

**To: The Deputy Leader and Members of the
Community and Environment Board
(Councillors Smith, Ingram, Bell, Clews,
Hanratty, Hayfield, Jones, Smitten, Chambers,
Farrell, Ferro, Lewis and Phillips).**

For the information of other Members of the Council

For general enquiries please contact Jenny Price,
Democratic Services Officer, on 01827 719450 or
via e-mail jennyprice@northwarks.gov.uk.

For enquiries about specific reports please contact
the officer named in the reports.

The agenda and reports are available in large print
and electronic accessible formats if requested.

COMMUNITY AND ENVIRONMENT BOARD AGENDA

20 July 2015

The Community and Environment Board will meet in The
Chamber, The Council House, South Street, Atherstone
on Monday 20 July 2015, at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on
official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary
Interests**

4 **Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact Jenny Price on 01827 719450 or email democraticservices@northwarks.gov.uk

5 **Minutes of the Meeting of the Board held on 16 March 2015** – copy herewith, to be approved as a correct record and signed by the Chairman.

6 **Overview of the Functions of the Community and Environment Board** – verbal report by Bob Trahern, Assistant Chief Executive (Community Services).

PART A – ITEMS FOR DISCUSSION AND DECISION

7 **Budgetary Control Report 2015/2016 Period Ended 30 June 2015** – Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2014 to 30 June 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nigel Lane (719371).

8 **The Future of the Community Hub Task and Finish Group** – Report of the Assistant Chief Executive (Community Services).

Summary

The purpose of this report is to determine whether Members wish to continue having a Task and Finish Group to oversee the delivery and development of the Community Hub infrastructure.

The Contact Officer for this report is Bob Trahern (719378).

9 **Warwickshire County Council Review of Household Waste Recycling Centres 2015**

Summary

This report updates Members on a recent review by Warwickshire County Council of its network of Household Waste Recycling Centres and asks

Members to make any comments or observations on the report and its future service options and recommendations which they would like to be passed on for consideration by the County Council's Communities Overview and Scrutiny Committee in September.

The Contact Officer for this report is Richard Dobbs (719440).

- 10 **LEADER – Update on Programme** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report updates the Board on the progress made to-date in respect of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020) and provides details about the proposed activity taking place over the next twelve months.

The Contact Officer for this report is Rachel Stephens (719301).

- 11 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – March 2014-2015** – Report of the Chief Executive and the Deputy Chief Executive.

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to March 2014/15.

The Contact Officer for this report is Robert Beggs (719238).

PART C – EXEMPTION INFORMATION (GOLD PAPERS)

- 12 **Exclusion of the Public and Press**

Recommendation:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

- 13 **Atherstone Leisure Complex - Extension of the Swimming Lesson Programme** – Report of the Assistant Director (Leisure and Community Development).

- 14 **Staff Structure Review – Leisure and Community Development Division -**
Report of the Assistant Director (Leisure and Community Development).
- 15 **Markets for Recyclable Materials –** Report of Assistant Director
(Streetscape).
- 16 **Public Conveniences –** Report of the Assistant Director (Streetscape).

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

16 March 2015

Present: Councillor Phillips in the Chair.

Councillors Barber, Fowler, Fox, Freer, Hayfield, Lewis, B Moss, M Moss, Pickard, Smith, Winter and Wykes.

34 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Fowler declared a Non-Pecuniary interest in Minute 37, Financial Assistance to Outside Organisations by reason of being the Vice-Chairman of North Warwickshire Citizens Advice Bureau and Minute 39, LEADER – Outcome of Funding Application by reason of being a representative on the Local Action Group.

35 **Minutes of the Meeting of the Board held on 20 January 2014.**

The minutes of the meeting held on 19 January 2015, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

36 **Financial Inclusion Activity Update.**

The Assistant Chief Executive (Community Services) provided Members with an update of the Financial Inclusion activity undertaken by the Council and some of its partners in the last twelve months. Rachel Robinson, Public Health Warwickshire, gave an update on the partnership work being undertaken to address public health issues in North Warwickshire.

Resolved:

That the report be noted.

37 **Financial Assistance to Outside Organisations.**

The Assistant Director (Leisure and Community Development) detailed four requests for assistance through the provision of an annual grant; from Warwickshire Community and Voluntary Action (WCAVA) for funding towards a third year extension to its initial three-year countywide agreement, from North Warwickshire Citizens Advice Bureau (NWCAB), from Live and Local

for support towards a new countywide Key Client Agreement and from the North Warwickshire Allotments Federation.

Resolved:

- a That the progress made by WCAVA in its delivery of Volunteer and Third Sector Support Services (VATS Support Services) in Warwickshire be noted and that the financial assistance for a third year extension to the current countywide agreement, as identified in the main body of the report of the Assistant Director (Leisure and Community Development), be approved;**
- b That the draft Service Level Agreement with NWCAB be used as the basis for further negotiation and the proposed financial award for 2015/16 be approved and administered as indicated in the report, and that subject to the prior agreement of the Chairman and Vice-Chairman of the Board the provision for the second instalment be made; and**
- c That the work undertaken by Live and Local in assisting local promoters to deliver professional arts performances in local venues be noted and the proposed grant award towards a new countywide Key Client Agreement, be approved; and**
- d That the work undertaken by the North Warwickshire Allotments Federation be noted and that subject to the successful conclusion of negotiations in respect of the appended draft Service Level Agreement the proposed annual grant award, be approved.**

38 North Warwickshire Green Space Strategy Progress Report.

The Assistant Director (Leisure and Community Development) informed Members of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy and presented the supporting Action Plan for Year 8 of the Strategy for approval.

Resolved:

- a That progress in respect of the implementation of Year 7 of the North Warwickshire Green Space Strategy be noted and that the Action Plan for Year 8 be approved;**
- b That, subject to the availability of resources within the existing revenue budget, the proposed amendment to the Management Agreement with Warwickshire Wildlife**

Trust, to include a minimum payment for the three years to 2017/18 in respect of its management of the Local Nature Reserves, be approved;

- c That the Piccadilly Sports Field be dedicated as a Centenary Field; and**

Recommendation to the Executive Board

- d That subject to both a successful external funding bid and an associated planning application, the proposal to include the project at Hurley Daw Mill Sports Ground in the 2015/16 capital programme be approved.**

39 LEADER - Outcome of Funding Application.

The Assistant Director (Leisure and Community Development) notified the Board of the outcome of the North Warwickshire and Hinckley and Bosworth application for funding within the new LEADER programme (2015 to 2020) and updated Members on the anticipated future of the programme.

Resolved:

- a That the successful outcome of the North Warwickshire and Hinckley and Bosworth application for funding within the new LEADER programme (2015 to 2020), be noted; and**
- b That the proposed delivery mechanism for the programme, and the partnership arrangements with Hinckley and Bosworth Borough Council, be noted.**

40 Development of New Indoor Leisure Facilities in Coleshill.

The Assistant Director (Leisure and Community Development) updated the Board on progress in respect of the development of new indoor leisure facilities in Coleshill, most particularly in respect of the capital finance implications of the project.

Resolved:

That the report be noted.

41 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2014.

Members were informed of progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to December 2014.

Resolved:

That the report be noted.

42 **Notes of the North Warwickshire Financial Inclusion, Consumer Empowerment and Community Workers Forum held on 14 January 2015.**

The notes of the meeting of the North Warwickshire Financial Inclusion, Consumer Empowerment Community Workers Forum held on 14 January 2015 were received and noted.

43 **Notes of the Hub Task and Finish Group held on 15 January 2015.**

The notes of the Hub Task and Finish Group held on 15 January 2015 were received and noted.

H Phillips
Chairman

Agenda Item No 7

Community and Environment Board

20 July 2015

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2015/2016 Period Ended 30 June 2015

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2015 to 30 June 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Executive Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Consultation

- 2.1 Councillors Smith, Ingram and Phillips, have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

3 Introduction

- 3.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services. The figures contained within this report are calculated on this basis.

4 Overall Position

- 4.1 The actual expenditure for budgets reporting to this Board as at 30 June 2015 is £1,253,635 compared with a profiled budgetary position of £1,221,818; an over spend of £31,817 over the period. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

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- 4.2 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison

with actual figures. Reasons for the variations are given, where appropriate, in detail below.

4.3 Leisure Facilities

4.3.1 There is an overall underspend of £1,755 against the profiled budget. This is due to increased employee costs at Coleshill Leisure Complex and Arley Sports Centre, more than offset by an increase in Direct Debit income.

4.4 Refuse and Recycling

4.4.1 The overall increase is £31,172 against the profiled budget. This is largely due to an increase in recycling haulage costs of £22,780 and repairs and maintenance on refuse freighters of £6,120. There is also an increase in costs for metal collection of £1,340.

4.5 Amenity Cleaning

4.5.1 The current overspend of £11,054 is largely due to increased repairs and maintenance on the precinct sweeper.

4.6 Parks, Playing Fields and Open Spaces

4.6.1 The current underspend is mainly due to underspends on professional services fees offset by return of pitch hire bonds.

5 Performance Indicators

5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix B.

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5.2 In summary, the majority of the Performance Indicators are comparable with the profiled position.

6 Risks to the Budget

6.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- Deteriorating condition of assets, particularly the Leisure Centres, and further economic pressure affecting the generation of income.
- Further reduction or cessation of grants received and the possibility of redundancy costs for those staff affected by withdrawal of funding for given projects.
- A loss of trade waste customers
- Increasing bin replacement rates
- Additional costs relating to the Refuse and Recycling services.

7 Estimated Out-turn

7.1 Members have requested that Budgetary Control reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2015/16 is £5,143,610, as detailed in the table below:-

	£
Approved budget 2015/16	5,043,380
Additional Recycling haulage costs and sale of paper and card	60,150
Additional transport maintenance and hire costs on Refuse and Recycling	25,080
Additional maintenance costs of the Precinct Sweeper	15,000
Expected Out-turn 2015/16	5,143,610

7.2 The figures provided are based on information available at this time of the year and are the best available estimates for this Board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 The Council's budgeted contribution from General Fund balances for the 2015/16 financial year is £594,090. As can be seen above, an increase in the net expenditure of £100,230 is expected to date from the services within this Board. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

8.2 Environment and Sustainability Implications

8.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

**North Warwickshire Borough Council
Community and Environment Board
Budgetary Control Report 2015/2016 as at 30 June 2015**

Cost Centre	Description	Approved Budget 2015/2016	Profiled Budget June 2015	Actual June 2015	Variance	Comments
3072	Polesworth Sports Centre	124,690	24,484	21,919	(2,566)	See 4.3
3074	Arley Sports Centre	196,450	56,445	64,622	8,176	See 4.3
3075	Coleshill Sports Centre	260,670	119,659	123,699	4,040	See 4.3
3077	Atherstone Leisure Complex	509,600	144,471	136,335	(8,135)	See 4.3
3082	Memorial Hall (Sports)	131,500	40,000	36,427	(3,573)	See 4.3
3083	Memorial Hall (Cultural)	(1,870)	(468)	(165)	302	See 4.3
4002	Public Health Services (Commercial)	287,080	65,835	65,981	146	
4003	Public Health Services (Domestic)	98,020	25,743	26,084	341	
5000	Refuse Domestic Collection	841,270	191,419	200,827	9,408	See 4.4
5001	Streetscene Grounds Maintenance	116,420	52,178	49,780	(2,398)	
5002	Refuse Trade Collection	(30,070)	(159,607)	(159,353)	255	See 4.4
5003	Cesspool Emptying	(21,080)	(9,261)	(9,832)	(571)	
5004	Recycling	749,350	215,854	237,363	21,509	See 4.4
5010	Amenity Cleaning	606,650	153,268	164,322	11,054	See 4.5
5013	Unadopted Roads	10,810	3,498	3,679	181	
5014	Drain Unblocking and Land Drainage	19,300	4,825	4,825	(0)	
5015	Street Furniture	7,850	1,963	2,073	111	
5016	Atherstone Market	2,960	1,362	1,325	(37)	
5019	Parks, Playing Fields and Open Spaces	565,150	132,302	128,859	(3,443)	See 4.6
5021	Public Health Act 1984 Burials	2,620	655	2,365	1,710	
5023	Consultation	15,280	3,820	2,703	(1,117)	
5025	Corporate Policy	50,840	14,622	14,539	(84)	
5030	Rural Regeneration	36,200	9,037	8,746	(291)	
5034	Landscape	10,380	8,945	8,945	-	
5040	Marketing and Market Research	13,930	3,482	2,793	(689)	
5044	Support to Voluntary Organisations	97,650	42,894	42,588	(306)	
5051	Young People and Intergeneration	70,940	19,822	19,170	(652)	
5052	Community Development Environment	56,790	14,185	14,109	(75)	
5054	Social Inclusion and Sport	63,850	15,950	16,064	114	
5055	Health Improvement	52,190	14,810	12,858	(1,951)	
5056	Safer Communities	90,190	22,145	22,092	(52)	
5059	Allotments and Biodiversity	7,770	1,943	1,911	(31)	
5064	Queen Elizabeth School - Artificial Green Pitch	-	1,201	1,643	442	
7700	Stronger & Safer Communities	-	(15,660)	(15,660)	-	
	Total Expenditure	5,043,380	1,221,818	1,253,635	31,817	

Key performance Indicators for Budgets Reporting to the Community and Environment Board

performance as at 30 June 2015

	Budget	Profiled budget	Actual
Polesworth Sports Centre			
Cost per Visit	£4.88	£4.37	£4.09
Income per Visit	£3.10	£2.97	£2.82
Subsidy per Visit	£1.78	£1.40	£1.26
Arley Sports Centre			
Cost per Visit	£5.39	£5.90	£8.77
Income per Visit	£1.82	£1.80	£2.28
Subsidy per Visit	£3.57	£4.11	£6.48
Coleshill Leisure Centre			
Cost per Visit	£5.83	£7.55	£5.66
Income per Visit	£3.35	£2.99	£2.18
Subsidy per Visit	£2.48	£4.56	£3.49
Atherstone Leisure Complex			
Cost per Visit	£6.03	£6.60	£5.99
Income per Visit	£3.03	£3.20	£3.03
Subsidy per Visit	£3.00	£3.40	£2.96
Memorial Hall			
Cost per Visit	£10.31	£11.57	£10.82
Income per Visit	£2.48	£2.02	£2.47
Subsidy per Visit	£7.83	£9.55	£8.36
Refuse Domestic Collection			
Number of Households	27,101	27,101	27,000
Costs per Household	£31.04	£7.06	£7.44
Maximum missed collections per 100,000 users	25	25	105
Refuse Trade Collection			
Number of Trade Bins	497	497	451
Gross cost per bin collected	£374.49	£93.45	£125.12
Net cost per bin collected	-£60.50	-£9.53	£3.85
Cespool Emptying			
Number of emptyings	1,560	390	335
Gross cost per emptying	£99.49	£87.65	£89.57
Net surplus per emptying	-£13.52	-£23.75	-£29.35
Recycling			
Cost per household	£27.65	£7.96	£8.79
Tonnes of recycled material collected - green waste	6,125	1,531	2,519
Tonnes of recycled material collected - red box	5,185	1,296	1,191
% of waste recycled	50.0%	50.0%	50.3%
Parks, Playing Fields and Open Spaces			
Number of Pitches	24	24	24
Number of Teams	17	17	17
Number of Hirers	24	24	24
Income per Team	£581.76	£570.00	£537.94
Play Areas			
Cost of maintenance per play area	£3,529.35	£567.42	£614.88
Number of play areas (meeting the safety, DDA and Play Value standard)	31 (28)	31 (29)	31 (29)

Agenda Item No 8

Community and Environment Board

20 July 2015

Report of the Assistant Chief Executive (Community Services)

The Future of the Community Hub Task and Finish Group

1 Summary

- 1.1 The purpose of this report is to determine whether Members wish to continue having a Task and Finish Group to oversee the delivery and development of the Community Hub infrastructure. If a decision to continue is made with this arrangement, this report proposes widening the remit of this Group to oversee the ongoing delivery of the wider Customer Access Strategy that will be subject of a review in 2017.

Recommendation to the Council

- a That Members make a decision whether to continue with a Task and Finish Group to oversee the delivery of the Councils Customer Access Strategy; and**
- b If a decision is made to continue with this Group, that nominations for a 6 Member Group is agreed and representation agreed proportionate to the Council make up.**

2 Background

- 2.1 Delivering a range of different ways of accessing services in the Borough has been a key commitment for the Council and the North Warwickshire Community Partnership over the last ten years.
- 2.2 This has seen the development of a Contact Centre and multi-agency One Stop Shop delivering improved customer service from our Atherstone base, the deployment of the B.O.B bus, the development of the community hubs across the Borough and most recently the food projects and agenda to assist customers get on line which has involved re-commissioning and revamping the B.O.B bus.
- 2.3 To oversee this work which has received significant national recognition, a Task and Finish Group was created in 2009 to initially oversee the development of the B.O.B bus (a Government funded initiative delivered with Third Sector partners). Based on the success of the bus and following the decision of the North Warwickshire Community Partnership to attempt to develop improved access to services in the Borough based on a successful model in Shropshire, this Group has continued over the last four years to

oversee the development and delivery of the Community hub infrastructure. As well as this commitment, work has widened to involve the re-commissioning of the B.O.B bus, community food projects and other complimentary projects.

2.4 During this time, the Task and Finish Group has been chaired by Councillor Ann Lewis and has included Members from both parties. The Group is currently made up of four Labour Members and two Conservative Members and meets on a quarterly cycle. This Group has been responsible for overseeing the development of the current outreach programme and has worked with Officers and other partners to enable timely decisions and excellent progress to be made in relation to this agenda. The minutes of the group meetings are reported to this Board at each cycle.

2.5 The successes overseen by this Group can be summarised as follows:-

- The delivery of the initial child poverty focussed B.O.B bus project.
- The delivery and monitoring of 12 (soon to be 13) Community Hubs for which the Council has provided the initial capital to set up facilities and ongoing revenue contributions for broadband connectivity where the facility is open for a prescribed number of hours.
- The delivery of the diverse food projects that have been set up with local business support in partnership with Chapter One since 2013, a number of which support the hubs model.
- The expansion of the One Stop Shop to undertake enquiries on behalf of the police and enable the co-location of the Jobcentre.
- The recent re-commissioning of the B.O.B Bus as an on line vehicle.
- Agreeing approaches on how best to encourage people to get on line with a view to enabling them to improve or find employment opportunities (e.g.) via the adoption of the “NorthWarks online” and Learn My Way joint project and ultimately claim Universal Credit.
- Ensuring value for money approaches are taken which has involved agreeing the approach to bid for external monies with partners, a number of which have been successful.

2.6 These initiatives all support the wider delivery of the Council’s Access Strategy (2012-17) adopted by the Executive Board in April 2012 and for which the Assistant Chief Executive (Community Services) and Assistant Director (ICT and Procurement) have the joint responsibility to deliver.

2.7 With this in mind and having regard to the need to continue to ensure that residents have access to free technology and to oversee the Council developments of its website and self serve capability which is integral to our future success in improving access and achieving efficiencies, if it is considered that a Task and Finish Group should continue, it is recommended

that the remit of this Group is widened to include the monitoring of the full strategy and its name changed to reflect this

- 2.8 If this is agreed, by continuing to make how to engage, and access support and advice a high profile commitment of the Council, it is hoped that Council Members within the Task and Finish Group will become champions for ensuring that their colleagues and the communities they represent are aware and encouraged to engage in new ways of working;

3 Report Implications

3.1 Finance and Value for Money Implications

- 3.1.1 There are no immediate financial implications arising directly from this report.

3.2 Safer Communities Implications

- 3.2.1 Better access to advice and assistance has many direct and indirect benefits that contribute to a greater feeling of well being and community cohesiveness. This can only have a positive impact on the communities served.

3.3 Environment and Sustainability Implications

- 3.3.1 A number of the access initiatives encourage the development of services to support access to services by people in rural communities. The provision of services in partnership with others is a key theme of the strategy.

3.4 Risk Management Implications

- 3.4.1 Having a Customer Access Strategy and its subsequent implementation is one of the ways the Council can mitigate risks associated with developing services that do not meet customer needs or take advantage of the opportunities joint-working and technology can provide.

3.5 Links to Council's Priorities

- 3.5.1 The wide ranging activities undertaken under the overall Customer Access Strategy cuts across virtually all Council priorities and in particular supports the three key corporate priorities of improving access to services, improving health and well being and raising education levels and aspirations.

3.6 Equalities Implications

- 3.6.1 The various methods and mediums used to promote effective customer access ensures no group or individual is denied access to help or advice in respect of both Council and other complimentary services.

The Contact Officer for this report is Bob Trahern (719378).

Agenda Item No 9

Community and Environment Board

20 July 2015

Report of the
Assistant Director (Streetscape)

Warwickshire County Council
Review of Household Waste
Recycling Centres 2015

1 Summary

- 1.1 This report updates Members on a recent review by Warwickshire County Council of its network of Household Waste Recycling Centres and asks Members to make any comments or observations on the report and its future service options and recommendations which they would like to be passed on for consideration by the County Council's Communities Overview and Scrutiny Committee in September.

Recommendation to the Board

- a That Members note the contents of the attached report and its appendices; and
- b That the Board's comments and observations on the report and its recommendations be passed on to the County Council's Communities Overview and Scrutiny Committee.

