,043)	(23,043)	-	-	(23,043)
Trading Accounts	(738)	(752)	(14)	1.9	(761)
Provision for Budget Pressures	2,000	-	(2,000)	(100.0)	-
Sub - Total	306,102	304,037	(2,065)	(0.7)	305,811
Falkirk Community Trust	12,660	12,660	-	-	12,660
Valuation	1,119	1,119	-	-	1,119
Compensatory Lump Sums	-	1,470	1,470	-	1,326
Transfers to/(from) Earmarked Funds	(400)	(400)	-	-	(400)
Adj. for Capital Financing Costs / Capital Charges	16,712	16,712	-	-	16,712
NET EXPENDITURE	336,193	335,598	(595)	(0.2)	337,228
Financed By :					
General Revenue Funding	221,151	221,151	-	-	221,151
Non-Domestic Rates	62,336	62,336	-	-	62,336
Council Tax / Council Tax Reduction Scheme	52,706	54,166	(1,460)	(2.8)	54,016
NET INCOME	336,193	337,653	(1,460)	(0.4)	337,503
SURPLUS/(DEFICIT)	-	2,055	(2,055)	(0.6)	275
Add : General Fund Surplus as at 1 April 2015		8,369			
Projected General Fund Balance as at 31 March 2016		10,424			

Appendix 2

FALKIRK COUNCIL					
HOUSING REVENUE ACCOUNT					
PROJECTED REVENUE OUTTURN STATEMENT 2015/16 AS AT 31/12/2015					

	Budget	Projected	(Fav)/ Adv		Previous
	£'000	Outturn	Variance	%	Projection
		£'000	£'000		
Employee Expenses	6,848	6,236	(612)	(8.9)	6,236
Property Expenses	25,979	25,996	17	0.1	25,789
Transport Expenses	8	8	-	-	8
Supplies and Services	4,348	3,847	(501)	(11.5)	3,847
Third Party Payments	1,796	1,521	(275)	(15.3)	1,521
Support Services	4,007	3,907	(100)	(2.5)	3,907
Capital Charges	13,498	15,008	1,510	11.2	15,220
Gross Expenditure	<u>56,484</u>	<u>56,523</u>	<u>39</u>	<u>0.1</u>	<u>56,528</u>
Income	56,484	56,523	(39)	(0.1)	56,528
Surplus/(Deficit)	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
Add: Surplus brought forward at 1 April 2015		5,093			
Projected Surplus at 31 March 2016		<u>5,093</u>			

ANALYSIS OF REPAIRS & RENEWALS FUND

Service	Description	Balance 01/04/15 £'000	Spend £'000	Transfers £'000	Balance 31/03/16 £'000
Chief Executive	Printworks	206	-	-	206
Development	Roads	80	(80)	-	-
	Waste Strategy	619	(619)	-	-
	Flood Prevention	395	(395)	-	-
	Birkhill Mine Demolition	27	(27)	-	-
	Pavilion Improvement	50	(50)	-	-
	Planning Enquiry	32	(10)	-	22
Social Work	Older People's Accommodation	1,335	(150)	-	1,185
Corp & Housing	Vehicle Replacement Programme	879	(350)	-	529
	General Fund Housing	897	-	-	897
	Mobile & Flexible Working	167	(33)	-	134
Other	Drummond House Dilapidations	20	(20)	-	-
	Mariner Centre	37	(37)	-	-
TOTAL		4,744	(1,771)	-	2,973

ANALYSIS OF EARMARKED RESERVES

Description	Balance 01/04/15 £'000	Spend £'000	Transfers £'000	Balance 31/03/16 £'000
Devolved Schools Management	4,898	(2,600)	700	2,998
Economic Development	1,083	(200)	-	883
Central Energy Efficiency	456	-	-	456
Insurance	4,826	-	-	4,826
Spend to Save	2,614	(610)	-	2,004
TOTAL	13,877	(3,410)	700	11,167

FALKIRK COUNCIL

**Subject: SCOTTISH GOVERNMENT BUDGET AND LOCAL
GOVERNMENT SETTLEMENT 2016/17**
Meeting: EXECUTIVE
Date: 12 January 2016
**Author: CHIEF EXECUTIVE & DIRECTOR OF CORPORATE &
HOUSING SERVICES**

1. INTRODUCTION

- 1.1 The Scottish Government draft Budget was announced on 16 December. This would normally have happened in early Autumn but necessarily was moved back to reflect the Chancellor's Spending Review on 25 November. Flowing from this the Local Government Settlement was also announced on 16 December. This report deals with both these important matters.

2. SCOTTISH GOVERNMENT BUDGET 2016/17

- 2.1 The Finance Secretary presented his draft Budget as a Scottish alternative to austerity built around the twin pillars of inclusive growth and protecting and reforming public services. The Budget remains to be approved by the Scottish Parliament in February.
- 2.2 Budget proposals were restricted to 2016/17 only, Mr Swinney pointing out that the lateness of the UK Spending Review and continuing negotiations around the fiscal framework made it impractical to present a multiyear view.
- 2.3 The block grant from Westminster for resource spending will fall by 5% in real terms over the period to 2019/20.
- 2.4 This was the first Budget to set a Scottish Rate of Income Tax. Mr Swinney chose not to deviate from UK rates. Tax raising proposals were made with respect to second homes and buy-to-let property.
- 2.5 Health was the big winner with a 3.3% increase from 15/16, whilst Local Government was the big loser with -3.5% [£350m] reduction in revenue support. A large part of the £400m increase in Health is accounted for by the £250m directed to the new Health & Social Care Partnerships. The Police budget was frozen in real terms.
- 2.6 Capital Grant to Councils will fall by £150m because of re-profiling adjustments and this will be repaid in the next Settlement period [2017-20]. Taking account of this, Local Government capital spending is expected to retain its share of the Scottish Government's capital budget.

- 2.7 The uniform business rate will rise by 0.8% to 48.4p, while the large business supplement is to double to 2.6p. The Small Business Bonus scheme is being retained.
- 2.8 Following the report of the Commission on Local Tax Reform Mr Swinney announced that the Scottish Government would set out its plans for the reform of the council tax in the New Year. In the interim, the council tax would be frozen for a ninth year, with the compounding £70m grant being provided in compensation.

3. LOCAL GOVERNMENT SETTLEMENT 2016/17

- 3.1 As noted above, Local Government was the big loser in the Budget and the national picture converts to a £6m [c3% subject to a more detailed review] reduction in the Council's grant resources. It had been anticipated that 1% would be lost in 2016/17 and 2% in 2017/18. In the event the aggregate i.e. 3% has been rolled into 2016/17. This essentially increases the deficit for 2016/17 by £6m to nearly £25m. Council agreed at its December meeting to proceed with a one year Budget for 2016/17. Fortunately, in preparing the groundwork for a 2017/18 Budget there are already identified a wide range of savings options that can be brought forward to 2016/17.
- 3.2 Particular attention is directed to the £250m allocated in the Budget to the new Health & Social Care Partnerships. It is estimated that the Council's share of this would broadly match the extra £6m loss in grant beyond what was projected in 2016/17. It is still to be clarified as to what access the Council will in fact have to this major resource and what room for manoeuvre there will be for the Council in its Budget setting consideration. Clarification on this fundamental issue is urgently required. Mr Swinney offers the prospect of cash releasing efficiencies delivered through the new Partnership reforms to be retained by local authorities. It remains to be seen whether any such cash efficiencies appear.
- 3.3 There is to be a return to a national agreement to maintain teacher numbers at 2015/16 levels and secure places for all probationers who require one under the teacher induction scheme. A funding package of £88m will support this. The position on teacher numbers is related to the Scottish Government's priority to raise attainment. For 2015/16 there will not be claw back of funding from these councils which failed to meet their teacher number targets. It will, however, only be those Councils, such as Falkirk, which met their target which will be rewarded with a share of the additional £10m grant.
- 3.4 The Settlement continues to provide support to councils to mitigate the impact of UK Welfare Reform, notably in terms of the "bedroom" tax, welfare fund and the council tax reduction scheme.
- 3.5 As in previous years, Mr Swinney in his letter to councils makes clear that the measures set out in the Settlement offer, including the council tax freeze, "must be viewed as a package". Any council not intending to take up the offer is expected to write to Mr Swinney by 22 January setting out their reasons.