2 Consultation

- 2.1. Every Borough Councillor has been sent a copy of this report for comment.

3 Background

- 3.1 A fundamental review of its Households Waste Recycling Centres (HWRCs) was last undertaken by Warwickshire County Council in early 2010. The key decisions made as a result of that review were:

- To bring the management and operations of the majority of the sites back in-house upon the expiry of the previous contract in November 2011.
- To reduce the opening hours of all Warwickshire County Council HWRCs.
- To set a target of 75% recycling rate across all sites.

- 3.2 As part of the 2015 review in to the service, a customer consultation exercise was carried out (the results of which are summarised at Appendix 5 within

...

Appendix A). The review was carried out on site and also online. The main points relating to the County Council's Household Waste Recycling Centre at Lower House Farm (LHF) are as follows:

- The users of the site (which is a joint facility) was split approximately 50:50 between residents of Warwickshire and Staffordshire (the site effectively serves Tamworth's residents as well as North Warwickshire's).
- 94.5% of people surveyed (on site at LHF) were satisfied with the current (reduced) opening times.
- Over 75% were unaware of the late night (6.30pm) opening on Wednesday evenings between April and September. Of those who were aware, 11% had taken advantage of the extended opening times.
- There was a very high level of satisfaction (99%) with the site and how it is set out and operated.
- Respondents were split approximately 50/50 on the question of charging residents for the use of the site (of those who were not opposed to charging in principle, over 75% thought £2 per visit was acceptable).

... 3.3 The Household Waste Recycling Centre Review 2015 (which is attached at Appendix A) considers a number of options for the future provision and operation of the sites, including:

- Increase HWRC opening hours to meet future housing demands.
- Charge for non-household waste (including wood, inert (building) waste and asbestos).
- Focus on behaviour change to increase recycling rates.

3.4 Warwickshire County Council's Communities Overview and Scrutiny Committee are due to meet on 15 September, 2015 to consider the review and its findings and recommendations. Any comments, observations or questions from this Board will be reported to the Committee and included in its deliberations.

4 **Report Implications**

4.1 **Environment and Sustainability Implications**

4.1.1 Household Waste Recycling Centres form an important part of Warwickshire's waste management infrastructure and support diversion from landfill and increased recycling rates within the County.

The Contact Officer for this report is Richard Dobbs (719440).

Household Waste Recycling Centre Review 2015

Waste Management Group



EXECUTIVE SUMMARY

This report updates the review of the Household Waste Recycling Centre (HWRC) service carried out in 2010. As a result of the 2010 HWRC review, there have been a number of developments to the HWRC service, including bringing the HWRCs in house, the letting of contracts to support the in house operation, reduction of opening hours at all HWRCs, the development of two new HWRCs built in the north of the county (Lower House Farm and Judkins), provision of on-site charity re-use shops at all HWRCs - including a contract with Age UK Warwickshire for operating the re-use shops, capital upgrades at many of the sites to improve operational functions e.g. expansion of the chemical facility at Lower House Farm and an increase in the number of materials accepted for recycling such as carpets and mattresses.

In 2013 as part of the update to Warwickshire's Municipal Waste Strategy, the Warwickshire Waste Partnership set itself a new HWRC target to 'provide an effective HWRC service aiming to reach re-use, recycling and composting levels of 75% across all sites by 2020, by reducing recyclables being put into the residual waste stream'.

To support a continuing effective and efficient HWRC service to residents and work towards the 2020 target WCC has decided to carry out a further HWRC review in 2015. Currently Warwickshire has 9 HWRCs across the County, of these sites 8 are operated in house and 1 is operated by a private contractor. The current HWRC opening times are 9.30am to 15.15pm on week days (with late night opening until 18.15 on a Wednesday in the summer) and 8.30am to 15.15 at the weekend in the winter (17.45pm in the summer).

The type of waste entering the HWRCs includes household waste, non-household waste and commercial waste. Due to variations in the sites, including size, operator and visitor numbers, different materials are accepted and sorted for recycling at different sites. The list of materials that can be recycled at the HWRCs is continuing to increase as cost effective markets are sourced for them.

Performance at the HWRCs has continued to improve and the present recycling rate for the HWRCs stands at 71.5%; this is an increase of 18.3% since 2011 when the service was brought back in-house, which is good progress towards our 2020 target of 75%. Savings of over £1 million have been achieved within a year of bringing the sites in house and satisfaction levels from the public have increased from 75% in 2010/11 to 97.71% in 2015.

The results of the most recent composition analysis carried out in 2015 indicate that much more can be done. The study showed that on average 53.42% of the residual waste analysed from our HWRCs is recyclable within our current kerbside and HWRC recycling systems. A further analysis is planned for 2016.

In addition data gathered during the review shows the HWRC service compares favourably with other local authorities in terms of cost and performance. Many local authorities are carrying out reviews of the HWRC provision with a view to reducing the overall service cost by reducing hours, closing sites or putting material/access restrictions in place.

The aim of this review was to provide a plan to enable the HWRC service to have a sustainable future that enhances the provision and accommodates for the extra demand due to predicted housing growth over the coming years. Population growth across the County has already increased by 2.4% since the last HWRC review and it will be vital to continue to adapt the HWRC service in the coming years in order to maintain a sustainable effective service that meets the needs of our customers, but is affordable to the council.

There are a number of options that could be considered to amend the existing HWRC provision now or in the future. An overview of these options is provided in the report and each of these options could a role to play in the future HWRC service, it is recommended that the following options are investigated now or in the future:

- **Increasing HWRC hours of opening – to meet future housing demands**
The service enhancement should be implemented when funding becomes available and demand dictates the need to expand the opening hours. Current estimates are that an extra £2.4 million capital will be required to meet future service needs and extra annual cost of £1.22 million revenue to extend the hours and manage the extra waste to cater for increased demand.
- **Charging for non-household waste**
The cost of disposing of non-household waste (plasterboard, wood, inert waste and asbestos) in 2015/16 is £192,725, savings could be made by charging for this material. A review would demonstrate if it would be feasible operationally and cost effective to implement this option.
- **Expansion of materials as they become viable**
The monitoring of recycling markets should take place so materials that can be processed for re-use, recycling or recovery where cost effective.
- **Plan for a new site in the South of the County**
A feasibility study should be carried out to see if there are any benefits for Stratford District Council and Warwickshire County Council in developing a co-located Household Waste Recycling Centre (HWRC), Waste Collection Authority (WCA) depot and waste transfer station (WTS) in Stratford.
- **Partnership working with neighbouring authorities**
Continuing work with neighbouring authorities where appropriate, to move the HWRC service forward whilst continuing to provide an efficient service for the residents of Warwickshire.
- **Behaviour change**
Behaviour change will continue to be an area of focus with a canvassing project planned for summer 2015 across all HWRCs will seek to educate and encourage residents to use the recycling facilities in their area.

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Glossary

Commercial waste	Waste classed as arising from non-household sources according to the Controlled Waste Regulations
Composting	An aerobic (in the presence of air) biological process in which organic wastes, such as garden and kitchen waste, are converted into a stable material which can be applied to land to improve soil structure and enrich the nutrient content of the soil
Disposal	Means landfill and incineration without energy recovery
Duty of care	Anyone who produces, imports, keeps, stores, transports, treats or disposes of waste must take all reasonable steps to ensure that waste is managed properly. This duty of care is imposed under the Environmental Protection Act
Environment Agency	Environment Agency - Intended to promote a more integrated approach to waste management and consistency in waste regulation The agency also conducts national surveys of waste arising's and waste facilities
Household waste	Waste classed as arising from household sources according to the Controlled Waste Regulations. Covers: waste from household collections, street sweeping, bulky waste collections, hazardous household waste collections, litter collections, separate garden waste collections, waste from Civic Amenity Sites (HWRCs) and waste collected separately for recycling/composting schemes.
HWRC	Household Waste Recycling Centre - A facility provided by the Local Authority that is accessible to local residents for the deposit of household waste that is not collected by the normal household waste collection round.
Inert Waste	Waste which, when deposited into a landfill site, does not undergo any significant physical, chemical or biological transformation.

Landfill Sites	Land in which waste is deposited
Landfill tax	<p>A levy on landfill site operators with the explicit environmental objective of reducing the UK's reliance on landfill as a means of disposal</p> <p>The level of the tax is £82.60 a tonne during 2015/16 and rises each year. A lower rate of £2.60/tonne applies to waste which is inactive</p>
Local plan	Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure
Municipal Waste	Any waste controlled or directed by a Waste Collection Authority or a Waste Disposal Authority
NAWDO	NAWDO represents waste managers working in England its function is to advise on policy and share information and expertise between officers
Non Household Waste	Non Household is construction and demolition waste
Recovered	Includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste sometimes referred to as "Treatment"
Recycle now	A national campaign which includes a range of free to use communication materials for local authorities and other organisations to coordinate recycling initiatives
Recycling	The segregation, collection and reprocessing of waste materials into the same products or different ones
Residual Waste	The elements of the waste stream that remain after recycling or compostable materials have been separated or removed
Re-use	Includes checking, cleaning, repairing or refurbishing of whole items or spare parts, so they can be used again.

	Householders can donate or purchase items at the County's re-use shops
Trade Waste	Waste classed as arising from non-household sources according to the Controlled Waste Regulations
Transfer Station	A facility where deposited bulked up and transported to a disposal or reprocessing point
Waste hierarchy	<p>The "waste hierarchy" ranks waste management options according to what is best for the environment.</p> <p>It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (e.g. landfill).</p>
WCA	Waste Collection Authority is a local authority in the UK charged with the collection of municipal waste.
WCC	Warwickshire County Council
WDA	Waste Disposal Authority is a local authority responsible for facilitating the disposal of waste, providing HWRCs and developing and implementing plans to deal with municipal waste.
WDF	WasteDataFlow is the web based system for municipal waste data reporting by UK local authorities to government.
WEEE	Waste Electrical and Electronic Equipment
WRAP	Waste Resources Action Programme works in the space between Governments, businesses, communities, innovative thinkers and individuals – forging partnerships and developing ground-breaking initiatives to help the UK use resources more sustainably.

1 Introduction

1.1 Background to review

Long-standing legislation from the Civic Amenities Act 1967 to the Environmental Protection Act 1990 has required local authorities to provide free-to-use household waste recycling centres for their residents to dispose of household rubbish and recycling.

In early 2010 the Waste Management Group undertook a fundamental review of its HWRC provision. The aim of the study was to review all aspects of the current service, as well as gather information both on the current service and best practice across the county. This review was in light a 20% savings requirement for WCC Waste Management.

Key decisions arising from the 2010 review:

- Bringing the management and operation of Cherry Orchard, Grendon (now Lower House Farm), Princes Drive, Shipston, Stockton and Wellesbourne Household Waste Recycling Centres in-house when the contracts for the sites expired in November 2011.
- The letting of contracts and management of services required to support the in house operation of the HWRCs.
- Reducing the opening hours of all the Household Waste Recycling Centres.
- The letting of a design, build and operate contract resulting in a brand new HWRC facility (including a charity operated re-use shop) in Nuneaton and Bedworth Borough.

These changes to the HWRC service resulted in excess of £1 million savings per annum across the HWRC service. In addition the changes have allowed for increased flexibility over the waste management service, which has assisted the authority in introducing new re-use and recycling services.

With regards to the impact of the changes on the public, a consultation on the HWRC service was carried out in 2013 which was after changes took place. This showed that the overall satisfaction rating for HWRC services and facilities was 92.9% this has since increased to 97.71% in 2015.

1.2 Waste Strategy 2013

The Warwickshire Waste Partnership updated the Municipal Waste Management Strategy for Warwickshire in December 2013.

The overarching theme of the newly updated strategy is the implementation of the waste hierarchy. The waste hierarchy sets out five steps for dealing with waste ranked according to environmental impact. The partnership includes representation

from WCC as the Warwickshire disposal authority as well as each of the five collection authorities. A diagram of the Waste Hierarchy is shown in Figure 1.

Figure 1 Waste Hierarchy



Local authorities will consider other factors when making decisions on waste, including social and economic impacts, and technical feasibility. These factors will vary in line with the range of materials handled and their location. The relevance of these factors will be considered on a case-by-case basis.

As part of the update process the Partnership renewed support for the following strategy objectives:

Strategy Objectives

1. To reduce the amount of waste generated in Warwickshire
2. To develop integrated, sustainable solutions for managing waste in Warwickshire
3. To meet and exceed national re-use, recycling and composting targets
4. Work in partnership with each other and other stakeholders to produce and implement the Strategy
5. Encourage public participation in the implementation and review of the Waste Strategy
6. Regularly review and update the Strategy and implementation programme

The Partnership set key targets within each of the strategy objectives, the target for the HWRC service sits within objective 3 and is as follows:

HWRC Target

Provide an effective HWRC service aiming to reach re-use, recycling and composting levels of 75% across all sites by reducing recyclables being put into the residual waste stream

1.3 Legislation overview

Household waste and recycling centres (HWRCs) previously known as civic amenity sites, were originally set up under the Civic Amenities Act 1967. This stated in Part III (18) that the duty of a local authority was:

‘to provide places where refuse, other than refuse falling to be disposed in the course of a business, may be deposited at all reasonable times free of charge by persons resident in the area of the authority and, on payment of such charges (if any) as the authority think fit, by other persons.’

Since the 1967 Act there have been numerous legislative changes, to define the responsibilities of local authorities and influence the management and recycling requirements at HWRCs.

An overview of the applicable legislation for the HWRC service is provided in appendix 1.

The most recent change is the Local Authorities (Prohibition of Charging Residents to Deposit Household Waste) Order 2015, which came into force on 23rd April 2015. The order brings into law amendments to the 1990 Environmental Protection Act and the 1967 Civic Amenities Act and states:

A local authority must not, in exercise of the general power, charge persons resident in its area to:

- a) Enter into, or exit from, a household waste recycling centre; or
- b) Deposit household waste at a household waste recycling centre.

Since Warwickshire County Council does not charge for its HWRCs this does not affect the authority.

1.4 HWRC Review 2015

To support a continuing effective and efficient HWRC service to residents WCC has decided to carry out a further HWRC review in 2015.

The review aims to look at Warwickshire’s current site provision, current waste materials provision, policies, current performance and data, public opinion, comparison with other local authorities and possible options for the future HWRC service.

2 Current site provision

The Waste Management Group, with the Economic Growth Business Unit manages Warwickshire County Council's obligation to provide sites for members of the public to dispose of their household waste. It currently carries out this function through the provision and management of nine Household Waste Recycling Centres (HWRCs) across Warwickshire.

Eight of these HWRCs are run directly by Warwickshire County Council and one of the HWRCs, the Judkins site in Nuneaton is run by a private company under the terms of an agreed contract. The contract with FCC Environmental began in April 2012.

Two of the eight HWRCs that are run by WCC, namely Stockton and Wellesbourne HWRCs, are operated on a day to day by Age UK Warwickshire, a local charity who also manage re-use shops on all 8 of the WCC run sites. The contract with Age UK Warwickshire began in November 2014.

One of the HWRCs, Lower House Farm, in North Warwickshire, although operated by Warwickshire County Council is jointly funded by Staffordshire County Council and is provided as a shared facility. Therefore residents of Staffordshire as well as Warwickshire are able to utilise the site. In addition due to the high use of the Shipston HWRC by Gloucestershire residents, a formal arrangement between WCC and Gloucestershire County Council is in place to allow for the use of this site by the residents of Gloucestershire.

2.1 Sites by district

The nine current HWRCs are spread across Warwickshire, with at least one site located in each district/borough area.

- North Warwickshire Borough – Lower House Farm HWRC (a joint WCC and Staffordshire County Council HWRC and Waste Transfer Station (WTS) facility opened in 2013 which replaced the former Grendon HWRC)
- Nuneaton and Bedworth Borough – Judkins HWRC
- Rugby Borough – Hunters Lane HWRC
- Stratford District – Burton Farm, Shipston, Stockton, and Wellesbourne HWRCs
- Warwick District – Cherry Orchard and Princes Drive HWRCs

2.2 Sites map

A map showing the location of the HWRCs in Warwickshire is provided below:

Map 1 Location of HWRCs



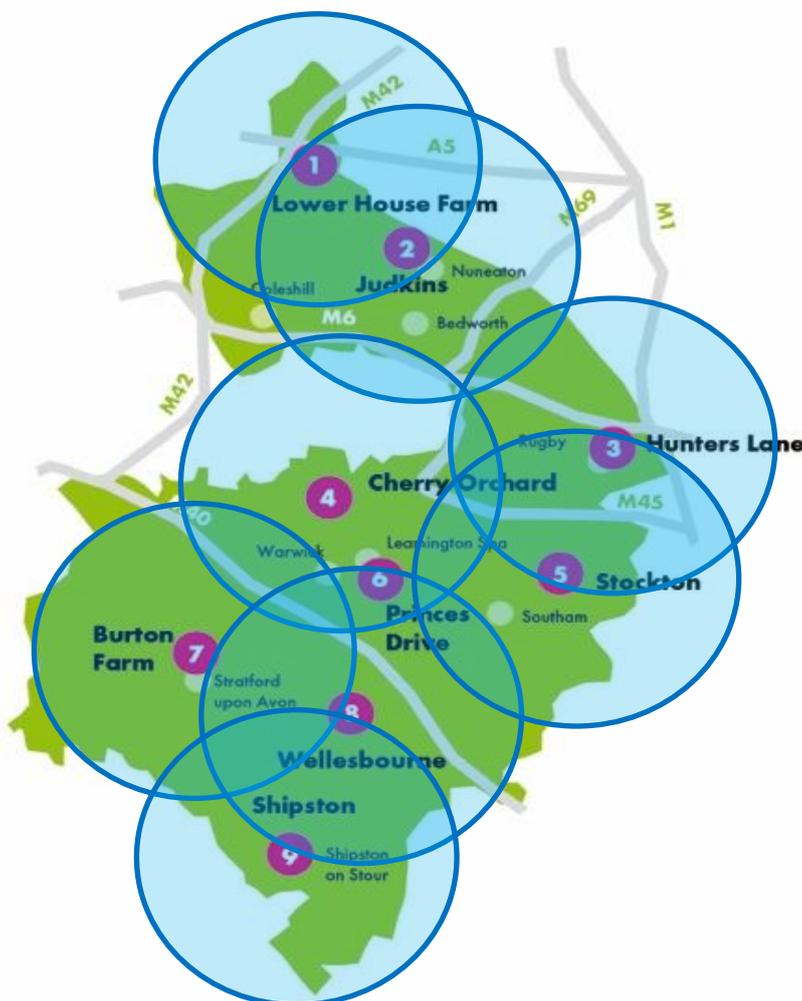
2.3 HWRC Provision

Minimum levels of HWRC provision have been suggested by Waste Resources Action Programme (WRAP) in their HWRC Guidance report (October 2012). The suggested levels are listed below.

- Maximum catchment area for a large proportion of the population: 3 to 5 miles (very rural areas: 7 miles).
- Maximum driving times for the great majority of residents in good traffic conditions: 20 minutes (very rural areas: 30 minutes).
- Maximum number of inhabitants per HWRC (in all but the most urbanised areas): 120,000.
- Maximum number of households per HWRC (in all but the most urbanised areas): 50,000.

Warwickshire currently meets these minimum levels of HWRC provision. For example the blue circles on map 2 show the areas of Warwickshire within 20 minutes' drive of each HWRC. Each circle shows a 10 mile radius, which equates to 20 minutes driving at 30 mph. The map shows the great majority of Warwickshire are within 20 minutes' drive of a HWRC

Map 2 Areas of Warwickshire within 20 minutes' drive of a HWRC



2.4 Operating times

All of the HWRCs in Warwickshire are open 7 days a week with the exception of Stockton. The opening times vary by season (summer and winter), as well as by weekday and weekends.

Table 1 Summary of opening times of HWRCs

Winter times 1 st Oct – 31 st Mar	Summer times 1 st April – 30 th Sept
Mon to Fri – 9.30 to 15.15*	Mon, Tues, Thurs, Fri – 9.30 to 15.15* Wed – 9.30 to 18.15*/***
Sat to Sun – 8.30 to 16.15**	Sat to Sun – 8.30 to 17.45**

*Apart from Stockton which only opens on Mondays and weekends

**Apart from Shipston which closes at 12:15

***Apart from Shipston which closes at 15:15

With the exception of Stockton and Shipston all of the HWRCs are open for 52 hours per week in the summer and 46 hours per week in the winter. At Stockton the total summer opening hours are 25 while at Shipston it is 35. At Stockton the total winter opening hours are 22 while at Shipston it is 34.

The opening hours were standardised and reduced at many sites in December 2013 as a result of the previous review of HWRCs undertaken in 2010 and the resulting overview and scrutiny committee work.

On the weekends Shipston is only open Saturday and Sunday morning this is due to limitations in the permission on the site as a result of the closeness of neighbouring houses.