- 3.6 Due to re-profiling adjustments noted above, the Council's General Capital grant is £10.6m for 2016/17 which is c15% less than the current financial year. No indications have been given for future years, consequently the grant for 2017/18 and 2018/19 has been estimated at £13.204m based on the 2016/17 allocation before re-profiling.

4. CONCLUSIONS

- 4.1 The Local Government Settlement reflects the cut in the Scottish Government's block grant from Westminster and in turn the former's priorities, notably with respect to Health. It is very challenging for Local Government generally, and Falkirk Council specifically will need to find an extra £6m of savings in 2016/17. And, this will need to be achieved by the end of January.
- 4.2 Clarifying the position with respect to the £250m allocated to Health & Social Care Partnership is crucial. This will be instrumental in informing the Council as to how it may deal with the extra £6m reduced grant.
- 4.3 It is anticipated that the Scottish Government will in its next Budget in the Autumn of 2016, set out the financial position for more than one year. This would be very welcome in informing the Council's medium term financial planning. The fabric of the 2016/17 Budget must be very concerning for councils looking forward beyond 2016/17. It seems that further very significant reductions in local government's grant loom. The Council needs in the immediate term to focus its energies on achieving a balanced 2016/17 Budget. Once this is done, however, the Council needs to stand back and take stock of the forward landscape in a strategic manner. It will not have the resources to provide all the services that it currently does. It will need to be clear what are its priorities and what are not.

5. RECOMMENDATIONS

- 5.1 **Members are invited to note the draft Scottish Government Budget and Local Government Settlement 2016/17.**
- 5.2 **To determine whether a response is required to Mr Swinney in terms of paragraph 3.5.**

Chief Executive

Date: 21 December 2015

Ref: AAB160112 – Scottish Government Budget Local Government Settlement 2016/17

Contact Officer: Bryan Smail

Director of Corporate & Housing Services

LIST OF BACKGROUND PAPERS

Nil

T: 0300 244 4000
E: dfm@gov.scot

Councillor David O'Neill
President
COSLA
Verity House
19 Haymarket Yards
Edinburgh
EH12 5BH



Copy to: The Leaders of all Scottish local authorities

16 December 2015

Dear Cllr O'Neill

This letter contains proposals for the terms of the settlement to be provided to local government for 2016-17 under the 2015 Spending Review which is set against the UK Government's continuing austerity programme and the real terms reduction in the Scottish Budget. This has required tough decisions to be taken about expenditure across government and careful consideration of pressures and priorities in all portfolios including local government. I propose that we engage in further discussions to consider the approach to implementing the budget in advance of Stage 3 of the Budget Bill, and associated Local Government Finance Order, and recognise that we need to conclude these discussions as early as possible so councils can confirm their plans for setting their budgets in the new year.

The proposals are framed by the ongoing partnership between the Scottish Government and local government and our commitment to working together on our Joint Priorities. We have reaffirmed our commitment to our partnership and are clear about the benefits which have flowed from it in the form of more effective delivery of the outcomes on which the people of Scotland and their communities rely.

Local government is an essential partner in the Scottish Government's transformative programme of public service reform. This funding proposal delivers a strong but challenging financial settlement for local government which will be strengthened by our joint working to improve outcomes for local people through health and social care integration and by improving educational attainment.

Following the report from the joint Settlement and Distribution Group, details of the indicative allocations to individual authorities for 2016-17 are also being published today as set out in Local Government Finance Circular No. 7/2015.

Under the settlement we will look to all local authorities to continue to work in partnership with Scottish Government in pursuit of our Joint Priorities, including delivery of the Government's programme as set out in the *Draft Budget 2016-17* and the *Scotland's Economic Strategy published in March 2015*.

In addition to the pursuit of Joint Priorities, the proposition is that individual local authorities will, in return for this settlement, deliver certain specific commitments. The detail of the settlement and the package of measures included are described below.

For 2016-17 individual local authorities will require to agree to work with the Scottish Government to deliver a council tax freeze for the ninth consecutive year.

As we have previously committed to, the consequential for health will be passed on in full to the health budget. However, by contrast with the UK Government, we see health as being about all the services that help people to maintain their wellbeing, not just front line NHS services. For that reason, we will go further than the annual investment of £130 million in the Integration and Delayed Discharge Funds, and direct in the allocations to NHS boards for 2016-17 that an additional £250 million per annum will be transferred to the health and social care partnerships to protect and grow social care services and to deliver our shared priorities in respect of reform.

We agree the need to pick up the pace on health and social care integration by developing better community and primary services to help people to stay safe and cared for at home and the provision of good quality social care provided through local government is central to that reform process.

We understand the pressures on local government spending, including in relation to the Living Wage, and these are the same as for all public services in Scotland. We also recognise that these pressures have implications for all areas of service delivery, but the actions that we have taken under this budget and our commitment to provide support for social care means that the totality of social care spend through health and social care partnerships can be protected and enhanced. We would expect to see the process of reform make clear progress during 2016-17 in terms of sustainability and outcomes for people. Given good progress on reform in localities we would anticipate that health and social care partnerships could deliver cash releasing efficiencies. We would like to work with you to consider that approach further and the extent to which cash releasing efficiencies could be retained by local authorities to offset the contribution they make to health and social care partnerships for social care.

Turning to education I note the positive results at a national level published in the latest Teacher and Pupil census statistics which confirmed that pupil teacher ratios and the number of teachers in Scotland's schools have been maintained since last year.

Taking that into account I confirm the proposal makes provision for a return to a national agreement to maintain teacher numbers at 2015-16 levels, and secure places for all probationers who require one under the teacher induction scheme supported by a continued funding package of £88 million, made up of £51 million to maintain teacher numbers and £37 million to support the teacher induction scheme.

Our position on teacher numbers has been consistent that we see this as a central part of our priority to raise attainment. In parallel we have been developing the National Improvement Framework, to bring together key information to evaluate performance and inform action to improve attainment and wider outcomes for every child in Scotland. We wish to work with COSLA and all local authorities to fully implement the Framework, as the next phase of Curriculum for Excellence to build on our strong record of achievement recognising our shared commitment to improved educational outcomes.

Following the report from the Commission on Local Tax Reform the Scottish Government is considering its position in response to that on the future of council tax. We will bring forward our proposals in the new year and I can confirm our commitment to engage with COSLA as part of our partnership working to help inform our position.

The proposition is that the measures set out in this settlement offer must be viewed as a package to protect shared priorities and maintain a journey of reform. As noted I propose that we engage in further discussions to consider the approach to implementing the measures set out in this budget in advance of Stage 3 of the Budget Bill and this would include agreement on the scale and retention of cashable efficiency savings for local authorities contribution for social care to the health and social care partnerships.

Following those discussions and agreement on the implementation of the measures I have set out in the settlement offer I will write to you and council Leaders again confirming all the details we have agreed. My expectation is that I will again ask any Council not intending to take up the offer and agree the terms of the full package of measures to write to me setting out the reasons why they do not wish to comply and to do that by no later than Friday 22 January 2016 in Order to meet with our Parliamentary timetable for the Budget Bill and Local Government Finance Order.

For 2015-16 I can also confirm that as an act of good faith, I will maintain the existing distribution of the £41 million to support teacher numbers across all 32 local authorities and will not seek to claw back funding which I am entitled to under the terms of my agreement with individual local authorities. However, in the interests of fairness, I will reward only those authorities who have maintained or increased teacher numbers and maintained pupil teacher ratios, by distributing the additional £10 million which I provided last year among them in recognition of the additional staff costs they have incurred and for their contribution to maintaining the national figures.

Having listened to the representations from COSLA, the total funding which the Scottish Government will provide to local government in 2016-17 as part of this package of measures is £10,244 million.