2.5 Sites by operator

The following sites are directly run by Warwickshire County Council

Table 2 WCC Operated sites

Site	Location	Site Owner
Burton Farm HWRC	Stratford upon Avon	Leased from a local land owner over 25 years. The lease expires Dec 2026.
Hunters Lane HWRC & Transfer Station	Rugby	WCC
Cherry Orchard HWRC	Kenilworth	WCC
Lower House Farm HWRC	Atherstone	Land owned by WCC. Buildings/assets jointly owned with Staffordshire County Council and North Warwickshire Borough Council
Princes Drive HWRC and Transfer Station	Leamington Spa	WCC
Shipston HWRC	Shipston	WCC

The following sites are operated by contractors:

Table 3 Contractor Operated sites

Site	Site Owner	Contractor	Contract Length
Stockton HWRC	WCC	Age UK Warwickshire for operation WCC for management	Nov 2014 to Nov 2019 with a possible 5 year extension
Wellesbourne HWRC	WCC	Age UK Warwickshire for operation WCC for management	Nov 2014 to Nov 2019 with a possible 5 year extension
Judkins HWRC in Nuneaton	FCC Environmental	FCC Environmental	April 2012 to March 2027 with a possible 5 year extension

2.6 Transfer stations

Princes Drive in Leamington Spa, Hunters Lane in Rugby and Lower House Farm HWRC in Atherstone also act as waste transfer stations. The transfer station at Lower House Farm, although co-located is a separate facility operated by Biffa on behalf of the Authority. As such they handle more waste streams than the standard HWRCs from both members of the public and also from Waste Collection Authorities (WCAs). Once tipped at the site by the Waste Collection Authorities (WCAs) the

Waste is then bulked up and transported to a disposal point, either together with waste from the HWRC operation or separately.

The transfer station at Princes Drive has recently had its compactor unit replaced with a new unit and a further new unit will be installed in 2015. Once the compactor has been installed this transfer station will act as a contingency facility, should the usual waste disposal facilities available to Warwick District Council and Stratford District become unavailable, thus enabling materials to be moved on to other facilities outside the area.

Princes drive transfer station currently handles around 1,000 tonnes of commercial waste a year, and a further 11,000 tonnes of waste a year, from Stratford District Council and Warwick District Council. Other Warwickshire WCAs, however, also use Princes Drive as a tipping point for items such as clinical waste (for further details see section 3.3).

The Hunter's Lane transfer station currently handles around 300 tonnes per annum of commercial waste and a further 800 tonnes per annum of waste from Rugby Borough Council.

The transfer station at Lower House Farm is operated under contract by Biffa. The contract began in January 2014 and runs for 5 years with an additional extension period of 5 years.

Photo 1 Lower House Farm Waste Transfer Station (licensed to hold 80, 000 tonnes per year)



2.7 HWRC upgrade works

The HWRCs have been upgraded and in some cases have been redeveloped in order to meet the needs of the service safely and improve performance.

Detail on the two redeveloped sites is provided below:

- Lower House Farm HWRC opened in June 2013 as a replacement of the former Grendon HWRC. The project was a joint venture with Staffordshire County Council and the site serves both Warwickshire and Staffordshire residents. The site is co-located with a transfer station facility (which began operating in January 2014). The transfer station is used for transferring residual waste from two Warwickshire WCAs; North Warwickshire and Nuneaton & Bedworth and two Staffordshire WCAs; Tamworth and Lichfield WCAs, to the Energy from Waste Facility (W2R) at Four Ashes in Staffordshire.

Photo 2 Lower House Farm HWRC



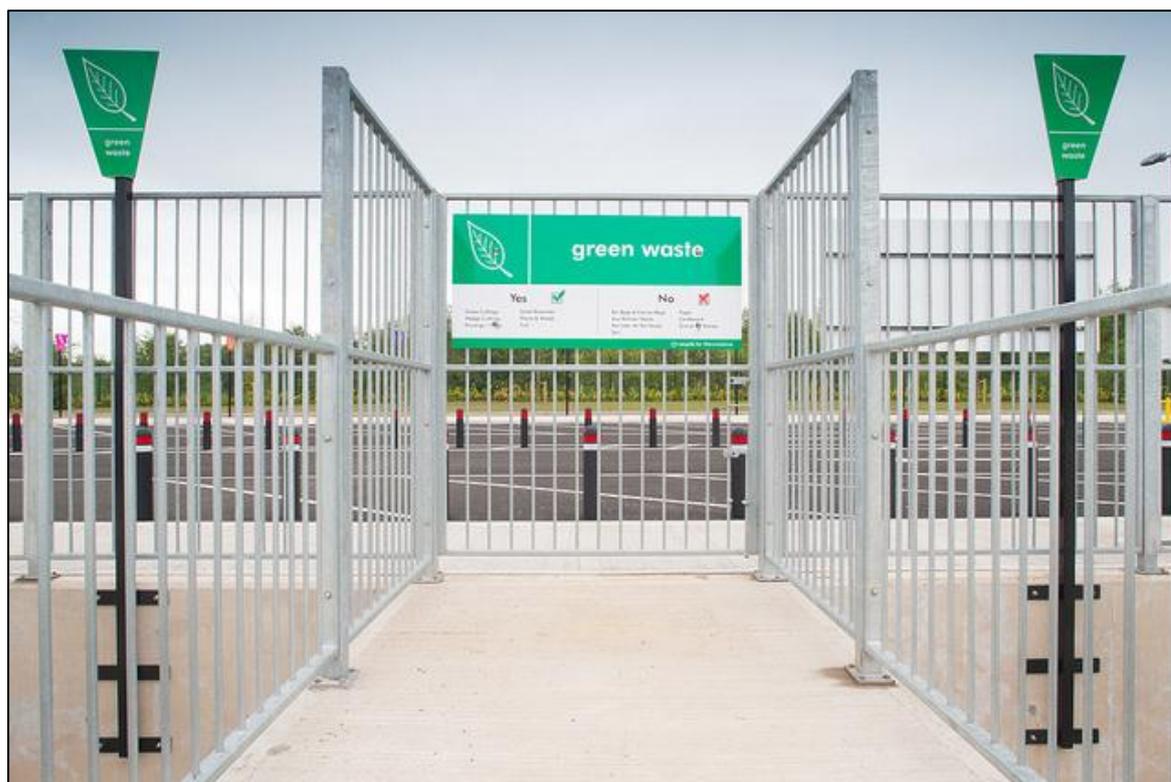
- A 15 year contract for the design, build and operation of a HWRC in Nuneaton and Bedworth was awarded in April 2012. As part of the rebuild the site has a purpose built re-use shop on site operated by a third sector organisation.

Other specific improvements at the HWRCs include the installation of a new weighbridge, weighbridge office, bailer and compactor at Princes Drive.

Re-use shops were installed at 4 of the smaller HWRCs (Cherry Orchard, Shipston, Stockton and Wellesbourne) in 2012. There is now a re-use shop at every HWRC in Warwickshire.

The signage at the sites has been improved by adopting the national 'recycle now' branding.

Photo 3 Example of recycle now signage at Lower House Farm HWRC



The layout at the sites has been developed to incorporate additional material streams such as carpets and mattresses. A map showing the site layout is now included on the HWRC webpages.

In addition traffic calming and pedestrian separation has been implemented or planned where appropriate.

WCC recently commissioned a consultant to review CCTV systems across all of the HWRCs with a view to upgrading where appropriate, to protect valuable materials stored on the site and assist with implementation of safety policies. Funding has been secured to upgrade some of the sites and a further programme will hopefully be implemented in future years.

The WCC webpages for the HWRCs¹ have been upgraded to provide a more customer friendly experience. The new pages also include information on what happens to the recycling from the HWRCs.

¹ <http://www.warwickshire.gov.uk/HWRC>

3 Current waste materials provision and policies

The various types of wastes entering the HWRCs can be broadly categorised as follows:

- Household waste
- Non-household waste and
- Commercial waste

Due to variations in the sites, including size, operator and visitor numbers, different materials are accepted and sorted for recycling at different sites. The list of materials that can be recycled at the HWRCs is continuing to increase as cost effective markets are sourced for them. The latest examples include carpet and mattresses.

Services are also being expanded where possible and space allows, such as the provision of chemicals now being accepted at Lower House Farm and paint is now being accepted at both Lower House Farm and Stockton.

Some materials are defined as 'household' in nature whilst others are defined as 'non-household' even though they are produced by members of the public in their own homes.

Tables 4 and table 5 in the sections 3.1 and 3.3 show which household and non-household materials are accepted at each HWRC. Please note that wood is comprised of both household e.g. free standing furniture and non-household elements e.g. fence panels.

3.1 Household waste accepted at HWRCs

As can be seen from table 4 most HWRCs accept the majority of non-hazardous household waste streams. Other waste types such as hazardous chemicals, are restricted to a smaller number of HWRCs, for example hazardous chemicals can only be accepted at Princes Drive and Lower House Farm.

The contractor for the Judkins HWRC has advised WCC that they will be rolling out new recycling services over the coming months for example carpet and mattress recycling.

Table 4 Household Waste accepted

Material - Household	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Aluminium Foil (in scrap metal)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Automotive batteries	✓	✓	✓	✓	✓	✓	✓	✓	✓
Books (for re-use or in cardboard)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cardboard	✓	✓	✓	✓	✓	✓	✓	✓	✓
Carpet (for recycling)	✓	✓	✓	✓		✓	✓		
Cardboard beverage packaging	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chemicals			✓			✓			
Chipboard and MDF	✓	✓	✓	✓	✓	✓	✓	✓	✓
Engine Oil	✓	✓	✓	✓	✓	✓	✓	✓	✓
General Household Waste	✓	✓	✓	✓	✓	✓	✓	✓	✓
Glass (bottles and jars)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Green garden waste	✓	✓	✓	✓	✓	✓	✓	✓	✓
Household batteries	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ink and toner cartridges	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mattresses (for recycling)	✓	✓	✓	✓		✓	✓		
Mixed cans (in scrap metal)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mobile phones	✓	✓	✓	✓	✓	✓	✓	✓	✓
Other scrap metal	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paint			✓			✓		✓	
Paper	✓	✓	✓	✓	✓	✓	✓	✓	✓
Plastic (soft - pots, tubs, trays)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Plastic (hard – toys)	✓	✓	✓	✓		✓	✓		
Textiles & footwear	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vegetable oil	✓	✓	✓	✓	✓	✓	✓	✓	
WEEE – Cathode ray tubes	✓	✓	✓	✓	✓	✓	✓	✓	✓

Material - Household	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
WEEE – Fluorescent tubes and other light bulbs	✓	✓	✓	✓	✓	✓	✓	✓	✓
WEEE – Fridges and freezers	✓	✓	✓	✓	✓	✓	✓		
WEEE- Large domestic app	✓	✓	✓	✓	✓	✓	✓		
WEEE – Small domestic app	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wood - household	✓	✓	✓	✓	✓	✓	✓	✓	✓

3.2 Duty of care

Warwickshire County Council has a duty of care to ensure that the materials collected for re-use, recycling or composting at the HWRCs are taken to a licensed facility and are processed correctly. The authority carries out site visits to new contractors to ensure its compliance.

Photo 4 Site visit to recyclables destination for paper/card collected at the HWRCs



3.3 Non-household waste accepted at HWRCs

Asbestos is accepted free of charge at the Lower House Farm, Hunters Lane, Judkins and Princes Drive HWRCs but only in small amounts. A resident may take up to three small pieces a month, wrapped and sealed to these sites. Anyone with more than this must make their own disposal arrangements via a private contractor.

Tyres and gas bottles are not accepted free of charge at any HWRC. They are not deemed to be household waste, and as such, it is recommended that they are taken back to garages or returned to place of purchase. Tyres and gas bottles are accepted as commercial waste for a charge at Princes Drive and Lower House Farm, whilst gas bottles are accepted for a charge at Hunters Lane (see section 3.5 for more detail on the commercial waste).

We cannot offer the full range of materials at all sites due to restrictions with space and licensing.

Table 5 Non Household Waste accepted

Material – Non Household	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Asbestos			✓	✓	✓	✓			
Gas bottles/Cylinders			✓	✓		✓			
Plasterboard	✓		✓	✓	✓	✓			
Rubble, soil and hardcore	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tyres			✓			✓			
Wood – non household	✓	✓	✓	✓	✓	✓	✓	✓	✓

3.4 Waste collection authority waste accepted at the HWRCs and transfer stations

The predominant waste type currently tipped at the transfer stations is street sweepings arising from the districts and boroughs road cleaning activities. The street sweepings material consists primarily of sand and soil generated during the routine cleaning of roadways, but may also contain some high levels of seasonal leaf and other miscellaneous wastes such as litter. Due to the techniques used by street sweeping vehicles, when this waste is tipped it often has a higher than average water content.

Although not available as a facility to the public, Burton Farm does have the facility to hold Gas bottles that are fly-tipped or found on site.

Table 6 WCA waste accepted at the HWRCs and transfer stations

Material	Burton Farm	Cherry Orchard	Lower House Farm - WTS	Lower House Farm - HWRC	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Bulky			✓		✓		✓			
Road sweepings							✓			
Flytipping	✓		✓		✓		✓			
Fly tipped chemicals				✓			✓			
Street cleansing			✓				✓	✓		
Clinical				✓			✓			

3.5 Commercial waste

Both the Princes Drive and Hunters Lane HWRCs have been accepting commercial waste for a charge for many years.

In 2013/14 the Princes Drive HWRC handled 6,600 tonnes of commercial waste and the Hunters Lane HWRC handled around 620 tonnes.

In September 2014 a new commercial waste service was launched which extended both the range of services offered at the two existing HWRCs offering commercial services (Princes Drive and Hunters Lane) and the number of sites offering commercial services to support local businesses .

By November 2014 all 8 WCC run HWRCs were offering commercial waste services as described below:

- Commercial Recycling Permits – for a set number of recyclable materials such as paper, cardboard, and glass etc.
- Pre-paid Commercial Waste Sacks – for non-recyclable waste, and
- Pay-As-You-Throw service – for larger quantities of recyclable and non-recyclable waste such as soil & rubble and general waste. Princes Drive and Hunters Lane charge by weight whereas at the other 6 sites without weighbridges charge by vehicle type and waste type.

To date a total of 24 permits have been issued and 1 set of bags sold, which equates to 373 tonnes of waste over the course of the year.

3.6 Re-use shops

Warwickshire is leading authority in utilising on-site charity re-use shops. The purpose of the shops is to drive waste up the waste hierarchy and to divert waste away from disposal through the promotion of re-use, as well as to support the third sector with regards to their charitable purpose and local community benefit.

Photo 5 Example of items sold via HWRC re-use shops



In 2014 a competitive tender was run by WCC to operate all 8 of the WCC run HWRC re-use shops. The tender was made up of 4 different lots:

Table 7 Re-use shop lots

Lot	Service
1	Stockton HWRC and small re-use shop Wellesbourne HWRC and small re-use shop Cherry Orchard small re-use shop Shipston small re-use shop Princes Drive large re-use shop
2	Lower House Farm large re-use shop
3	Hunters Lane large re-use shop
4	Burton Farm large re-use shop

The winning bidder of all 4 lots was a charitable organisation and all eight re-use shops are now being operated by Age UK Warwickshire under a 5 year contract (with an option to extend by a further 5 years).

The added value of Age UK Warwickshire operating the re-use shops across the County is that all of the surplus revenue generated will be invested in services to support older people and their carers in Warwickshire.

Photo 6 Lower House Farm re-use shop



In addition to the 8 re-use shops at the WCC run HWRCs there is also a re-use shop in operation at the Judkins HWRC. The Judkins re-use shop is also run by a by the Second Chance charity.

3.7 Residual waste

A key objective for WCC as the waste disposal authority for Warwickshire is to reduce the amount of residual waste from the HWRCs, in order to minimise disposal costs. Table 8 shows what happens to the residual waste from each HWRC.

Table 8 Residual Waste Destination

HWRC	Main residual waste destination
Burton Farm	Bubbenhall Landfill
Cherry Orchard	Bubbenhall Landfill
Lower House Farm	W2R Energy from Waste facility (via Lower House Farm waste transfer station)
Hunters Lane	Ling Hall Landfill
Judkins	FCC to arrange as per the contract
Princes Drive	Bubbenhall Landfill
Shipston	Bubbenhall Landfill
Stockton	Bubbenhall Landfill
Wellesbourne	Bubbenhall Landfill

As can be seen in table 8, of the HWRCs managed by WCC only the residual waste from Lower House Farm HWRC is sent to recovery via an energy from waste facility. The residual waste from the all other sites goes to landfill and incurs a landfill tax charge (£82.60 per tonne in 2015/16) in addition to the gate fee for disposal.

For disposal at an energy from waste plant the bulky waste element of residual waste from HWRCs would need to be shredded prior to treatment at an energy recovery facility. There could be an opportunity to separate residual waste at the HWRCs so that the non-bulky waste can be sent to the Coventry energy from waste facility with a potential for further future. There are no shredding facilities available at the Coventry energy from waste facility for bulky waste.

The Lower House Farm HWRC residual waste is sent to the Lower House Farm waste transfer station for separating into bulky/non bulky before being sent to the W2R energy from waste facility. The bulky waste is then shredded by the contractor operating the W2R facility before being processed.

3.8 Recyclable markets

All materials coming into HWRCs need to be re-used, recycled, recovered or disposed of appropriately. Decisions are taken on which route the material will go through based on a number of factors including but not limited to, operational requirements, quality of materials, potential cost or income to the authority, market conditions etc. The cost of disposal is a key factor in determining the processing of each material stream and as long as a material can be processed for re-use, recycling or recovery at a price that is cheaper than disposal or it is at least cost neutral then this will be the preferred option for that material.

Over the past few years we have seen a significant decline in the value generated by the sale of co-mingled and source separated recycling in the UK, this is due to a number of factors.

Demand for paper and card has declined in recent years due to advances in digital media and there is no indication of this trend being halted or reversed. On a national level the UK has reduced its consumption of newsprint by nearly 50% in the last ten years. The reduction in consumption has led to one of the key paper mills in the UK (Aylesford Newsprint) closing in February 2015. Another mill operated by UPM has reduced its capacity in Europe by 800,000 tonnes in the first quarter of 2015. WCC carried out an e-auction for its paper and card in March 2014, which resulted in WCC receiving a very competitive price for the paper and card arising at the HWRCs. The contract was recently extended for 1 year (prior to the changes in the market) and as a result WCC has been unaffected by the market changes to date. The market changes could have an impact when the Authority goes out to tender in 2016.

For plastic the falling oil price is leading users of recycled plastic to switch back to virgin polymers as the value of the material falls alongside the cost of oil. WCC carried out an e-auction for its plastic in March 2014, which resulted in WCC receiving a competitive price for the plastic arising at the HWRCs. The contract was recently extended for 1 year (prior to the changes in the market) and as a result WCC has been unaffected by the market changes to date. The market changes could have an impact when the Authority goes out to tender in 2016.

In the past month WCCs wood recycling contract with a local company came to an end. The company did not wish to extend and WCC had to source a new processing facility. Prices for the processing of wood have increased by 350% since the last contract was tendered meaning an extra processing cost of £337,000 per year for WCC. The reason for the price increase is mainly down to overcapacity in the market place.

Recent updates to the Waste Electrical and Electronic Equipment Regulations plus the reduced value of scrap metal reduced the income received by WCC for small electronic appliances (kettles, hair straighteners etc.) taken to the HWRCs by £179,000.

The recycling of new material types will hopefully increase, as new outlets are developed and new recyclers enter the market. WCC will continue to monitor the markets and will explore the potential incorporation of additional materials into existing services, as they become viable. An example of this has been the introduction of mattress and carpet recycling at the larger HWRCs. Mattresses and carpet made up a significant element of the non-recyclable waste collected at the HWRCs and diverting these materials to recycling markets has increased the recycling rate for those sites participating and WCC costs.

3.9 Vehicle restriction policy at HWRCs

A vehicle restriction policy has been in force at HWRCs since 1998. The policy was formulated and implemented following the introduction of Landfill Tax.

The overarching aim of the policy is to stem unlawful deposits of trade and commercial waste at HWRCs which is not classed as Household Waste, and would otherwise incur additional annual disposal costs of more than £1 million for WCC.

In 1999 a small van permit system was introduced for households whose only vehicle in the family was a small car derived van or pick up (less than 2.2 tonnes gross vehicle weight). Permits were valid for one year and allowed an unrestricted number of visits. The vehicle restriction policy was revised by Cabinet in 2009 (with a minor revision in 2010) to accommodate owners of 4 X 4 twin cab pick-ups and streamline trailer restrictions in line with national best practice.

The small van permit scheme was revised again in 2014 to ascertain the scheme was fit for purpose. The annual permit scheme for small, car-derived vans was replaced with an entitlement to six vouchers for disposal of household waste in a permitted vehicle up to six times a year; part of this review was to consult with these users. Valid van permits have been honoured until expiry. The new voucher scheme commenced on 1 July 2014 and there have been no complaints to date regarding this change.

A recent change in legislation (laid out in section 1.3) states that a local authority must not, charge persons resident in its area to:

- c) Enter into, or exit from, a household waste recycling centre; or
- d) Deposit household waste at a household waste recycling centre.

The waste management team has sought legal advice on whether the vehicle restriction policy complies with this legislation. The advice is that this does not affect the present policy, as WCC is still allowing access free of charge.

3.10 Current material restrictions

There are restrictions in place at the HWRCs for certain material types.