This total includes the Government's estimate of non-domestic rate income in 2016-17. Within this total, revenue funding will amount to £9,637 million and capital £607 million.

This takes into account the re-profiling of -£150 million from the 2016-17 capital budget and comes with a commitment that £150 million will be added to Local Government's capital share in the next Spending Review covering the period 2017-20. Taking into account the reprofiling the capital settlement meets our commitment to maintain local government's share of the Scottish Government's capital budget.

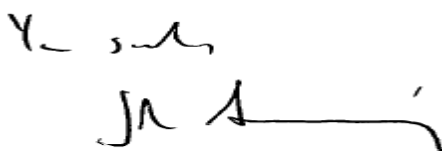
Taking into account non-baselined funding provided in the 2015-16 capital allocation (this includes funding to support implementation of the Children and Young People Act, repayment of the earlier reprofiling agreement and housing support for Shetland) and the further reprofiling proposed for 2016-17, a like for like comparison of the adjusted baseline position shows that capital provision in the settlement will have increased by 9% or £62 million in 2016-17. I can also confirm our intention that, if re-elected, the commitment to protect the local government share of the capital budget, which was due to end in 2018-19, will be extended by a further year to the end of the next Spending Review period in 2019-20.

In addition local authorities will receive £250 million from Integration Authorities to support spending on social care which as set out above will allow, subject to our further discussion

and agreement for cash releasing efficiencies delivered through reform to be retained by local authorities.

As in previous years councils will be free to retain any savings they can generate through efficiencies to re-invest in reform and the challenge for them along with the rest of the public sector is delivering transformational change in service delivery, together in key partnerships and through a step change in the implementation of transformation programmes, including shared services between local authorities and between local authorities and other public sector partners.

I believe that in the circumstances this settlement delivers the best possible outcome that can be achieved and the package of measures I have set out, if accepted, provides local authorities with the necessary resources they need to protect our key priorities around investment in health and social care and educational attainment.

A handwritten signature in dark ink, appearing to read 'John Swinney', with a long horizontal stroke extending to the right.

JOHN SWINNEY

FALKIRK COUNCIL

Subject: THE COMMISSION ON LOCAL TAX REFORM
Meeting: EXECUTIVE
Date: 12 JANUARY 2016
Author: DIRECTOR OF CORPORATE & HOUSING SERVICES

1. INTRODUCTION

- 1.1 In February 2015 The Commission on Local Tax Reform (the Commission) was established jointly between the Scottish Government and COSLA.
- 1.2 The Commission was asked to identify and examine alternatives to the present council tax that would deliver a fairer system of local taxation to support the funding of services delivered by local government and to report on their findings in Autumn 2015.
- 1.3 The report, titled 'Just Change: A New Approach to Local Taxation' was published on 14 December 2015.
- 1.4 The full report (Volume 1), the Technical Annex (Volume 2), and the Compendium of Evidence (Volume 3) are available to download online at:

<http://localtaxcommission.scot/download-our-final-report/>
- 1.5 It is worth noting that the 2016/17 financial settlement from the Scottish Government assumes a council tax contribution of £1,949m against total revenue funding of £9,693m, c20%.

2. BACKGROUND

- 2.1 The remit of the Commission was not to recommend a form of local taxation but evaluate the pros and cons of all the options. The report stresses that the selection of a system of local taxation is a political choice and notes that there is an expectation that Scotland will be offered alternative systems of local taxation in the Scottish Parliamentary election in May 2016.
- 2.2 The Commission contained representation from the Scottish Nationalist Party, the Labour Party, the Liberal Democrat Party and the Scottish Green Party. The Scottish Conservatives chose not to participate but will separately produce proposals. Representatives from local and central government also participated alongside other experts.
- 2.3 The Commission undertook significant engagement with both the public at large and professionals in a number of areas. An on-line survey attracted 4,492 responses. In addition, there were 203 detailed responses to calls for written evidence from a diverse range of organisations.