Table 9 Material restrictions

Material	Restriction
Inert waste (soil, tiles, bricks etc)	3 x 25 kg bags per household per month
Plasterboard	Maximum of 3 sheets of plasterboard per household per month is accepted at Lower House Farm, Judkins, Hunters Lane, Princes Drive and Burton Farm
Household chemicals and paint	All visits must be pre-booked via a chemical waste disposal form. Only small amounts of household chemicals and paint can be accepted at Lower House Farm and Princes Drive. Paint can also be accepted at Stockton.
Asbestos	3 pieces of asbestos are accepted from householders at Lower House Farm, Judkins, Hunters Lane and Princes Drive.

4 Current performance and data

The recycling rates and waste throughput for each site, as well as progress towards the waste strategy HWRC target are laid out in this section.

4.1 HWRC Recycling rates

The recycling rates for the HWRCs in 2014/15 are shown below in table 10. The overall recycling rate has been calculated using the total waste managed (household, non-household and commercial) by the HWRC from members of the public, traders and charities; excluding any waste being brought in by the district or borough councils (waste entering the HWRC as a transfer station).

As can be seen from the data during 2014/15 the recycling rate varied across the sites. The large variation between the “Site Recycling Rate” and the “NI192 Recycling Rate”, in the main, is due to inert waste such as soil and rubble. Soil and rubble is not classed as household waste. The NI192 rate only refers to waste which is classed as Household waste by the Controlled Waste Regulation 1992.

Table 10 Recycling rates at HWRCs in 2014/15

	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Site Recycling (including non-household e.g. soil and rubble)	73.60%	73.50%	73.70%	72.70%	61.70%	67.10%	74.20%	72.50%	74.70%
NI 192 Recycling Rate	65.78%	68.24%	64.43%	72.14%	55.19%	67.29%	73.33%	66.30%	70.55%
Dry Recycling	49.52%	45.35%	53.25%	50.77%	43.68%	36.56%	53.05%	46.89%	49.82%
Composting Rate	15.33%	21.44%	8.49%	18.70%	10.37%	28.71%	17.88%	15.26%	18.88%
Re-use Rate	0.93%	1.45%	2.69%	2.67%	1.14%	2.02%	2.40%	4.15%	1.85%

The average site recycling rate across all HWRCs in 2014/15 was 71.5%.

The highest performing site in 2014/15 was Wellesbourne. The lowest performing site was Judkins in Nuneaton. Historically this site has always been poor performing, due to a combination of poor facilities, and the large amount of inert waste passing through the site. However a new facility opened in 2014 and it is hoped this will improve the performance in the long term. Since 2010 all HWRCs have recycled

inert materials with the exception of Judkins. FCC has commenced the recycling of inert waste from August 2014.

If progress continues then WCC will be on track to meet the waste strategy target to achieve re-use, recycling and composting levels of 75% across all sites by 2020.

4.2 Waste throughput at HWRCs

4.2.1 HWRC tonnage data for 2014/15

Table 11 and graph 1 show the amount of waste that each HWRC deals with over 12 months varies considerably.

Table 11 Tonnage passing through HWRCs in 2014/15

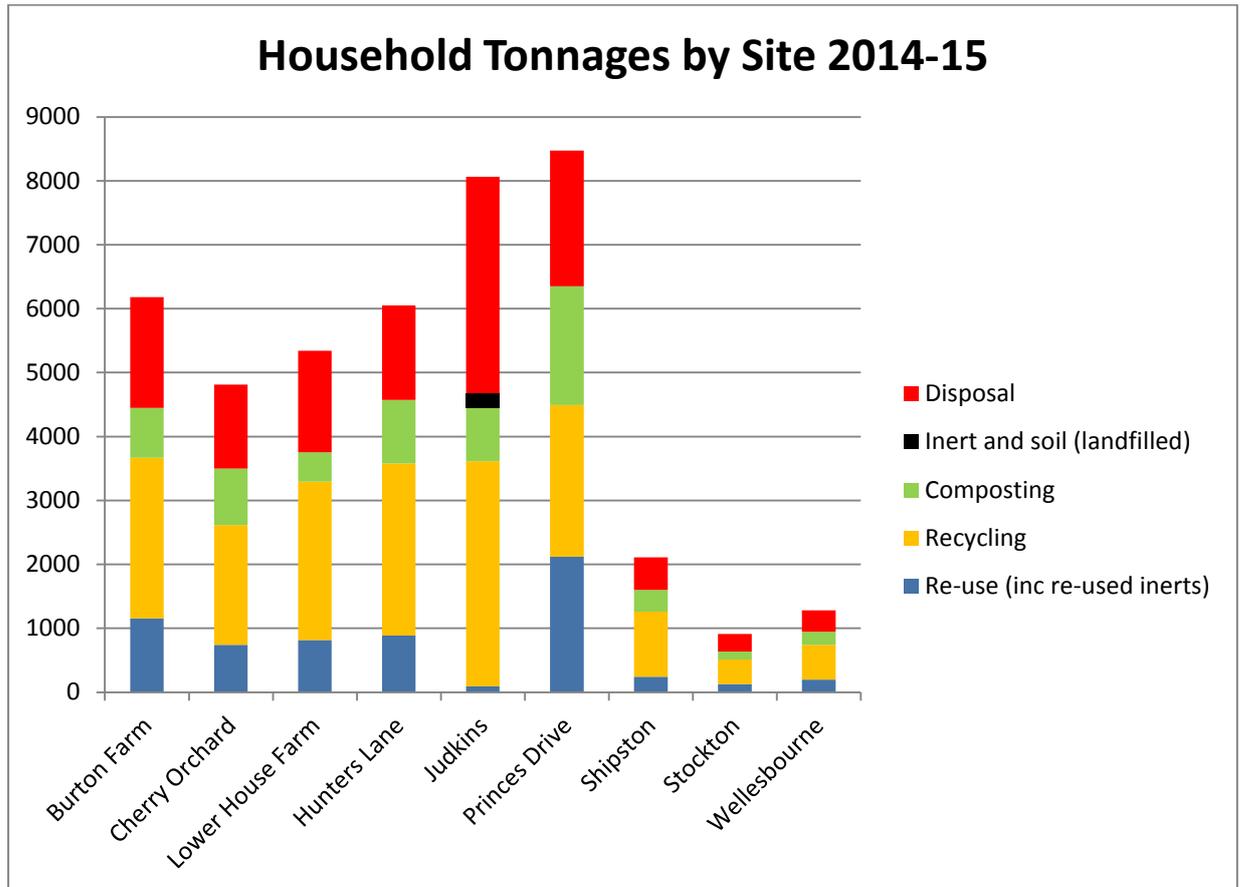
	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Re-use (inc re-used inerts)	1,156	741	815	885	92	2,121	244	128	199
Recycling	2,513	1,874	2,477	2,694	3,522	2,370	1,015	384	541
Composting	778	886	463	992	836	1,861	342	125	205
Inert and soil (landfilled)	0	0	0	0	228	0	0	0	0
Disposal	1,736	1,312	1,587	1,478	3,386	2,121	510	276	338
Total HWRC	6,183	4,813	5,342	6,049	8,064	8,473	2,111	913	1,283
Transfer station waste	90	0	33,868	1,135	0	13,015	0	0	0
Grand Total	6,273	4,813	39,210	7,184	8,064	21,488	2,111	913	1,283

The sites can be split into three categories

- Primary Sites – Those with a throughput of over 7,000 tonnes a year i.e. Lower House Farm, Hunters Lane, Judkins and Princes Drive.
- Secondary Sites – Those with a throughput of between 4,500 and 6,999 tonnes a year i.e. Burton Farm and Cherry Orchard
- Tertiary Sites – Those sites with a throughput under 3,000 tonnes a year i.e. Shipston, Stockton and Wellesbourne

The Primary sites have on average a 10 times greater throughput than the average tertiary site.

Graph 1 Total tonnage passing through HWRCs in 2014/15



4.2.2 Year on year HWRC tonnage and performance

The year on year HWRC tonnage and performance (based on waste diverted from landfill) is provided below:

Table 12 Tonnage passing through HWRCs and recycling rate in 2014/15

Year	Burton Farm	Cherry Orchard	Lower House Farm	Grendon	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne	Total tonnes & average performance
2009/10	6,397 48.8%	5,622 52.4%	N/A	4,660 53.4%	6,729 61.0%	10,548 37.2%	10,354 64.8%	2,735 48.8%	1,118 45.5%	1,838 48.7%	50,001 51.2%
2010/11	6,371 58.4%	5,319 50.8%	N/A	4,385 55.2%	6,500 71.5%	8,741 43.2%	10,567 51.3%	2,621 48.1%	1,113 43.4%	1,638 47.1%	47,255 52.1%
2011/12	6,005 68.7%	5,054 51.1%	N/A	4,200 55.6%	6,288 68.6%	7,944 47.2%	10,359 51.4%	2,454 49.9%	1,078 40.0%	1,580 45.9%	44,962 53.2%
2012/13	5,868 70.6%	4,601 63.8%	N/A	3,619 58.0%	5,899 72.5%	7,754 44.4%	10,230 62.8%	2,183 63.8%	991 64.4%	1,384 64.3%	42,529 62.7%
2013/14	6,087 69.5%	4,814 68.0%	3,368 69.6%	N/A	5,993 72.8%	8,077 42.5%	9,978 67.6%	2,159 72.1%	1,026 67.1%	1,370 68.3%	42,872 66.4%
2014/15	6,183 73.6%	4,813 73.5%	5,342 73.7%	N/A	6,049 72.7%	8,064 61.7%	8,473 67.1%	2,111 74.2%	913 72.5%	1,283 74.7%	43,231 71.5%

This shows that the overall tonnage has in general been steadily decreasing whilst the recycling performance has increased from 53.2% in 2009/10 to 71.5% in 2014/15, a 25.6% increase.

4.2.2.1 Improvements in HWRC performance

The improvement in performance at the HWRCs is due in the main to:

- The introduction of new material recycling streams, made possible due to the increased flexibility of running the HWRCs in-house.
- Behaviour change campaigns including 'sort and save'
- Development of a new HWRC site in Nuneaton and Bedworth borough including on site re-use shop
- Development of a new HWRC in North Warwickshire borough including an onsite re-use shop
- Development and enforcement of site polices such as DIY and vehicle restrictions

4.3 Waste Analysis

Warwickshire County Council has been monitoring waste composition annually at the HWRCs since 2012/13. A further analysis will be carried out in 2016.

The HWRC surveys have focused on the weight and composition of residual waste disposed of at Warwickshire's four largest sites Grendon/Lower House Farm HWRC in North Warwickshire, Hunters Lane HWRC in Rugby, Princes Drive HWRC in Leamington and Burton Farm HWRC in Stratford.

The data from the waste analysis is used to plan and target future behaviour change campaigns.

An overview of the data is provided in this section and a full breakdown of HWRC composition data for 2015 is provided in Appendix 2.

4.3.1 Waste analysis methodology

Residual waste was sampled at weekends and during the week depending on location; this was carried out to give a good overall impression of the residual waste collected at the HWRCs.

Black sacks that were thought to be for the disposal of general household waste were removed from the overall pile. The total amount of this bagged material was weighed and the contents sorted separately. The waste was then combined to give an overall composition of residual waste being disposed of at the HWRCs.

4.3.2 Recyclability of combined HWRC residual waste

On average 58.83% of weekday and 48.01% of weekend residual waste is potentially recyclable (utilising current Kerbside and HWRC recycling services), this gives an average of 53.42% overall. In 2015 this equates to a potential 10,209 tonnes of material that could have been recycled, but was instead sent for recovery (via the energy from waste facilities at Coventry and W2R) or disposal (via landfill at Bubbenhall or Linghall).

Table 13 Recyclability of combined HWRC residual waste

	2012/13 %	2014 %	2015 %
Kerbside recyclable	26.26	30.09	26.16
Site recyclable	39.99	18.67	27.26
Total recyclable	66.25	48.76	53.42

Of the 27.26% site recyclable materials present, 32% are due to recyclable wood and furniture, 25% are due to textiles and shoes, 13% are due to recyclable paper and card with 10% from rubble and plasterboard.

4.3.2.1 Main materials from combined HWRC residual waste

The main materials making up combined HWRC residual waste for the last three years are shown in table 14, along with the actual percentage from the composition data and the estimated annual tonnage.

The previous year's waste analysis data has been included for a comparison, however it should be noted that the overall residual tonnage for 2015 has reduced and the effect of this on the data has been to increase some of the percentages of the main materials listed below, even though the tonnage for that material may not have increased.

For example misc. non-combustible has reduced from 1,241 tonnes in 2014 to 1,109 tonnes in 2015, but the percentage has increased from 5.74% in 2014 to 13.20% in 2015.

Table 14 Main materials making up combined HWRC residual waste with estimated tonnage for 2014/15 and actual percentage

HWRC Waste (inc black sacks composition)	2012/13 Est tonnage and Percentage	2014 Est tonnage and Percentage	2015 Est tonnage and Percentage
Misc. combustible	11,065 tonnes 47.68%	5,892 tonnes 27.24%	7,333 tonnes 38.37%
Paper and card	2,949 tonnes 12.71%	1,678 tonnes 7.76%	2,167 tonnes 11.34%
Misc. non combustible ²	2,397 tonnes 10.33%	1,241 tonnes 5.74%	1,109 tonnes 13.20%
Dense plastic	1,763 tonnes 7.60%	4,683 tonnes 21.65%	2,109 tonnes 11.04%
Textiles	1,747 tonnes 7.53%	2,137 tonnes 9.88%	2,379 tonnes 12.45%
Food and garden	1,469 tonnes 6.33%	2,178 tonnes 10.07%	1,064 tonnes 5.57%
Glass	478 tonnes 2.06%	2,005 tonnes 9.27%	152 tonnes 0.80%

A breakdown of the materials contained in the miscellaneous combustible category is outlined in table 15.

² Includes rubble and plasterboard

Miscellaneous combustibles

Miscellaneous combustibles make up the largest proportion of combined HWRC residual waste. The composition break down for this category is provided below:

Table 15 Materials making up miscellaneous combustibles

Misc. Combustible (inc black sacks composition)	2012/13 Est tonnage and Percentage	2014 Est tonnage and Percentage	2015 Est tonnage and Percentage
Disposable nappies	253 tonnes 1.09%	194 tonnes 0.90%	94 tonnes 0.49%
Shoes	211 tonnes 0.91%	244 tonnes 1.13%	134 tonnes 0.70%
Untreated wood	162 tonnes 0.70%	0 tonnes 0%	359 tonnes 1.88%
Treated wood	589 tonnes 2.54%	778 tonnes 3.60%	451 tonnes 2.36%
Carpet	2,457 tonnes 10.59%	1680 tonnes 7.77%	1,499 tonnes 7.85%
Other flooring	253 tonnes 1.09%	34tonnes 0.16%	344 tonnes 1.80%
Kitchen units	155 tonnes 0.67%	0 tonnes 0%	410 tonnes 2.15%
Furniture	4,267 tonnes 18.39%	1,988 tonnes 9.19%	2,008 tonnes 10.51%
Mattresses	1,703 tonnes 7.34%	0 tonnes 0%	248 tonnes 1.30%
Pet bedding	104 tonnes 0.45%	309 tonnes 1.43%	427 tonnes 2.24%
Other combustibles	909 tonnes 3.92%	661 tonnes 3.06%	1,359 tonnes 7.11%

4.3.2.2 Bagged HWRC residual waste

Results from the surveys showed that a proportion of residual waste being disposed of at the HWRCs is bagged household waste.

Table 16 Bagged household waste

Bagged Household Waste	2012/13 %	2014 %	2015 %
Weekday	21.33	12.05	6.72
Weekend	12.63	23.67	9.79
Average	16.98	17.86	8.26

As can be seen from the data the proportion of bagged household waste has reduced over the three year period. The reason for this could be the 'sort and save' campaign which has taken place at the HWRCs asking members of the public to sort their waste and which sees the site staff splitting open black bags and sorting the contents.

Compositionally black sacks were seen to be different to that of the rest of the residual waste. The materials with some of the highest percentages are provided in table 17:

Table 17 Materials making up bagged household waste

Bagged Household Waste	2012/13 %	2014 %	2015 %
Food	19.40	39.67	19.91
Paper and card	20.40	15.33	25.43
Textiles	11.34	7.42	8.08
Misc. non combustible	11.06	0.59	3.79
Misc. combustible	10.73	9.02	9.38
Dense plastic	9.87	9.04	9.99

4.4 Visitor numbers

At the end of May 2010 vehicle counting equipment was installed at seven of the HWRCs. The vehicle counts have enabled us to gain a snap shot of the vehicles passing through the site each day within hour time slots. There have been a few technical issues with the counters since the installation, so some figures are estimated.

4.4.1 Estimated yearly visits

Due to a lack of complete data it has been necessary to estimate the number of visitors to some of the HWRCs. The estimated yearly visits and other data in table 18 have been worked out using the methods described below:

The car count data for Princes Drive and Cherry Orchard was available for the whole year (2014/15).

For Hunter's Lane, Burton Farm, Shipston and Stockton the car count data for 2014/15 was limited. An annual estimate for each site was produced using the data that was available.

For Judkins, Lower House Farm and Wellesbourne there was no car count data available for the year 2014/15, so the estimates were worked out by using the average waste per visit from the 2010 HWRC review and then dividing it into the total waste throughput for each site in 2014/15.

Table 18 Visitor numbers 2014/15

Site	Visitor Numbers 2014/15	Visitor Numbers 2010/11	Difference between 2010/11 and 2014/15 visitor numbers	Average Weight deposited per visit 2014/15 (kg)	Average Weight deposited per visit 2010/11 (kg)	Wk end usage	Wk day usage
Burton Farm	191,295	210,221	-18,926	32.8	34.0	39%	61%
Cherry Orchard	177,737	198,160	-20,423	27.1	28.0	41%	59%
Lower House Farm	205,462	172,000	+33,462	26.0	N/A	36%	64%
Hunters Lane	196,288	199,453	--3,165	36.3	46.0	40%	60%
Judkins	175,304	300,000	-124,696	44.7	46.0	37%	63%
Princes Drive	327,554	325,043	+2,511	25.9	46.0	41%	59%
Shipston	74,025	78,161	-4,136	28.5	37.0	25%	75%
Stockton	25,896	37,652	-11,756	35.3	31.0	26%	74%
Wellesbourne	36,656	51,297	-14,640	35.0	35.0	30%	70%
Total	1,410,218	1,571,987	-161,769	32.4	37.9	35%	65%

The busiest sites are Princes Drive and Judkins which concurs with the tonnages passing through the sites.

The least busy site is Stockton with less than 1.8% of all HWRC traffic passing through this HWRC. Due to the site only being open Saturday to Monday the weekend/weekday usage ratio is skewed.

4.4.2 Visits per hour

As laid out in section 2.5, the sites have a variety of opening times; this will affect which days and times they are at their busiest.

Table 19 Busiest and quietest HWRC times

Site	Busiest Day	Busiest Hour	Quietest Day	Quietest Hour
Burton Farm	Saturday	11.00 – 12.00	Wednesday	13.00 to 14.00
Cherry Orchard	Saturday	11.00 – 12.00	Wednesday	13.00 to 14.00
Lower House Farm	Saturday	11.00 – 12.00	Wednesday	13.00 to 14.00
Hunters Lane	Saturday	11.00 – 12.00	Wednesday	13.00 to 14.00
Judkins	Saturday	11.00 – 12.00	Wednesday	13.00 to 14.00
Princes Drive	Saturday	12.00 – 13.00	Wednesday	13.00 to 14.00
Shipston	Monday	10.00 – 11.00	Sunday	11.00 to 12.00
Stockton	Saturday	11.00 – 12.00	Monday	14.00 to 15.00
Wellesbourne	Saturday	11.00 – 12.00	Monday	13.00 to 14.00

In the main (across the sites) the busiest time is 11:00 to 12:00.

With the exception of Shipston, which only opens in the morning on the weekend, Saturday is the busiest day of the week.

The sites are generally the quietest at lunchtime on a Wednesday between 1pm and 2pm, with the exception of Shipston and Stockton.

The quietest day at most of the sites is Wednesday, with the exceptions being Shipston (Sunday) and Stockton and Wellesbourne (both Monday). It should be noted that Shipston is only open until 12.15 pm on a Sunday.

4.5 Cost of HWRC service

The current budgeted cost of the HWRC service is £1,838,148, not including the residual disposal from the sites, or costs relating to staff based in the Barrack Street office. In total the HWRCs account for around 13% of the Waste Management budget.

4.5.1 Expected Site Costs in 2015/16

The table below sets out the 2015/16 budgeted expenditure and income for each HWRC.

Expenditure includes employee costs, management fee, premises costs, transport costs, haulage, supplies and services and recycling payments.

Income includes sale of materials, contribution from others (shops or councils), residual waste rebate and trade waste.

Table 20 Budgeted 2015/16 costs by HWRC

Budget breakdown	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Expenditure	£366,568	£214,700	£326,666	£331,770	Commercially sensitive	£776,430	£213,448	£39,504	£47,226
Income	£182,880	£66,300	£270,736	£208,509	Commercially sensitive	£409,931	£57,343	£11,000	£25,500
Total cost to WCC	£183,688	£148,400	£55,930	£123,261	Commercially sensitive	£366,499	£156,105	£28,504	£21,726

The total cost of running the HWRCs has decreased by around £1m per year since 2010/11 when they were brought back in-house with shorter opening hours.

5 Public Opinion

5.1 Customer satisfaction survey 2015

Warwickshire County Council commissioned market research company Osiris to undertake this year's customer survey work at its nine household waste recycling centres. The work was undertaken from the end of February through to the end of March 2015.

Running in parallel with this work an on-line survey was also available via the Warwickshire County Council website.

In total the surveys resulted in 1939 responses; 1321 face to face interviews and 618 on-line responses.

5.1.1 Combined on-line and face to face survey results

By adding together the number of people satisfied via the on-line survey with those from the on-site survey the total number of responders that are satisfied with the sites overall is 97.71%.

The table below shows the combined satisfaction rates for each of the areas surveyed and a comparison with the 2013 data:

Table 21 Satisfaction rate

	Combined satisfaction rate 2013	Number satisfied from 2015 survey	Number completed question in 2015 survey	Combined satisfaction rate 2015
Site opening times	82.7%	1655	1888	87.66%
Traffic queue times	83.6%	1823	1881	96.92%
Signage and information	91.3%	1848	1877	98.45%
Tidiness and cleanliness	93.3%	1865	1882	99.10%
User friendliness	92.4%	1829	1886	96.98%
Staff approachability & helpfulness	94.4%	1818	1876	96.91%
Overall rating of service and facilities	92.9%	1838	1881	97.71%

The combined survey results for each of these survey areas, broken down by HWRC, are available in Appendix 3.

5.1.2 On-line survey results

There were 618 responses to the on-line consultation regarding customer satisfaction with the HWRCs, although not all of the responders answered all of the questions. The survey was promoted on the WCC website with a 'web banner' on the main waste webpage and via a press release. The survey was accessed via the WCC website.

Table 23 shows which HWRC the responder normally uses and shows that over a third of the responders use the Princes Drive HWRC and nearly a quarter use Cherry Orchard HWRC.

Table 22 Online 2015 survey usage

HWRC	Number	Percentage
Burton Farm	21	3.62%
Cherry Orchard	144	24.83%
Lower House Farm	30	5.17%
Hunters Lane	79	13.62%
Judkins	30	5.17%
Princes Drive	199	34.31%
Shipston	15	2.59%
Stockton	23	3.97%
Wellesbourne	39	6.72%
Total	580	

The overall satisfaction rate for the on-line users was 92.92%. The lowest satisfaction rating for the seven areas surveyed was 'site opening times' although more than three quarters of all responders were satisfied. A full summary for each of the areas surveyed are shown in table 23.

Table 23 Online 2015 survey

Facilities	Online HWRC satisfaction levels
Site opening times	77.27%
Traffic queue times	91.68%
Signage and information	97.15%
Tidiness and cleanliness	98.76%
User friendliness	91.56%
Staff approachability and helpfulness	92.21%
Overall rating of services and facilities	92.92%

5.1.2 Face-to-Face survey results

A total of 1,321 customers were surveyed across the whole network of HWRCs. A breakdown of which site the customer was using at the time of the survey shows an even spread across the HWRCs, see Table 24 below

Table 24 Face to face 2015 survey results

HWRC	Number of interviews per site	Percentage Interviews by Site
Burton Farm	133	10.10%
Cherry Orchard	145	11.00%
Lower House Farm	172	13.00%
Hunters Lane	154	11.70%
Judkins	147	11.10%
Princes Drive	158	12.00%
Shipston	136	10.30%
Stockton	158	12.00%
Wellesbourne	118	8.9%
Total	1321	100%

The overall satisfaction rate for the on-site users was 99.8%. The lowest satisfaction rating for the seven areas was also for the site opening times although this was still at 92.20%. A full summary for each of the areas surveyed are shown in Table 25.

Table 25 Face to Face 2015 survey

Facilities	Face to face HWRC satisfaction levels
Site opening times	92.20%
Traffic queue times	99.20%
Signage and information	99.00%
Tidiness and cleanliness	99.20%
User friendliness	99.40%
Staff approachability and helpfulness	98.90%
Overall rating of services and facilities	99.80%

5.2 Satisfaction with HWRCs 2000 - 2015

The satisfaction levels with the HWRCs for the last 10 years are provided below. These are all taken from WCCs annual satisfaction survey.

Table 26 Annual satisfaction survey

Year	% Satisfied
2000/01	76.2%
2001/02	75.8%
2002/03	76.3%
2003/04	74.0%
2004/05	82.3%
2005/06	80.8%
2006/07	83.5%
2007/08	75.9%
2008/09	80.0%
2009/10	74.0%
2010/11	75.3%
2012/13	92.9%
2014/15	97.71%

Source: Best value user satisfaction surveys/ WCC public satisfaction surveys/ Place survey / Partnership survey

As the table 26 shows, the level of customer satisfaction increased in recent years this reflects the time period since the centres were brought back in house. The 2012/13 survey was based on 1,200 responses through a mixture of speaking to customers at the various sites and also on-line responses.

6 Comparisons with other local authorities

6.1 Opening hours

One of the key decisions made by Members following the fundamental review of the HWRCs in 2010 was the reduction of opening hours across all HWRCs. The hours at the HWRCs were reduced in order to make cost savings within the HWRC service. The alternative was to close all the sites two days per week, however reducing hours was the preferred option chosen by the public in an online consultation.

The HWRC opening times changed in January 2012, the current HWRC opening times are 9.30am to 15.15pm on week days (with late night opening until 18.15 on a Wednesday in the summer) and 8.30am to 15.15 at the weekend in the winter (17.45pm in the summer).

Please note Shipston and Stockton have different hours – see table 1 in section 2.4 of this report for full details.

The HWRC's opening hours pre-2012 are provided below:

Table 29 Pre 2012 Opening hours at the HWRCs

	Burton Farm	Cherry Orchard	Lower House Farm	Hunters Lane	Judkins	Princes Drive	Shipston	Stockton	Wellesbourne
Winter									
Monday - Friday	8am to 4.30pm	9am to 4.30pm	9am to 4.30pm	8am to 4.30pm	8am to 4.30pm	8am to 4.30pm	9am to 4.30pm	9am to 4.30pm	8am to 4.30pm
Saturday	8am to 4.30pm	9am to 4.30pm	9am to 4.30pm	8am to 4.30pm	8am to 5.30pm	8am to 4.30pm	9am to 12.30pm	9am to 4.30pm	9am to 4.30pm
Sunday	9am to 4.30pm	9am to 4.30pm	9am to 4.30pm	9am to 4.30pm	9am to 4pm	8am to 4.30pm	9am to 12.30pm	9am to 4.30pm	9am to 4pm
Summer									
Monday - Friday	8am to 6pm	9am to 6.30pm	9am to 4.30pm	8am to 6pm	8am to 6.30pm	8am to 6.30pm	9am to 4.30pm	9am to 4.30pm	8am to 4.30pm
Saturday	8am to 6pm	9am to 6.30pm	9am to 4.30pm	8am to 6pm	8am to 5.30pm	8am to 6.30pm	9am to 12.30pm	9am to 4.30pm	9am to 4.30pm
Sunday	9am to 6pm	9am to 6.30pm	9am to 4.30pm	9am to 6pm	9am to 4pm	8am to 6.30pm	9am to 12.30pm	9am to 4.30pm	9am to 4pm

The implementation of the current HWRC opening hours went well.

The public satisfaction survey carried out in 2015 showed that 87.66% of respondents were satisfied with the opening hours.

Table 30 shows the total number of hours that the HWRCs in Warwickshire and some other neighbouring shire authority areas are open per week (where hours change between summer and winter an average has been taken).

Alongside this, table 30 shows the total number of households for each county and then, to provide a comparison, the number of households served 'per opening hour' that the HWRCs are open (if all the households visited in that week).

Table 30 Opening hours of Warwickshire and neighbouring authorities HWRCs

Authority	Number of HWRCs in the area	Number of HWRC hours per week	Number of households	Number of household served per opening hour
Leicestershire	14	735	281,400	383
Staffordshire	14	878	368,180	419
Warwickshire	9	408	241,890	593
Oxfordshire	7	441	275,920	626
Northamptonshire	10	400	305,310	763
Gloucestershire	5	324 ³	275,230	

The data shows that Warwickshire is ranked third best in terms of the lowest number of households served per hour that the HWRCs are open at 593.

Leicestershire has the lowest number of households served per hour although it is known that Leicestershire are currently reviewing their HWRC provision in order to make £1.1m/year savings by the end of 2016/17. Reducing the opening hours of the HWRCs is one of the areas that are being considered.

Northamptonshire has the highest number of households served per hour. From 1st February 2015 the opening hours were reduced and all of the HWRCs have gone to 5 days out of 7 opening. One HWRC was also closed.

Appendix 4 provides an overview of the HWRC opening hours for neighbouring authorities.

6.2 Cost comparison

Table 28 shows the results of a survey carried out by the waste management team in 2013 to establish unit costs of running HWRC's.

The data shows that Warwickshire was the lowest cost overall in two categories and 2nd in the cost per site visit when compared with the responding authorities.

Table 28 Cost comparison of HWRC provision

Authority	Cost of service per resident	Cost of service per household	Cost per site visit
Warwickshire CC	£3.74	£8.53	£1.22
Hertfordshire CC	£4.27	£10.13	£1.18
Leicestershire CC	£4.91	£11.54	£1.60
Staffordshire CC	£4.03	£9.52	£2.45
Lincolnshire CC	£5.18	£11.34	N/A
East Sussex CC	£4.59	£10.43	£2.42
Herefordshire CC	£12.53	£28.08	N/A
Norfolk CC	£8.12	£17.43	£2.85
Devon CC	£6.12	£13.02	£3.50
Central Bedfordshire CC	£6.07	£16.86	£2.66
Lancashire CC	£3.03	£8.08	£1.62
Oxfordshire CC	£6.15	£14.81	£3.64
Kent County Council	£10.63	£25.02	£5.20
Average	£6.17	£15.02	£2.47

³ Plus access to 2 other HWRCs

6.3 HWRC performance benchmarking

The HWRC performance in Warwickshire and its neighbouring authorities for the year 2013/14 is shown in table 27. This data includes household recycling.

Table 27 HWRC performance in 2013/14

Local Authority	Recycling Rate
Worcestershire	73.17%
Oxfordshire	70.63%
Warwickshire	63.79%
Staffordshire	59.07%
Gloucestershire	58.97%
Leicestershire	56.77%
Northamptonshire	56.62%

Data taken from WDF but reporting differences by each authority may exist

The figure for HWRC performance for household waste in 2014/15 is estimated to be 66.4%. We are unable to provide an estimate for the other authorities as the data is not yet available.

6.4 Other HWRC trends

The national Government has driven a programme of sustained reductions in public spending in order to reduce the budget deficit since 2010. The reductions in public spending have led to organisations looking at new ways of delivering services. Key mechanisms to improve the efficiency of local services have included partnering with other sectors, benefiting from economies of scale, improving logistics and planning, using procurement wisely to benefit from the market and in some cases reducing non-essential services.

Over the last two years there has been a 5% decrease in the number of permanent HWRC sites nationally. Table 31 show the percentage of responding authorities that have either made changes to the level of HWRC provision and/or have specific mechanisms in place designed to monitor use of the sites. It should be noted that permitting schemes include permits for residents and/or permits for vans and large vehicles as well as materials changed for including 'DIY' waste, soils and hardcore, gas bottles and tyres.

Table 31 HWRC provision changes and site monitoring

Changes/Monitoring	Responding Authorities %
	2013/14
Reduced opening hours of HWRCs	5
Have resident only permits	15
Financial arrangement with a neighbouring authority in respect of cross-boundary movement of waste	15
Do charge for the disposal of chargeable waste	31
Automatic number plate recognition in place	42

Although WCC has made changes to the HWRC service it has managed to keep all of the HWRCs open seven days a week whilst still saving £1 million within 12 months of taking the service back in house (2011/12).

Appendix 4 shows more detail on the HWRC service provided by neighbouring authorities.

7 Future demand

7.1 Projected household changes in Warwickshire

The table below shows the projected household changes expected in Warwickshire up to 2031 and any future options for the HWRC service should take these expected increases into account.

Table 32 Predicted changes to Warwickshire households

2012 based household projections				
	2011	2031	Planned growth	Per annum
North Warwickshire	25,862	29,155	3,293	165
Nuneaton and Bedworth	52,808	61,716	8,908	445
Rugby	42,089	51,345	9,256	463
Stratford-on-Avon	52,099	61,404	9,305	465
Warwick	58,714	70,522	11,808	590
Total	231,572	274,142	42,570	2,128

7.2 Local plans

As part of the development of the Local Plans in each district or borough area, consultation has taken place with planning authorities on how to forecast and accommodate the expected increased demand in line with household projections.

Waste generated is based on the population of area, so for each extra person within the catchment extra waste and recyclables will be generated. Statistics show that approximately 1 tonne of waste and recyclables is generated per household per year.

WCC have been responding to each Local Plan and incorporating commentary about future waste disposal needs including infrastructure demands where appropriate.

7.2.1 North Warwickshire

The only site in North Warwickshire is Lower House Farm. The site is shared with Staffordshire County Council. The most recent user survey showed 52% usage by Warwickshire residents and 48% usage by Staffordshire.

It is not foreseen that any extra capacity will be needed at Lower House Farm (except for extending opening hours) to accommodate the proposal to increase the number of homes in North Warwickshire borough by 3,293 and in Tamworth by 3,405. While it is expected that vehicle movements would increase by 3,405 per week (40,188 annually) and the amount of waste being managed would increase if

the number of household's increases as proposed, the site itself will be able to accommodate this increase. This is a relatively new facility and has been designed with the flexibility to increase capacity to cater for future extra demand.

WCC estimates (using current costs based on average visits) that the revenue cost of the HWRC service will increase by around £207,000, including the processing and disposing of the extra waste and staff costs for extended hours (increasing opening hours to 6.30pm for 6 days) . Both the disposal and running costs would be shared between the WCC and Staffordshire County Council.

7.2.2 Nuneaton and Bedworth

Judkins HWRC is the only site within Nuneaton and Bedworth. The site is provided by a private company on behalf of WCC. The company has a further 13 years on their contract, with the option to extend for a further 5 years.

It is not foreseen that any extra capacity will be needed at Judkins to accommodate the proposal to increase the number of homes in Nuneaton and Bedworth borough by approximately 9,000, except for possibly extending opening hours.

While it is expected that vehicle movements would increase by 1,028 per week (53,448 annually) and the amount of waste being managed would increase if the number of household's increases as proposed, the site itself will be able to accommodate this increase. Again, this is a new site with scope to increase capacity if required. Small alterations to storage facilities could be constructed if necessary.

The authority estimates (using current costs based on average visits) that the revenue cost of the HWRC service will increase by around £262,000, including the processing and disposing of the extra and staff costs for extended hours (increasing opening hours to 6.30pm for 6 days).

7.2.3 Rugby

Hunters Lane is the only HWRC in Rugby. The facility was rebuilt in 2008 and was designed with an increased capacity when compared to the previous facility. In addition some residents use Stockton, which is located just outside the district in Stratford although Stockton is presently only open for three days per week, Saturday to Monday.

The proposal in Rugby borough is to increase homes by some 9,256. These extra homes would result in an extra 1,068 vehicle movements per week (55,536 per annum). The Hunter Lane site would be able to accommodate some of the extra demand without extending the opening hours into the evening, due to the reduced usage of this site by 25,000 visits since 2010.

The remaining extra visits could be covered by extending the opening days at Stockton to 7 days per week and refurbishing the facility. The refurbishment could be achieved by enlarging the facility onto the present closed landfill site. Estimated

cost to refurbish Stockton at present day prices is £408,456 based on the capital formula used for the Nuneaton HWRC.

The authority estimates (using current costs based on average visits) that the revenue cost for disposing of waste will increase to around £85,120 if the homes increase as predicted. Staffing costs for extended hours (increasing opening hours to 6.30pm for 6 days) at Hunters Lane and increasing the opening days to seven at Stockton, will further extend the revenue cost for both sites in the region of £156,000 (excluding capital costs of Stockton).

7.2.4 Warwick

There are two sites in the Warwick area these are Princes Drive, Leamington Spa and Cherry Orchard, Kenilworth. In addition some residents use Stockton, which is located just outside the district in Stratford.

With the proposal for 11,800 extra houses in Warwick district, it will be necessary to re-design both of the sites facilities to accommodate the 1,362 extra vehicle movements per week (70,848 per annum) and increase the opening hours of the sites.

At Cherry Orchard HWRC it could be necessary to extend onto the old landfill site to accommodate the increase in skip provision. The estimated cost of this extension is in the region of £241,000.

At Princes Drive an extra waste compactor would need to be installed at a cost of £235,000 (based on the cost of purchase in 2013) to accommodate the extra demand. The skip bays would also need to be re-designed the estimated cost of this would be in the region of £100,000.

7.2.5 Stratford District Council

There are four sites in the Stratford area these are Shipston, Wellesbourne, Stockton and Burton Farm near Stratford-upon-Avon. WCC owns Shipston, Wellesbourne and Stockton; the authority has a 25 year lease for the Burton Farm site that commenced in 2001.

The proposal for 9,305 extra homes in Stratford district is likely to result in an increase in vehicle movements in the region of 1074 per week (55,830 per annum). Based on these figures it will be necessary to refurbish two of the sites to support the extra demand. The Stockton site refurbishment is covered in section 7.2.3.

The Wellesbourne site could become a more strategic site for a much bigger HWRC (estimated capital investment expected to be in the region of £1.5 million). The strategic site could then replace Burton Farm when the lease expires in 2026. The site could also be used as a waste transfer site for Stratford District Council waste services if found to be financially beneficial to both parties. Overall this would result in a reduction of one facility, but the new site would be designed to accommodate

the increased demand would also reduce long term leasing costs in the future (estimated leasing charges £2 million).

WCC estimates (using current costs based on average visits) that the revenue cost of disposing of waste at Burton Farm will increase to around £246,240. Staff costs for extending hours to 6.30pm for 6 days at Burton Farm. Estimated cost for remaining sites would be in the region of £166,000. Shipston increased opening hours would only be able to be Monday to Friday due to planning conditions. Wellesbourne and Stockton estimate can be seen in section 7.2.3.

8 Potential options for the future HWRC service

There are a number of options that could be considered to amend the existing HWRC provision now or in the future. An overview of these options is provided below.

8.1 Amend opening days or hours

8.1.1 Reduced days of opening

A number of authorities have introduced reduced hours of opening across their HWRC service. Reduced opening works by rotating the days the sites are open across the service area. It should be noted that the sites are usually kept open over the weekend. Staffordshire County Council is one authority to operate five day opening across their sites.

WCC looked at this reduced hours of opening as part of the 2010 HWRC review and consulted the public. The result from the public consultation was that users stated a preference for shorter opening hours rather than a reduction in the days of opening.

In addition Burton Farm, Lower House Farm, Hunters Lane and Princes Drive HWRCs are used by the collection authorities to deposit bulky waste or street cleansing, the sites need to be staffed Monday to Friday to accept this material and as such savings are not possible from these sites.

The number of days opening at Cherry Orchard, Shipston and Wellesbourne (Stockton is only open 3 days a week) could potentially be reduced, however the saving would only relate to reduced staff costs and so would only be in the region of £24,000 pa for a one day reduction and £48,000 pa for a two day reduction.

It is not recommended that this option is taken forward for consideration as it would place extra pressure on the already short hours of opening and only has scope to make marginal savings.

8.1.2 Reduced hours of opening

The service already operates reduced opening hours Monday to Friday following a previous review and the need to operate waste management services on a reduced budget. Further reductions would result in half day closures and would not realistically achieve any financial benefit due to the shift working of staff.

In addition, household and population growth is expected to result in increased demand across the HWRC portfolio in future years. This option is not considered to be viable.

8.1.3 Increased hours of opening

Providing additional HWRC service hours is likely to deliver best value for money in terms of enhancing HWRC provision to meet the demand from population increases when compared with extending the footprint of sites and the associated capital works.

In Warwickshire the HWRCs are generally open for 46 hours per week in winter (1st October to 31st March), and 52 hours per week in summer (1st April to 30 September), although some variations exist due to planning constraints. If the opening hours were extended to 8.30 to 4.30 seven days per week during the winter (56 hrs) and to 8.30 to 6pm seven days per week in the summer (66.5 hours), this would increase the current opening hours by 25%. The associated increase in staff costs would be in the order of £175,000 based on current prices.

The authority would need to work out when the extra hours would be required by considering the current HWRC provision and network density, visitor numbers per hour and satisfaction with service.

This option should be considered for implementation when the service becomes oversubscribed due to increased demand.

8.2 Charge for non-household waste

Construction and demolition waste from households is not defined as household waste for the purposes of section 51 of the Environmental Protection Act 1990, which sets out the duty for waste disposal authorities (WDAs) to provide HWRCs to residents to dispose of their household waste.

Examples of construction and demolition waste from households include:

- doors and windows;
- fitted kitchens;
- fitted wardrobes;
- inert material such as rubble, concrete, bricks and roof tiles;
- plasterboard;
- soil from landscaping activities; and
- any other building materials.