- 2.4 A total of 58 expert witnesses gave evidence at 12 sessions and there were also 12 public listening events or workshops held in communities across Scotland.
- 2.5 In addition there were 16 academics and practitioners (from Scotland and abroad) who provided professional advice and support to the Commission.

3. FINDINGS OF THE COMMISSION

- 3.1 The report makes clear that the present Council Tax system must end. Chapter 2 of the report sets out the Commission's "case for change" which highlights the following points:
- Some people are paying more than they should
 - People in the most expensive houses pay no more than 3 times the tax on the largest value homes although the values of the properties are roughly 15 times as much
 - The amount being charged is too disproportionate to income with middle income households paying c4% of their income and highest income households paying c2% of their income
 - The Council Tax Reduction Scheme can reduce bills but these households have to have very low income
- 3.2 The report examines alternative taxes, for example property, land and income and sets out some of the benefits and issues associated with each tax. In examining the alternatives, an emphasis is placed on what is fair and equitable with fairness associated with ability to pay and equitable not having a disproportionate impact on any group. It also considers how the alternative taxes can be collected and administered, whilst recognising the significant challenge that a change will create. The following options were considered for collection of a locally determined tax:
- HMRC
 - Local authorities
 - A new income tax collection system set up on a Scotland wide basis
- 3.3 The Commission highlights the logistical issues of a change in the tax regime, noting that a transition will be a substantial administrative task that will incur costs and take a number of years to implement. It also notes that some individuals will pay more, whilst others will pay less and therefore a transitional framework will be required which will require to be costed.
- 3.4 The report is clear that a new system could not be enacted before the local government elections in 2017.
- 3.5 The report emphasises that any reform must be coupled with clear information about the case for change, what this means for individuals and households and how local government receives funding and spends money.

- 3.6 Finally, the report stresses that any change must support an enduring and stable tax base for local government. It highlights that the importance of local government having the ability to make choices about how local taxes are raised and spent and to be held accountable for those choices.

4. CONCLUSIONS OF THE COMMISSION

- 4.1 A number of the key points made by the Commission are outlined in section 3 of this report. Whilst there is no recommendation on the ideal model of taxation there is a clear suggestion that local taxation should primarily take the form of one, or more, of:

- Property Tax (Land and Buildings)
- Land Value Tax (Land Value only)
- Local Income Tax

The report recognises that no one type of tax provides a perfect solution to the issues raised.

- 4.2 The report suggests that a revised tax on property is the more readily administered alternative tax system. However, a property tax that is more proportionate to property values would still not be proportionate to incomes and a system of relief would be needed for those without the ability to pay. This system should be more effective than the current Council Tax Reduction scheme.
- 4.3 There is merit in considering further a system of land value tax but further analysis would be required to gain a full understanding of the impact of such a tax.
- 4.4 The predominant view of the Commission is that the local government tax base should be broadened (if feasible) to include income. The public attaches a strong importance to a perception of fairness through taxes and the ability to pay. In order to meet the test of fairness, local income taxes would need to apply not just to income from earnings but also to income from dividends, investments etc and this would be an administrative challenge.
- 4.5 Finally the Commission highlights that “*this is an opportunity that must not be missed*”.

5. CONCLUSIONS

- 5.1 It is now a decision for each political party to propose a form of local taxation in their respective manifestos, in advance of the Scottish Parliamentary Elections in May 2016. It is entirely possible that each political party will take forward different proposals albeit the report notes that this is “one area of public policy that would benefit greatly from a period of cross-party agreement and consensus in order to create an enduring, stable settlement for Scotland”.

6. RECOMMENDATIONS

6.1 It is recommended that the Executive:-

- a) note the contents of the report.**

Director of Corporate & Housing Services

Date: 22 December 2015

Ref: AAB160112 – Commission on Local Tax Reform

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LIST OF BACKGROUND PAPERS

- 1. The Commission on Local Tax Reform, Volume 1 – Just Change: A New Approach to Local Taxation

Any person wishing to inspect the above background papers should telephone Falkirk (01324) 506893/506371 and ask for Paul Ferguson/Amanda Templeman.