In Warwickshire DIY waste such as soil, tiles, bricks etc. can be disposed of in small quantities of 3 x 25kg bags per household per month. The HWRCs also accept plasterboard at some sites at a maximum of 3 sheets per household per month. For quantities in excess of this commercial waste charges apply. There is also a charge for certain non-household items such as tyres and gas canisters.

WCC could introduce charges for other certain non-household materials such as door and windows, fitted kitchens, fitted wardrobes etc. The input of DIY material to the HWRCs in 2014/15 is provided in table 33. The costs shown are the actual costs of processing each material in 2014/15 with no overhead costs included.

Table 33 WCC non-household waste disposal costs

Waste Type	Total tonnes 2014/15	Disposal cost per tonne	Haulage cost per tonne based on 10 miles	Overall cost per tonne	Total annual cost
Plasterboard	541.41	£70.00	£10.90	£80.90	£43,800
Wood/ Chipboard	1,402.07	£52.50	£9.50	£62.00	£86,928
Inert (soil, rubble)	5,842.78	£4.73	£4.20	£8.93	£52,176
Asbestos	54.56	£180.00	£0	£180.00	£9,821
Total	7840.82				£192,725

Charging for non-household waste is an option worth considering particularly in light of recent significant increases in wood recycling.

8.3 Rationalisation of HWRCs

The HWRCs could be rationalised to provide larger strategic sites in more central locations. For example replacing Burton Farm (once the lease runs out) and other nearby sites or replacing Princes Drive and other nearby sites with a purpose built new site at a central location and also include facilities similar to those at the Lower House Farm site e.g. waste transfer station and WCA depot facilities. There may be potential for the 'old' sites to be developed for other uses.

A more detailed appraisal of options for rationalisation is recommended. There are potential benefits, including improved strategic locations and cost savings.

8.3.1 Recycling only centres

Stockton and Wellesbourne HWRCs are small sites and currently have a waste throughput of around 1000 tonnes per annum; these sites could be turned into recycling only sites. The benefit of this is that members of the public would have to sort their material before coming to the site if they wished to continue to use this facility. The downside with this option is that demand will drop to non-viable levels if the public do not respond to this different service offer.

Only a small saving would be achieved (c. £10,000), so this option is not considered worth pursuing.

8.4 Expansion of materials

The recycling of new material types will hopefully increase, as new outlets are developed and new recyclers enter the market. WCC will continue to monitor the markets and will explore the potential incorporation of additional materials into existing services, as they become viable. Our in-house provision of HWRCs means

that WCC retains the flexibility to add recycling streams and respond quickly to market developments and opportunities to support a vibrant local recycling market.

It is recommended that WCC continues to expand material streams as they become viable.

8.5 Plan for a new waste facility in the south of the county

The basis of this project is to consider the feasibility of a co-located HWRC, Waste Collection Authority (WCA) depot and waste transfer station (WTS) in Stratford. The HWRC would need to be large enough to accommodate current and future population demand. The WCA depot located at the site should include space for the waste collection contract, offices, storage, general management etc. The waste transfer station would mainly be for transferring residual waste from Stratford to the disposal point.

The benefits of having the depot and the WTS co located is that the refuse collection vehicles could take their material to the WTS, bulk load onto an artic lorry for delivery to the disposal point. The benefits of this way of working are that there would be less downtime on the refuse collection vehicles, reduced haulage costs and reduced excess haulage payments.

The project would be a long term scheme, which may be phased in over a number of years depending on contract/lease timescales. The Burton Farm lease has 15 years remaining. The Stratford District Council collection contract has 7 years left to run.

It is recommended that a feasibility study is carried out to see if there are any benefits for Stratford District Council and Warwickshire County Council in pursuing this scheme.

8.6 Partnership working with neighbouring authorities

As outlined in section 2 of this report WCC already shares two HWRCs with neighbouring authorities (Lower House Farm and Shipston) and this is working well. The Authority could extend joined up working with neighbouring authorities further and potentially share facilities close to boundaries in Rugby, Nuneaton and North Warwickshire.

Informal discussions have taken place already and it is recommended that the Authority investigates further with neighbouring authorities. A recent survey carried out shows the use of sites by non-Warwickshire residents, the detail can be seen in Appendix 5.

8.7 Behaviour change

It is vital for residents to know where sites are located, opening times, which wastes can be recycled and whether there are any restrictions. It is also important to promote other messages such as the cost of waste disposal and landfill tax, feedback on recycling rates, thank you messages, myths busting on what can/cannot be accepted, as well as highlighting what happens to recycling once it is collected.

As part of the waste strategy update in 2013 it was agreed that the Partnership would aim to raise the profile of HWRC recycling and composting in Warwickshire.

The waste strategy implementation group has put together a plan for this work. As part of this plan HWRC canvassing will take place across the sites in summer 2015. Canvassing will also take place in 2016.

8.8 Changes to HWRC policies

WCC could make a number of changes to current HWRC policies to change the service provision, including:

8.8.1 Charity permit

WCC currently issues approximately 135 permits each year to charities and parish councils allowing these bodies to dispose of household and non-household waste at no charge.

The Authority could revoke these permits (and charge for non-household waste) however the tonnages are so small and the community benefit such that it is not recommended to take this option forward at the present time.

8.8.2 Vehicle restriction policy

As covered in section 3.9 the vehicle restriction policy was reviewed in 2014 and as such no review or change is recommended at this time.

8.8.3 Resident permit

Local authorities are obliged to provide HWRCs for residents to dispose of their household waste free of charge. The sites must be reasonably accessible and available at all reasonable times. Other wastes can be also accepted (household waste from non-residents or non-householders, or non-household waste) and charges may be levied for the disposal of these wastes.

WCC and its neighbouring authorities (with the exception of the Redditch HWRC operated by Worcestershire) have operated an open cross border policy whereby

residents in neighbouring areas have been able to use sites in Warwickshire and vice versa. This principle has worked satisfactorily in most areas and where there has been significant use by another authority WCC has worked in partnership to find a solution where possible. In addition there has been an acceptance by most authorities that some cross boundary movement of waste has taken place over the years and is indeed inevitable.

Some authorities are now considering the introduction of residency permits and if these are implemented it may be necessary to consider the introduction of a permit system across Warwickshire as a whole or on an area by area basis.

The recent customer satisfaction surveys show that 14 % of users come from outside the county boundary; most of users are from Staffordshire or Gloucestershire and both of these contribute to our HWRC costs. Appendix 5 shows a breakdown of out of county users.

8.8.4 Hazardous waste policy

WCC accepts small amounts of household chemicals and paint from members of the public free of charge at limited sites on specified days. All visits with chemicals, hazardous waste or paint need to be pre-booked. Household chemicals are only accepted at two sites these are Princes Drive in Leamington Spa and Lower House Farm in North Warwickshire. Paint is accepted at three sites including Princes Drive in Leamington Spa and Lower House Farm in North Warwickshire and Stockton HWRC.

The authority could amend the policy so that more sites can accept household chemicals and/or paint, however this work would need to be carefully planned and the potential cost worked out. The increase in cost for expanding this service would relate to the permit from the environment agency which would need to be reviewed and updated, the investment for correct storage for chemicals and/or paint and if space is available at the site⁴, the additional cost associated with having a trained chemist on site as well as the disposal charges.

It is not recommended that this service provision is extended at the present time due to the cost implications and financial pressure being put on the service from reduced recycling income and increases in disposal costs due to wood processing prices increasing.

8.9 Contract out HWRCs

Officers have not investigated and would not recommend the contracting out of the HWRCs as part of this review, as since bringing the HWRCs back in-house Warwickshire County Council have seen a number of benefits.

⁴ Hunters Lane has been considered previously for paint acceptance, but there was no available storage space

The benefits include; savings of around £1m a year and a much greater level of flexibility of implementing changes without the need for negotiations with contractors. One example of this was the introduction of commercial waste services at all 8 of the 'in-house' HWRCs. Negotiations continue with the contractor to implement a similar service at the ninth HWRC facility.

5. LEGISLATION

Civic amenity sites, now more commonly known as household waste and recycling centres (HWRCs), were originally set up under the [Civic Amenities Act 1967](#). This stated in Part III (18) that the duty of a local authority was:

'to provide places where refuse, other than refuse falling to be disposed in the course of a business, may be deposited at all reasonable times free of charge by persons resident in the area of the authority and, on payment of such charges (if any) as the authority think fit, by other persons.'

Since the 1967 Act there have been numerous legislative changes, such as the Waste Electrical and Electronic Equipment (WEEE) Regulations, to define the responsibilities of local authorities and influence the management and recycling requirements at HWRCs. The overarching legislation is discussed in this section, starting with a focus on the legal definitions of waste, including different types of waste. Health and safety issues and responsibilities are also discussed in detail.

- 5.1 Definition of waste
- 5.2 The Environmental Protection Act 1990
- 5.3 The Controlled Waste Regulations
- 5.4 The Waste Framework Directive
- 5.5 The Waste Shipment Regulation
- 5.6 Waste Management Licencing and Environmental Permitting
- 5.7 The Waste Electrical and Electronic Equipment (WEEE) Regulations
- 5.8 The Localism Act, England
- 5.9 Scotland: The Waste (Scotland) Regulations 2012 and the Zero Waste Plan
- 5.10 The Review of Waste Policy in England
- 5.11 Health and safety

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5.1 DEFINITION OF WASTE

Understanding and applying the definition of waste, and those of different types of waste, is a vital aspect of managing HWRCs. These definitions can fundamentally affect the operation of sites, including requirements to charge for disposal of certain wastes. The Government plans to publish guidance on the legal definition of waste and its application. In the meantime, Defra's draft [guidance for consultation on the definition of waste](#) from 2010 may be of use. The [Waste Framework Directive \(2008/98/EC\)](#) defines waste as:

'any substance or object which the holder discards or intends or is required to discard.'

Waste managed at HWRCs should be household, industrial or commercial waste. All these wastes are classed as 'controlled waste', which is defined in [section 75 of the Environmental Protection Act 1990](#) (EPA 1990) and through the [Controlled Waste \(England and Wales\) Regulations 2012](#). Although generically HWRCs could take in all controlled waste it depends on their permit in England and Wales or Licence in Scotland as to whether they can actually take them in on a site specific basis.

5.1.1 Household waste

'Household waste' is defined in the EPA 1990, and comprises:

- all waste collected by waste collection authorities (WCAs) under [section 45\(1\) of the EPA 1990](#);
- all waste arisings from HWRCs established under [section 51\(1\)\(b\) of the EPA 1990](#), as explained in [Section 5.2](#); and
- waste collected by third parties for which collection or disposal re-use or recycling credits are paid under [section 52 of the EPA 1990](#).

It should be noted that the Controlled Waste (England and Wales) Regulations 2012 have also more recently provided a definition of what is considered Household Waste.

5.1.2 Municipal waste

The definition of municipal waste as described in the Landfill Directive includes both household waste and waste from other sources which is similar in nature and composition. This is likely to include a significant amount of waste generated by businesses and not collected by local authorities. Before the directive was implemented in the UK, 'municipal waste' referred to waste collected by local authorities. In 2010, following a consultation and negotiations with the EU Commission, national targets were redefined and in future references to 'municipal waste' will refer to the new definitions, as set out in the Defra note '[Local authority collected waste – Definition of Terms](#)':

- Local authority collected municipal waste (LACMW) refers to the previous 'municipal' element of the waste collected by local authorities. It includes household waste and business waste, as well as other waste which is similar in nature and composition, as required by the Landfill Directive.
- Local authority collected waste (LACW) refers to all waste collected by the local authority. This is a slightly broader concept than LACMW, as it would include both municipal waste and non-municipal fractions, including construction and demolition waste.

5.1.3 DIY, construction and demolition waste

Construction and demolition waste from households is not defined as household waste for the purposes of [section 51 of the EPA 1990](#), which sets out the duty for waste disposal authorities (WDAs) to provide HWRCs to residents to dispose of their household waste.

DIY waste is classed as household waste if it results from work a householder would normally carry out. However interpretation differ on the householder's ability to perform certain home improvement tasks and if a householder employs the services of a trades person to perform domestic tasks consideration must be given the classification of the resultant waste.

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Examples of construction and demolition waste from households could include:

- doors and windows;
- fitted kitchens;
- fitted wardrobes;
- inert material such as rubble, concrete, bricks and roof tiles;
- plasterboard;
- soil from landscaping activities; and
- any other building materials.

Local authorities understand that such waste can be generated by householders, and they therefore need to dispose it. Several authorities have limited the quantity that can be disposed of for free within their HWRC network, which minimises abuse from traders while providing a service to householders. An example is provided below.

Example

Leicestershire County Council states on its website that, like many local authorities, it accepts construction and demolition waste from households at HWRCs. To control the input of such wastes, the council restricts the amount that can be delivered to its sites to:

- six bin liners of construction and demolition waste from each resident's home every six months, brought in a car; and
- four items that were fitted to the house, such as doors, windows, radiators or fitted units, every six months.

This issue is further discussed in [Section 7](#), along with advice on monitoring restrictions. On sites where commercial waste and household waste are collected together, local authorities will need to measure how much waste originates from each source. This is so that they can be reported on separately, as with other types of waste entering the site.

5.1.4 Hazardous waste

In England and Wales certain wastes are classified as hazardous. In Scotland the term Special Waste is used. Waste is considered 'hazardous' when it contains substances or has properties that might make it harmful to human health or the environment. The Environment Agency's interpretation of the definition and classification of hazardous waste can be found in their technical guidance [WM2](#). WM2 is used by the nations to determine whether waste is considered hazardous/special or not for classification and regulatory purposes.

Wastes brought to an HWRC will fall into one of three categories:

- always hazardous, such as lead acid batteries and fluorescent tubes;
- never hazardous, such as edible oil; or
- may be hazardous and needs to be assessed, such as paint.

While some of these wastes are not legally hazardous, they can be difficult to dispose of, causing mess and nuisance if they are disposed of incorrectly, or if spillages or breakages occur. [The National Household Hazardous Waste Forum](#) (NHHWF) therefore defines [household hazardous waste](#) as:

'any material discarded by a household which is difficult to dispose of or which puts human health or the environment at risk because of its chemical or biological nature.'

While this is not a legal definition, it clearly indicates that HWRC site staff need to manage some wastes with more care and attention than others. Although it is no longer an active forum, the [NHHWF website](#) and the [Haz Guide](#), still host useful and relevant information.

The EU Hazardous Waste Directive (HWD) 1991, as amended, aims to provide a Europe-wide definition of hazardous waste and to ensure its correct management and regulation. The HWD identifies wastes which are hazardous, on the grounds that they possess one or more of 14 hazardous properties. A comprehensive list of all wastes, including hazardous waste, is available in the [European Waste Catalogue](#).

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Asbestos

Asbestos should only be accepted at HWRCs that have suitable facilities and the resources to accept it. Guidance is available from the Health and Safety Executive (HSE) on [Safe Handling of Asbestos Waste at Civic Amenity Sites](#). Asbestos may be accepted for free but some authorities do charge or set limits on quantities accepted. Householders may be requested to make arrangements for the disposal of asbestos, and may also be provided with plastic sheeting in which to bag the asbestos before arriving at the site.

The HWD is implemented in the UK through the following legislation:

- **England and Wales:** The HWD is implemented through the [Hazardous Waste \(England and Wales\) Regulations 2005](#) and the [Hazardous Waste \(Wales\) Regulations 2005](#). These regulations were amended by the [Hazardous Waste \(England and Wales\) \(Amendment\) Regulations 2009](#) and the [Hazardous Waste \(Wales\) Amendment Regulations 2009](#). They have also been amended by [Schedule 2 of the Waste \(England and Wales\) Regulations 2011](#). Hazardous waste is defined within the [List of Wastes \(England\) Regulations 2005](#) and the [List of Wastes \(Wales\) Regulations 2005](#).
- **Scotland:** Rather than implement a new set of regulations to take account of the HWD, Scotland amended the Special Waste Regulations so that the [Special Waste Amendment \(Scotland\) Regulations 2004](#) and the [Waste \(Scotland\) Regulations 2011](#) include provisions for enforcing the HWD.
- **Northern Ireland:** The [Northern Ireland Environment Agency](#) is responsible for enforcing the [Hazardous Waste Regulations \(Northern Ireland\) 2005](#). These were amended by regulations 45 to 63 of the [Waste Regulations \(Northern Ireland\) 2011](#) and the [Environmental Protection \(Disposal of Polychlorinated Biphenyls and other Dangerous Substances\) Regulations \(Northern Ireland\) 2000](#). Again, these contain provisions which implement the HWD.

5.1.5 Bulky waste

The legal definition of 'bulky waste' in the [Controlled Waste Regulations 1992](#) and [Controlled Waste Regulations \(Northern Ireland\) 2002](#) is:

- any article of waste which exceeds 25 kilograms in weight; and/or
- any article of waste which does not fit, or cannot be fitted into:
 - a) a receptacle for household waste provided in accordance with [section 46 of the Environmental Protection Act 1990](#); or
 - b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length.

The [WRAP Bulky Waste Guidance](#) describes common practice in defining what constitutes bulky waste.

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5.1.6 Commercial waste

Commercial waste is waste generated from premises used wholly or mainly for the purposes of a trade or business. The [Controlled Waste \(England and Wales\) Regulations 2012](#) list wastes that should be treated as commercial waste. Commercial waste does not include household, agricultural or industrial waste.

If waste is generated within a residential home or garden, but as a result of a business activity (for example garden waste generated by a landscape gardener or building waste as a result of removing a fitted kitchen), it is defined as, and therefore subject to regulation as, commercial waste.

5.1.7 Re-use

In the revised Waste Framework Directive, the definition of 're-use' is split into two categories, as is currently the case in England and Wales. Some re-use is categorised as 'waste prevention', which means that measures have been taken before a substance, material or product is allowed to become waste. The other category includes items that have become waste, and therefore the items are categorised under 'preparing for re-use'. This type of activity can and does occur at HWRCs. 'Preparing for re-use' refers to checking, cleaning, repairing or recovery operations, which enable products or components of products that have become waste to be re-used without any other pre-processing. Any site considering undertaking direct reuse or preparation for reuse should consult with the relevant regulatory to ascertain the regulatory requirement applicable to their sites and activities.

Clothes, bric-a-brac, electrical and electronic equipment and furniture can be repaired or refurbished and then sold on. Re-usable items at HWRCs can be segregated for off-site or on-site sale; further details are included in [Section 4.9](#). HWRCs that are designated collection facilities (DCFs) for WEEE should consider the [BIS Code of Practice for the collection of WEEE from DCFs](#), which states that there should be systems in place to identify WEEE suitable for refurbishment and re-use.

In Scotland, the [Scottish Environmental Protection Agency \(SEPA\)](#) states that:

'SEPA consider waste to remain waste until fully recovered. The fact that the holder of the waste may have a use for the waste or that the waste may have a value does not necessarily mean that it is not being discarded or that it has been fully recovered [...] The fact that an item has been donated does not mean that it is not waste or that it ceases to be waste, as the decision to discard usually precedes the decision to donate.'

SEPA also states that:

'Goods given to charity shops are generally waste. They may be considered to be fully recovered when they are sorted and put on the shelf for re-sale [...] Goods 'donated' to charitable organisations for refurbishment or re-use are generally waste. They may be considered to be fully recovered only when they are refurbished, treated and/or sorted and made available for (re)sale.'

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5.1.7.1 End of Waste

The revised Waste Framework Directive (rWFD) contains criteria which can be used to determine when certain materials recovered from waste cease to be waste and become products that are outside of waste controls. The rWFD contains generic criteria for end of waste, stating that waste ceases to be waste when it has undergone a recovery operation (including recycling) and:

- the substance or object is commonly used for specific purposes;
- a market or demand exists for such a substance or object;
- the substance or object fulfils the technical requirements for the specific purposes and meets the existing legislation and standards applicable to products; and
- the use of the substance or object will not lead to overall adverse environmental or human health impacts.

The Environment Agency has worked with WRAP, the Northern Ireland Environment Agency and the Welsh Government on the [Waste Protocol Project](#). The project is looking at the recovery of what is currently defined as waste, and how it can lose the associated stigma and regulatory burden. Examples of wastes that may be received at an HWRC and for which final quality protocols have been published include:

- cooking oil;
- source-segregated biodegradable material for compost;
- flat glass;
- plasterboard; and
- tyres.

Segregation of these types of wastes will therefore be encouraged, as the quality protocol will help to open up markets for their recycling into new products. While many of these waste streams are already segregated at HWRCs, the demand for segregating these and other materials may increase as new markets are found.

The definitions on the previous page illustrate that not only the type of waste but also its source defines how it should be classified. Because it can be difficult to interpret the sources of waste, many local authorities take a pragmatic view regarding what is and isn't acceptable at their sites.

Note that HWRCs can also charge for household waste for non-residents (see [Section 8.2](#) for discussion of cross-border waste management); and that additional discretionary facilities that are not HWRCs under the EPA 1990 may also be able to charge to receive household waste (see [Section 9](#)).

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5.2 THE ENVIRONMENTAL PROTECTION ACT 1990

HWRCs are provided under the [EPA 1990](#). The relevant part of the act, [section 51](#), states that:

- (1) It shall be the duty of each waste disposal authority to arrange—
- a) for the disposal of the controlled waste collected in its area by the waste collection authorities; and
 - b) for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited;
- (2) The arrangements made by a waste disposal authority under subsection (1) (b) above shall be such as to secure that—
- a) each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area;
 - b) each place is available for the deposit of waste at all reasonable times (including at least one period on the Saturday or following day of each week except a week in which the Saturday is 25th December or 1st January);
 - c) each place is available for the deposit of waste free of charge by persons resident in the area; but the arrangements may restrict the availability of specified places to specified descriptions of waste.
- (3) A waste disposal authority may include in arrangements made under subsection (1) (b) above arrangements for the places provided for its area to be available for the deposit of household or other controlled waste by other persons on such terms as to payment (if any) as the authority determines.'

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What does the EPA 1990 section 51 mean?

The waste disposal authority has a duty to provide HWRC facilities. However, there is no mention of the number of facilities needed save the requirement for them to be 'reasonably accessible to persons resident in the area'. Therefore, an authority may decide that one facility satisfies that duty, whereas other authorities may consider that they require more sites (see [Section 2.2](#) which discusses standard levels of HWRC provision). It also means that not all wastes have to be accepted at all sites; for example, asbestos may be excluded at a particular HWRC.

Local authorities are obliged to provide HWRCs for residents to dispose of their household waste free of charge. The sites must be reasonably accessible and available at all reasonable times. Other wastes can be also accepted (household waste from non-residents or non-householders, or non-household waste) and charges may be levied for the disposal of these wastes.

[Section 34 of the EPA 1990](#) and the Waste (England and Wales) Regulations 2011 places a duty to manage and transfer waste in a way that enables its safe recovery or disposal on:

- all producers, carriers and importers of controlled waste;
- anyone who keeps, treats or disposes of controlled waste; or
- anyone who has control of such waste as a broker.

This is known as the 'duty of care', and it is particularly pertinent when local authorities are using third parties to treat or dispose of waste from their HWRCs. Failure to comply with this duty could result in wastes being handled or disposed of by illegal traders or exported illegally. This can obviously lead to environmental concerns, but may also cause reputational damage to the local authority. A local authority could be prosecuted for failing to comply with its duty of care under section 34 if it does not take all such measures in its capacity as are reasonable in the circumstances.

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The repeal of section 1 of the Refuse Disposal Amenity Act 1978

Until recently, there was a conflict between section 1 of the Refuse Disposal Amenity Act 1978 (RDAA 1978), which placed the duty to provide HWRCs on local authorities in their role as waste collection authorities (WCAs), and section 51 of the EPA 1990, which assigns the duty to waste disposal authorities (WDAs).

This was an issue for two-tier authorities in London, where WCAs historically held responsibility for providing HWRCs.

Following consultation with English and Welsh local authorities in 2010, Defra repealed section 1 of the RDAA in those parts of the UK with effect from 1 April 2012 (section 1 of the RDAA did not extend to Northern Ireland, and the section 1 RDAA repeal in the EPA does not extend to Scotland).

5.3 THE CONTROLLED WASTE REGULATIONS

The definition of household waste in section 75(5) in the EPA 1990 was further clarified in the [Controlled Waste Regulations 1992. Schedule 1 of the regulations](#) defined such waste according to its source rather than its content. This was problematic for HWRC operators because it was sometimes difficult to establish the source of waste once it has been brought to an HWRC for disposal. For example, traders may try to dispose of wastes arising from commercial activities under the guise of their own household waste.

[Section 5.1](#) of this guide discusses the definition of different types of waste including household, commercial and hazardous waste.

Defra and the Welsh Government have replaced the [Controlled Waste Regulations 1992 with the Controlled Waste \(England and Wales\) Regulations 2012](#). The new regulations came into force in April 2012 and replaced Schedule 1 of the 1992 regulations with an updated schedule defining household waste, still by reference to its origin, but introducing some exceptions. The changes relevant to the management of HWRCs include:

- some waste previously designated as household waste, such as waste from camp sites and halls used for public meetings, being classified as 'commercial waste' for which charges can be made; and
- waste from a 'charity shop selling donated goods originating from domestic property' being classed as household waste, but waste from 'premises occupied by a charity and wholly or mainly used for charitable purposes' being classed as commercial waste, except if the waste is from a place of worship in which case it will be treated as household waste.

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5.3.1 Charging householders

The Controlled Waste (England and Wales) Regulations 2012 describe waste which is to be treated as household waste, industrial waste or commercial waste, and specifies (under section 45(3) of the 1990 Environmental Protection Act) the types of household waste for which a collection charge may be made. In addition, it specifies that certain types of household waste are to be treated as commercial waste for the purpose of enabling a charge to be made for the collection of the waste and, in some cases, its disposal under section 45(4) of the 1990 Act.

However, the Regulations also specify that waste from construction or demolition works, including preparatory works should be “treated as household waste for the purposes of section 34(2) and (2A) of the Act only (disapplication of Section 34(1) and duty on the occupier of domestic property to transfer household waste only to an authorised person or for authorised transport purposes)”.

A number of local authorities are charging householders to deposit (large) amounts of construction and demolition type waste. It is suggested that local authorities consult their own legal team regarding the 2012 regulations and their position on charging to accept certain types of waste.

[Section 93 of the Local Government Act 2003](#) allows local authorities to charge for discretionary services, so long as the authority is authorised but not required by law to provide the service and the person using the service has agreed to its provision. The local authority can recover the costs of providing discretionary services but it cannot make a profit from charging, so the income from charging for the services should not exceed the cost of providing them.

In Scotland, the charging and trading power is contained in the [Local Government in Scotland Act 2003](#).

Table 5.1: A non-exhaustive list of examples of the types of materials which must be accepted free of charge at HWRCs, and those for which charges can be levied.

Materials which must be accepted free of charge	Materials for which charges can be levied
All household waste delivered by residents in the area to the site, including but not limited to:	<ul style="list-style-type: none"> DIY wastes:
Small recyclables:	Doors and windows;
Cardboard;	Fitted kitchens;
Paper;	Fitted wardrobes;
Cans;	Inert material such as rubble and concrete, bricks and roof tiles;
Glass;	Plasterboard;
Plastic bottles;	Soil from landscaping activities;
Drinks cartons/Tetra-pak;	Any other building materials;
Textiles and shoes;	Commercial wastes; and
Books;	Tyres.
Green (garden) waste;	
Timber (high and low grade);	
Metal;	
Large and small domestic appliances;	
Hazardous household wastes:	
Chemicals;	
Paint;	
Fridges and freezers;	
Televisions and monitors (CRT);	
Fluorescent tubes;	
Batteries (domestic and vehicle);	
Dense plastics;	
Carpet;	
Mattresses;	
Furniture; and	
Black-bag waste.	

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5.4 THE WASTE FRAMEWORK DIRECTIVE

The European Commission's [revised Waste Framework Directive](#) (rWFD) has been partially implemented through the [Waste \(England and Wales\) Regulations 2011](#), which have been in force since 29 March 2011. In addition the European Commission has also issued [guidance on the interpretation and key provisions of Directive 2008/98/EC on waste](#). The rWFD has amended and strengthened the waste hierarchy, indicating that it should be viewed as a priority order. The amended hierarchy is:

- Prevention, including re-use;
- Preparing for re-use;
- Recycling;
- Other recovery, including energy recovery; and
- Disposal.

The hierarchy is subject to a proviso that member states shall take measures to encourage options that deliver the best overall outcome. This may require specific waste streams to depart from the hierarchy where this is justified in terms of overall waste-management priorities. Additionally, there may be factors that influence how the hierarchy is applied to HWRC wastes, particularly where an option is not economically viable or technically feasible. Such decisions will be for each local authority to determine, but if decisions do not follow the priorities of the waste hierarchy, the decision must be justifiable.

Legislation and policy

How does the rWFD apply to local authorities?

Local authorities should ask themselves what they do with their waste now and in particular:

- could waste at HWRCs be prepared for re-use (for example, by sorting or cleaning)?
- could more or different waste streams be recycled? and
- is there anything else that could be extracted from the waste, such as energy or products?

Defra has published [Guidance on Applying the Waste Hierarchy](#). The Scottish Government is also producing [guidance](#).

From September 2011, a declaration is needed on Waste Transfer Notes and Hazardous Waste Consignment Notes confirming that the duty to apply the waste hierarchy has been applied. Suggested wording is as follows:

'I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011.'

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5.4.1 Re-use and the waste hierarchy

The definition of re-use, as discussed in [Section 5.1.7](#), includes waste-prevention activities for reusable items that have not yet entered the waste stream, and preparing items that have entered the waste stream for re-use. Article 11 of the rWFD discusses re-use and recycling in detail, and includes a target to recycle or prepare for re-use 50% of household waste by 2020.

The rWFD also mentions measures that can affect the consumption and use of a product as an example of waste-prevention activities. One measure could apply to reusable items segregated at HWRCs:

'The promotion of the re-use and/or repair of appropriate discarded products or of their components, notably through the use of educational, economic, logistic or other measures such as support to or establishment of accredited repair and re-use-centres and networks especially in densely populated regions.'

Legislation and policy

What does the rWFD mean for local authorities?

Local authorities will be required to demonstrate that they are implementing the waste hierarchy in priority order. This means that waste prevention and re-use activities will become more important.

5.5 THE WASTE SHIPMENT REGULATION

The export of waste is regulated predominantly by the [Waste Shipment Regulation](#). This sets out what can and cannot be exported, and for what purpose it can be exported, to countries within and outside Europe. The types of waste and where they are being exported to are the most important factors. Most waste cannot be exported for disposal, regardless of where it is being exported to. Certain waste types can be exported for recovery depending on the country of destination. Waste controls will fall into one of three categories:

- Prohibited (for example, WEEE cannot be exported to African countries);
- Notification (for example, refuse-derived fuel or treated wood waste); or
- Green List (for example, single-stream paper or plastic).

Notification and Green List means that waste export can proceed under the relevant controls. Further advice can be found in the Environment Agency publication [Moving Waste Between Countries: Determining the Controls on Waste Exports](#). Of course, there will also be specific regulations in the countries through which the waste will travel and the country of destination. Definition of waste/ non waste and level of control applied must comply the standards of the highest level or regulatory control.

Local authorities will be aware of the importance of knowing the onward destinations of waste and recyclable materials from their HWRCs throughout the recovery and disposal chain and of obtaining evidence from contractors, brokers or other third parties that only legitimate treatment facilities will be used. Officers can request proof during contractor duty-of-care audits to ensure that they are being given reliable information about onward destinations of materials.

The PAS 141 specification has been developed by the Department for Business, Innovation and Skills (BIS) to improve overall standards for the treatment of discarded electrical and electronic equipment in the UK. Reused equipment from PAS 141 approved organisations will carry labels to identify that they have been processed in compliance with the standard, which it is hoped will reassure customers and regulators. The specification will also be used to differentiate 'bona fide' exports from illegal exports of WEEE under the guise of being sent abroad for reuse.

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5.6 WASTE MANAGEMENT LICENCING AND ENVIRONMENTAL PERMITTING

The law relating to waste management licences and environmental permitting varies between the nations of the UK.

5.6.1 England and Wales

In England and Wales, the [Environmental Permitting Core Guidance](#), updated in November 2009, describes the requirements for operator competence and the role of management systems. The competence of an operator is considered by the regulator when issuing an environmental permit. Operators are encouraged to demonstrate good practice by implementing an environmental-management system (EMS) such as ISO14001 or the EU's Eco-Management and Audit Scheme (EMAS).

Under the [Environmental Permitting \(England and Wales\) Regulations 2010](#), operators of certain waste activities, including HWRC managers, are required to prove the competence of their staff to operate the facility and to hold an environmental permit. The wider management system of the operator should contain mechanisms for assessing and maintaining staff technical competence.

There are two Defra-approved schemes for demonstrating technical competence within the waste-management industry:

- The [CIWM/WAMITAB](#) scheme is NVQ-based and leads to the award of a Certificate of Technical Competence (COTC) relevant to a particular type of facility. Holders of a COTC are required to take a Continuing Competence assessment every two years in order to keep the certification.
- The [ESA/EU Skills](#) scheme takes into account vocational and academic qualifications as well as internal and external training.

Environmental Permitting is covered by the [Waste \(England and Wales\) Regulations 2011](#), which superseded the [Waste Management Licensing Regulations 1994](#). The Environmental Permitting (England and Wales) Regulations 2010 and section 9 of the Government's core permitting guidance ('core guidance') set out requirements for the

competence of operators holding environmental permits. The Environment Agency has produced [guidance on operator competence](#) under these regulations.

5.6.2 Northern Ireland

In Northern Ireland, a waste management license is required to authorise the deposit, treating, storage or disposal of controlled waste on any land, or by means of mobile plant, under the Waste Management Licensing Amendment Regulations NI 2009. The Northern Ireland Environment Agency is responsible for granting licences, setting conditions on licensing activities and monitoring sites to ensure compliance. It has produced [guidance on waste management licensing](#), as well as [guidance on technical competence](#), which is also a requirement in Northern Ireland.

5.6.3 Scotland

The [Waste Management Licensing \(Scotland\) Regulations 2011](#) and the associated [Waste \(Scotland\) Regulations 2011](#) came into force in March 2011. They implement certain provisions of the revised Waste Framework Directive 2008. In the addition the Scottish Government are also [consulting on an Integrated Framework for Environmental Regulation](#) which would bring together many sets of regulations, including the Waste Management Licensing Regulations into one flexible, streamlined, risk-based regime.

These regulations consolidate the Waste Management Licensing Regulations 1994 and their amendments into one piece of legislation. [An overview of the 2011 Waste Regulations in Scotland](#) is available from the Environment Agency. The regulations:

- introduce new activities that can be carried out under an exemption rather than needing a waste-management licence;
- remove the need for a COTC to demonstrate that a person is suitably qualified to hold a waste-management licence; and
- introduce the need for all businesses that carry their own waste to be registered as waste carriers.

Sites in Scotland will have a waste-management licence which states that they must have a COTC-holder on site. The change to the legislation will not alter the waste-

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management licence. Clarity is needed from SEPA regarding the impact of this legislative change. In practice, the requirement to have a COTC-holder is likely to continue to be of benefit to staff in terms of career development, and to employers in terms of safe management of sites, even though it is no longer a legal requirement.

The Waste (Scotland) Regulations 2011 implement the remaining parts of the Waste Framework Directive 2008 that are not covered by the Waste Management Licensing (Scotland) Regulations 2011. The regulations allow:

- the partial suspension, revocation, transfer and surrender of site licences;
- the consolidation of licences to cover one site held by the same person or more than one mobile plant held by the same person; and
- changes to the land covered by the licence, such as where a licence is surrendered for some areas of land only.

5.7 THE WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE) REGULATIONS

The [WEEE Regulations 2006](#) transpose the EC WEEE Directive 2002 into UK law, and are in force throughout the UK. The WEEE Directive is designed to minimise the environmental impact of WEEE by increasing its collection, re-use, recycling and recovery. It also aims to reduce the amount of WEEE going to landfill. The Directive makes producers responsible for financing the collection, treatment and recovery of WEEE and obliges retailers to take back WEEE from consumers free of charge. This is effectively implementing the principle of 'polluter pays'. The WEEE Directive has been recast and we are expecting revised WEEE Regulations in the near future.

The WEEE Regulations apply to 13 product categories of EEE (electrical and electronic equipment):

1. Large household appliances
2. Small household appliances
3. IT and telecommunications equipment
4. Consumer equipment
5. Lighting equipment
6. Electrical and electronic tools
7. Toys, leisure and sports equipment
8. Medical devices
9. Monitoring and control instruments
10. Automatic dispensers
11. Display equipment
12. Cooling appliances containing refrigerants
13. Gas discharge lamps

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The WEEE Regulations apply to any business that manufactures, imports, re-brands, distributes, or sells EEE, or that stores, treats, dismantles, recycles, disposes of, uses, repairs or refurbishes WEEE. The Environment Agency website discusses [how the WEEE Regulations affect different businesses](#).

Waste-management companies that intend to undertake treatment, recycling and recovery of WEEE must be authorised by the relevant Environment Agency to do so.

[Guidance notes on the WEEE Regulations](#) can be found on the Department for Business Innovation and Skills (BIS) website and further detail is available in the [WEEE Good Practice Guidance](#) published by WRAP.

Legislation and policy

What the WEEE Regulations mean for local authorities managing HWRCs

Although the WEEE Regulations do not place obligations on local authorities to collect and dispose of WEEE, a large proportion of WEEE is likely to end up at HWRCs. Most local authorities have therefore signed up their HWRCs as designated collection facilities (DCFs). As DCFs they will need to comply with the BIS Code of Practice (see below). The WEEE collected from sites registered as DCFs will be removed and recycled free of charge by a producer compliance scheme (PCS) partner.

5.7.1 The BIS Code of Practice

The BIS [Code of Practice for the Collection of Waste Electrical and Electronic Equipment](#) (WEEE) from [Designated Collection Facilities](#) sets out guidance and principles which should be used by anyone who is running a DCF, as well as PCSs that are removing WEEE items from DCFs. The Code of Practice was updated in July 2010. It should be viewed as the minimum standard that a DCF operator should be achieving in order to comply with legislation.

The Code gives details on:

- Collecting WEEE as a separate fraction;
- Giving priority to WEEE re-use;
- Staffing and managing facilities appropriately;
- Scheduling collections;
- Health and safety;
- Contaminations;
- Environmental standards, insurance, and reporting; and
- Resolving disputes.

5.7.2 PAS141

The PAS 141 specification has been developed by the Department for Business, Innovation and Skills (BIS) to improve overall standards for the treatment of discarded electrical and electronic equipment in the UK. The PAS 141 specification aims to increase confidence in the standard of processing for reused EEE. It is hoped that it will address demand from consumers for reassurance that used equipment is electrically safe to use and functionally fit for purpose. Treatment facilities looking to achieve PAS 141 status will be independently assessed by UKAS-accredited certification bodies to ensure they meet the standard. Accreditation of the first UK certification body will take place in the summer of 2012, with more likely to follow. Producer compliance scheme Valpak has been appointed as PAS 141 scheme administrator by BIS to administer the certification schemes and registration of a trade mark and use of labels.

Reused equipment from PAS 141 approved organisations will carry labels to identify that they have been processed in compliance with the standard, which it is hoped will reassure customers and regulators. The specification will also be used to differentiate 'bona fide' exports from illegal exports of WEEE under the guise of being sent abroad for reuse.

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5.8 THE LOCALISM ACT, ENGLAND

The [Localism Act](#) was given Royal Assent in November 2011. The Act includes new rights and powers for communities because the Government believes that social enterprises and community groups can provide high-quality and good-value services. The Localism Act gives these groups, and other organisations such as parish councils, the right to express an interest in taking over the running of a local-authority service. The local authority must then consider and respond accordingly. However if it chooses to accept the challenge it is required to conduct a procurement exercise. This means the challenging organisation can bid but cannot manage the service automatically. This is intended to make it easier for local groups to drive improvement in local services.

The Localism Act gives people the power to initiate local referendums on issues that are important to them. Local authorities and other public bodies are required to take the outcome of referendums into account and consider what steps, if any, they will take to enact the result. Therefore the Localism Act could, in principle, allow local people and organisations representing them to challenge and bid for the management of HWRCs, or to conduct referendums on HWRC-management issues.

5.9 SCOTLAND: THE WASTE (SCOTLAND) REGULATIONS 2012 AND THE ZERO WASTE PLAN

Scotland's Zero Waste Plan sets out the Scottish Government's vision for a zero-waste society in which waste is minimised and seen as a resource. It wants most waste to be sorted, ensuring valuable resources are not disposed of in landfill. The plan includes the separate collection of individual waste materials, waste-prevention plans, and the promotion of the waste hierarchy so that only limited amounts of waste are to be treated. The measures set out in the plan that are relevant to waste disposed at HWRCs include:

- the development of a Waste Prevention Programme for all wastes, ensuring that the prevention and re-use of waste is central to all actions and policies;
- landfill bans for specific waste types, reducing greenhouse-gas emissions and capturing the value from these resources;
- separate collections of specific waste types (including food) to avoid contaminating other materials, thus increasing re-use and recycling opportunities and contributing to renewable energy targets;
- new targets that will apply to all waste so that 70% is recycled, and a maximum of 5% is sent to landfill, both by 2025;
- restrictions on the input to all EfW facilities, which in the past only applied to municipal waste, to encourage greater waste prevention, re-use and recycling; and
- encouraging local authorities and the resource-management sector to establish good-practice commitments and work together to create consistent waste-management services, benefitting businesses and the public.

Legislation and policy

What do the Zero Waste Regulations mean?

It is likely that these regulations will place some requirements for black bag-waste to be pre-treated before disposal and for increased re-use and recycling to occur at HWRCs.

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5.10 THE REVIEW OF WASTE POLICY IN ENGLAND

The Government published its [Review of Waste Policy in England](#) in June 2011. It does not, however, contain many references to HWRCs. Paragraph 75 refers to HWRCs in relation to the need to:

‘establish with local authorities and civil society groups whether there are opportunities for re-use collection facilities to be provided at civic amenity sites.’

Paragraph 124 refers to charging for waste, with reference to HWRCs:

‘The Government believes bin charging is counter-productive and would harm the local environment by fuelling flytipping. This includes ensuring that householders have access to civic amenity sites [HWRCs] where they can deposit their waste and recycling free at the point of use. The Government is committed to this important principle and is opposed to charging for the mainstream collection and disposal of waste from householders.’

Paragraph 157 discusses the acceptance of business waste at HWRCs:

‘[...] we want to encourage local authorities to consider whether HWRCs [...] could be adapted to accept business waste and recycling at an affordable cost to the business user. Accepting business waste and recycling at HWRCs may also have a subsidiary benefit to local authorities and household residents; a number of sites are currently under threat of closure due to financial pressures, but the revenues generated from accepting business waste could help provide the funds needed to keep the sites open. Through WRAP, we will provide guidance to authorities on how they can resolve practical issues associated with adapting HWRCs and ensure charging is fair, easy to understand and transparent to business.’

Legislation and policy

What does the Review of Waste Policy in England 2011 mean for HWRC management?

Charging for household waste is clearly discouraged, but the Government acknowledges that revenue from businesses could help to supplement the costs of HWRCs. In reality there will be practical issues regarding the segregation of commercial and household waste and the data that is reported within waste returns, including **WasteDataFlow**. There are likely to be enforcement issues regarding illegal disposal of commercial waste and WDAs should check that their HWRC permit allows for receipt of commercial waste. They should also check their planning permission because this may impose limitations on tonnages and vehicle numbers. The latter can be an issue due to the additional tonnages and vehicle movements if business waste is accepted.

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5.11 HEALTH AND SAFETY

Responsibility for ensuring the health and safety of operatives lies with both the local authority and any organisation with which they contract. The organisation managing the HWRC must ensure that its operatives are correctly trained and risk assessments have been carried out. The local authority also has a duty of care to ensure that its contractors are competent to carry out the service that they have been contracted to do, and so should see copies of risk assessments, method statements, liability insurance and health and safety policies to ensure that this is the case.

Risks on site can be controlled by:

- selecting and maintaining suitable vehicles and equipment;
- adopting traffic-control measures and a safe site layout;
- developing and maintaining safe operating procedures;
- providing [competence training for employees](#) as outlined on the HSE website; and
- adequate supervision, information and instruction for site users.

HWRCs do present risks to children and animals and therefore it is recommended that there is signage at the site to ask drivers to keep children and animals within the vehicle when visiting the site.

5.11.1 Traffic movements

There are risks to site staff, site users and service-vehicle drivers from traffic movement at HWRCs. In July 2011 a worker at an [HWRC in Northern Ireland](#) was trapped and killed in a vehicle accident.

Managing congestion is important, and site operatives should ensure that users are not tempted to park outside the designated areas and walk to disposal areas, rather than waiting. Site layout and parking should aim to minimise pedestrian interaction with traffic. Modern sites generally direct traffic flow one way and include a passing lane. There should be access to the disposal areas for pedestrians without crossing

traffic lanes. Where any servicing of containers is required within public areas of the site, risks can be minimised by ensuring that this takes place outside peak hours.

The [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) require traffic on sites such as HWRCs to be safely managed.

The HSE has developed a wide range of guidance regarding transport at HWRCs, including:

- [Operating Civic Amenity Sites Safely \(WASTE 01\)](#)
- [Skip and Container Safety in Waste Management and Recycling \(WASTE 06\)](#)
- [Safe Transport in Waste Management and Recycling Facilities \(WASTE 09\)](#)
- [Safety at 'Bring Sites' in the Waste Management and Recycling Industries \(WASTE 11\)](#)
- [Hand Sorting of Recyclables \('Totting'\) with Vehicle Assistance \(WASTE 18\)](#)
- [Sheeting and Unsheeting](#)
- [Safe Use of Skip Loaders \(INDG378\)](#)

The HSE also has an area dedicated to [workplace transport](#) on its website.

5.11.2 Slips, trips, falls and manual handling

The [Manual Handling Operations Regulations 1992](#) state that the need to undertake any manual-handling operation which is likely to involve a risk of injury should be avoided so far as is reasonably practicable. Where manual handling is unavoidable, employers have a duty under the regulations to carry out a suitable risk assessment and take steps to reduce the risk of injury to employees to the lowest level possible. Employees have a duty to make use of any system provided by their employer to abide by these regulations.

Operatives responsible for using lifting equipment to move large and/or heavy items must abide by the [Lifting Operations and Lifting Equipment Regulations 1998](#) which impose requirements on any employer providing lifting equipment for use by an employee at their place of work. [The Provision and Use of Work Equipment Regulations 1998](#) are also relevant.

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5.11.3 Safe use of machinery

Compactors are the type of machinery most likely to be found at an HWRC, though balers and lifting equipment may also be used. Accidents can occur if the machinery is poorly guarded or not used properly. Only staff who are properly trained to use and maintain machinery should use such equipment. There should be appropriate safety measures for all equipment, including warnings and protective devices. Any guards should be secure, with no access to moving parts when the compactor is being used.

The Provision and Use of Work Equipment Regulations 1998 require that the equipment provided for use at work is suitable for the intended use, safe for use, maintained in a safe condition and (in certain circumstances) inspected to ensure this remains the case. It also states that equipment should only be used by people who have received adequate information, instruction and training. The HSE has produced a [simple guide to the regulations](#).

Other relevant guidance includes the HSE's [Guidance for the Recovered Paper Industry](#), which provides information on safe working with balers and compactors. The principles outlined are relevant elsewhere in the recycling and waste industry.

The [Compaction Equipment: User and Public Safety guidance](#) (Waste 08) is also relevant for those operating sites where balers and compactors are used.

5.11.4 Management of hazardous wastes

HWRCs accept numerous different types of hazardous wastes, including gas cylinders, automotive and household batteries, cathode ray tubes and fluorescent tubes. In 2009 the HSE developed guidance on [Storing Hazardous Waste at Household Waste and Recycling Centres](#), focusing on the health and safety implications of handling these hazardous materials.

HWRC operators should have procedures in place for accepting each type of hazardous waste, and if they do not, the waste should not be accepted. Sites must be able to receive, identify, segregate, handle and store wastes safely. Sites should have

emergency and security plans and only appropriately trained site operatives should handle the hazardous wastes. Site operators should also be aware of their duty under the [Dangerous Substances and Explosive Atmospheres Regulations 2002](#) to protect people from the risks of fires and explosions.

The public should also be made aware of their responsibility to dispose of wastes safely. The importance of public awareness was highlighted following a gas cylinder explosion in a scrap metal skip at an [HWRC in Warwickshire](#) in March 2011. The council suspects that this item was hidden among other waste.

5.11.5 Abuse at work

Abuse, threats and even assaults do occur at some sites, and it is important that the danger of work-related violence is managed. Employers are responsible for identifying and managing the risk of any violence or harassment in the workplace. This means that there should be policies in place detailing the responsibility of individual staff and the employer to:

- raise awareness of potentially dangerous situations;
- identify acceptable standards of behaviour; and
- understand the appropriate action to be taken should an incident occur.

Many sites have clear signage stating that abusive behaviour towards staff will not be tolerated. Staff should be made aware of what constitutes unacceptable behaviour and trained to mitigate risk should an incident occur. Some sites have sent their staff on training courses designed for doormen of licensed premises. Where site staff experience abuse from site users, it is important that formal procedures are in place to take action against the offending party, be that a site ban or prosecution. If site staff feel that they have the support of their managers and local authority in these circumstances, this will help to boost their morale and give them greater confidence in dealing with difficult site users.

However, failure to offer adequate support can be very damaging for staff morale. Indeed, under health and safety law, responsibility for a work environment where

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Appendix 2 Composition of all materials within the HWRC general waste

PRIMARY CATEGORIES	BURTON FARM WEEKDAY	LOWER HOUSE FARM WEEKEND	HUNTERS LANE WEEKDAY	PRINCES DRIVE WEEKEND	AVERAGE WEEKDAY	AVERAGE WEEKEND	AVERAGE COMBINED
Paper and card	15.09%	16.67%	8.22%	5.37%	11.65%	11.02%	11.34%
Plastic film	1.63%	3.45%	2.69%	4.32%	2.16%	3.88%	3.02%
Dense plastic	8.53%	18.77%	9.00%	7.84%	8.77%	13.31%	11.04%
Textiles	16.06%	13.01%	5.69%	15.05%	10.87%	14.03%	12.45%
Misc. combustible	38.29%	28.58%	43.49%	43.12%	40.89%	35.85%	38.37%
Misc. non-combustible	9.37%	9.72%	18.39%	15.31%	13.88%	12.51%	13.20%
Glass	1.86%	0.40%	0.37%	0.57%	1.11%	0.49%	0.80%
Ferrous metal	2.37%	0.93%	2.81%	1.04%	2.59%	0.98%	1.79%
Non-ferrous metal	0.96%	0.64%	1.03%	0.18%	0.99%	0.41%	0.70%
Putrescible	3.07%	5.50%	7.89%	5.83%	5.48%	5.66%	5.57%
Fines	0.00%	0.48%	0.03%	0.00%	0.01%	0.24%	0.13%
WEEE	2.46%	0.15%	0.39%	0.07%	1.43%	0.11%	0.77%
Hazardous	0.32%	1.70%	0.01%	1.30%	0.17%	1.50%	0.83%
TOTAL	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
KERBSIDE RECYCLABLE	30.81%	29.02%	18.92%	25.88%	24.86%	27.45%	26.16%
SITE RECYCLABLE	30.00%	18.88%	37.94%	22.25%	33.97%	20.56%	27.26%
TOTAL RECYCLABLE	60.80%	47.90%	56.86%	48.13%	58.83%	48.01%	53.42%

Appendix 3 Use of Warwickshire HWRCs by non-Warwickshire residents

Table 1 Site visited when survey was taken

Site name	Total visits	Visits from within Warwickshire	Visits from outside Warwickshire	% Visits from within Warwickshire	% visits from outside Warwickshire
Lower House Farm	165	77	88	46.67%	53.33%
Hunters Lane	147	134	13	91.16%	8.84%
Cherry Orchard	142	134	8	94.27%	5.63%
Wellesbourne	147	126	21	85.71%	14.29%
Shipston	146	139	7	95.21%	4.79%
Judkins	149	146	3	97.99%	2.01%
Princes Drive	107	102	5	95.33%	4.67%
Stockton	122	120	2	98.36%	1.64%
Burton Farm	131	96	35	73.28%	26.72%
Total	1256	1074	182	85.51%	14.49%

Table 2 County breakdown of visits from outside Warwickshire for site visited when survey was taken

	West Midlands	Staffordshire	Leicestershire	Northamptonshire	Oxfordshire	Gloucestershire	Worcestershire	Other	Total
Lower House Farm	0	83	5	0	0	0	0	0	88
Hunters Lane	5	3	5	0	0	0	0	0	13
Cherry Orchard	0	0	2	6	0	0	0	0	8
Wellesbourne	21	0	0	0	0	0	0	0	21
Shipston	4	0	0	0	0	0	2	1	7
Judkins	1	0	1	1	0	0	0	0	3
Princes Drive	2	0	0	1	0	1	0	1	5
Stockton	0	0	0	0	0	0	2	0	2
Burton Farm	0	0	0	0	9	25	1	0	35
Total	33	86	13	8	9	26	5	2	182

Table 3 Usual site visited

Site name	Total visits	Visits from within Warwickshire	Visits from outside Warwickshire	% Visits from within Warwickshire	% visits from outside Warwickshire
Lower House Farm	162	78	84	48.15%	51.85%
Hunters Lane	140	131	9	93.57%	6.43%
Cherry Orchard	137	130	7	94.89%	5.11%
Wellesbourne	134	116	18	86.57%	13.43%
Shipston	145	138	7	95.17%	4.83%
Judkins	139	136	3	97.84%	2.16%
Princes Drive	107	101	6	94.39%	5.61%
Stockton	123	121	2	98.37%	1.63%
Burton Farm	127	93	34	73.23%	26.77%
Unknown sites	42	30	12	71.43%	28.57%
Total	1256	1074	182	85.51%	14.49%

Table 2 County breakdown of visits from outside Warwickshire for usual sites

	West Midlands	Staffordshire	Leicestershire	Northamptonshire	Oxfordshire	Gloucestershire	Worcestershire	Other	Total
Lower House Farm	0	77	5	0	0	0	0	2	84
Hunters Lane	3	2	4	0	0	0	0	0	9
Cherry Orchard	0	0	1	6	0	0	0	0	7
Wellesbourne	17	1	0	0	0	0	0	0	18
Shipston	5	0	0	0	0	0	1	1	7
Judkins	1	0	1	1	0	0	0	0	3
Princes Drive	2	0	0	1	0	2	0	1	6
Stockton	0	0	0	0	0	0	2	0	2
Burton Farm	0	0	0	0	9	24	1	0	34
Unknown sites	5	4	2	0	0	0	1	0	12
Total	33	84	13	8	9	26	5	4	182

Appendix 4 Information on neighbouring authorities' service (taken from 2013/14 data from waste data flow, reporting practices from each WDA vary)

Authority	No of HWRCs	No of Households	No of Households per HWRC	KG per Household	Current opening times	Policies on vans, trailers and DIY waste
Gloucestershire County Council	5	244,000	48,000	200	Monday to Sunday from 9am to 6.15pm.	Vans, pickups and trailers must book their visit. Proof of residency required. Small amounts of cement bonded asbestos accepted but must be pre-booked.
Leicestershire County Council	14	277,190	19,799	281	October to March open five days Per week 9am to 4pm. April to September open seven days a week from 9am to 7pm.	Permits system for all cars with trailers over 4 foot 6, pickups, 4x4's and vans. Permits for cars but only for asbestos. Limits of six bags of DIY waste, one bathroom suite, four doors and four windows per six months.
Northamptonshire County Council	10	300,990	30,099	261	Sites are open from 8.00am to 8.00pm from April to September and 8.00am to 6.00pm from October to March. In summer and winter only 5 sites are open 7 days a week. The other 5 sites are open for 5 days a week.	No permit system in place. Set restrictions on the amount of DIY waste that is brought into the site over a 2 month period (by number of trips) pay as you throw policy for any material in excess of the number of trips allocated. No asbestos is accepted at any of the sites. Subsidised charge for household asbestos taken to Brackmills waste transfer station – 5 sheets £50.00 + VAT, 9 metre run of guttering - £50.00 + VAT and 1 x water tank - £40.00 +VAT.

Authority	No of HWRCs	No of Households	No of Households per HWRC	KG per Household	Current opening times	Policies on vans, trailers and DIY waste
Oxfordshire County Council	7	248,000	35,428	210	Sites are open from 8.00am to 5.00pm from October to March and 8.00am to 8.00pm from April to September.	Commercial-type vehicles weighing less than 3.5 tonnes laden (eg van, pick-up) or a trailer (6-10 ft) length need a permit allowing up to 12 visits annually. Up to three items of DIY waste will be accepted free of charge each month. Each additional item will be charged at £1, up to a maximum of ten items.
Staffordshire County Council	14	366,390	26,171	195	15 sites which operate different opening times and days ranging from 9-4.30pm to 9.00 until 6pm with some sites closed 2 days a week to sites opening 7 days a week. Sites are open different hours on the weekends to the weekdays.	Soil and rubble amounts are limited to one cubic metre. No permit system in operation. Consultation issued on closing two sites.
Worcestershire County Council	11	231,000	21,000	348	11 sites which operate different opening times and days ranging from 8-4.30pm to 10.00 until 4pm with some sites closed 1 day a week to sites opening 7 days a week. Sites are open different hours on the weekends to the weekdays.	Commercial type vehicle and trailer restrictions apply for vans, pick-ups (inc hire vans) & Trailer over 1.3m internal length. Permit allows 12 visits a year. Free of charge residents permits given out with council tax. Proof of residency required at some sites. Plasterboard accepted at 7 HWRCs

Authority	No of HWRCs	No of Households	No of Households per HWRC	KG per Household	Current opening times	Policies on vans, trailers and DIY waste
Warwickshire County Council	9	241,890	26,876	235	<p>Open from 9.30am to 3.15pm on weekdays (6.15pm on Wednesdays in summer) and 8.30am to 17.45pm at weekends from April to September.</p> <p>Open from 9.30am to 3.15pm on weekdays and 8.30am to 16.15pm at weekends from October to March. One site is open only 4 days per week all year round.</p>	<p>Permit system in place, certain vehicles restricted – residents are allowed to apply for vouchers for restricted vehicles – van or pick up 6 vouchers per year caravanettes, people carrier, minibuses, twin cab pickup and large 4x4 four vouchers per year. Cars and cars with trailers no permit required. All other vehicles are not allowed on site.</p>

Appendix 5 HWRC Survey 2015

1. Name of Household Waste Recycling Centre you normally use?

Lower House Farm	Judkins	Hunters Lane	Cherry Orchard	Princes Drive	Stockton	Wellesbourne	Burton Farm	Shipston
10.60	9.30	12.30	15.20	18.80	9.50	8.30	8.10	7.90

2. How often do you visit a Household Waste Recycling Centre?

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Once a week	12.90	20.00	5.20	26.10	9.10	17.80	15.60	13.70	11.90
Twice a month	7.90	17.10	11.60	26.10	22.70	17.80	18.20	14.40	19.20
Once a month	19.3	17.70	23.20	30.70	29.30	28.90	26.60	27.50	31.10
Once every few months	49.00	41.10	48.90	15.70	35.50	27.80	27.30	39.90	31.80
Once a year	5.90	1.10	7.30	1.00	2.30	2.80	3.20	1.30	2.00
Less than once a year	2.00	2.30	1.30	-	0.60	2.20	3.90	2.00	2.00
Visited once	3.00	0.60	2.60	0.30	0.60	2.80	5.20	1.30	2.00

3. What is the main purpose of your visit today?

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
To deposit at the re-use shop	13.40	26.10	14.20	24.40	21.00	8.30	14.50	10.10	12.60
To browse and buy from the re-use shop	5.40	46.00	3.90	13.60	8.20	21.70	12.50	7.40	13.20
To deposit recyclable household waste	82.20	47.70	82.00	83.30	85.80	70.00	57.90	82.40	89.40
To deposit construction and demolition waste	73.80	44.30	64.40	62.40	49.00	72.80	71.70	69.60	80.80
To deposit chemical waste	-	4.00	2.60	4.20	4.20	4.40	1.30	0.70	1.30
To deposit trade waste	-	0.60	1.70	1.70	1.10	0.60	1.30	-	0.70

4. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with the site opening times.

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	0.50	2.30	10.00	1.10	3.70	0.60	1.90	2.00	6.00
Poor	5.00	6.20	14.30	15.80	8.20	6.20	6.50	9.80	4.70
Fair	12.40	14.10	27.30	18.20	36.30	22.50	13.00	26.80	32.70
Good	46.30	35.00	38.10	52.60	44.80	50.60	21.40	45.10	45.30
Excellent	35.80	42.40	10.40	12.30	7.10	20.20	57.10	16.30	11.30
% Satisfied	94.50	91.50	75.80	83.10	88.20	93.30	91.50	88.20	89.30

5. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with traffic queue times.

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	-	0.60	2.60	-	0.60	0.60	-	-	1.30
Poor	1.00	1.10	4.30	0.40	5.70	1.10	1.90	1.30	2.00
Fair	3.00	9.10	28.60	7.10	31.80	8.40	8.40	5.30	22.80
Good	29.00	27.80	53.70	63.30	56.50	40.80	24.70	61.20	58.40
Excellent	67.00	61.40	10.80	29.30	5.40	49.20	64.90	32.20	15.40
% Satisfied	99.00	98.30	93.10	99.70	93.70	98.40	98.00	98.70	96.60

6. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with signage and information on site

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	0.50	-	-	-	-	-	0.70	0.70	-
Poor	0.50	2.30	2.60	2.10	1.10	-	1.30	0.70	0.70
Fair	1.50	6.90	15.10	6.40	19.30	5.10	5.90	6.00	4.00
Good	30.00	35.40	63.80	62.50	67.30	55.90	23.50	60.90	67.10
Excellent	67.50	55.40	18.50	29.00	12.20	39.00	68.60	31.80	28.20
% Satisfied	99.00	97.70	97.40	97.90	98.80	100.00	98.00	98.70	99.30

7. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with tidiness and cleanliness of site

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	0.50	0.60	-	-	-	-	-	0.70	-
Poor	0.50	0.60	-	1.40	0.60	0.60	-	1.30	0.70
Fair	1.00	2.80	12.90	5.30	12.60	2.20	3.90	5.30	1.30
Good	22.00	34.50	65.90	62.30	74.90	47.50	24.70	60.50	55.00
Excellent	76.00	61.60	21.10	31.00	12.00	49.70	71.40	32.20	43.00
% Satisfied	99.00	98.90	99.90	98.60	99.50	99.40	100.00	98.00	99.30

8. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with user friendliness of site

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	-	1.10	1.30	0.40	2.00	0.60	1.30	0.70	1.30
Poor	2.00	2.30	4.30	-	3.10	0.60	1.30	2.00	0.70
Fair	2.50	6.20	13.90	7.70	13.00	2.80	5.20	6.60	8.00
Good	21.40	27.10	56.70	61.30	68.00	39.70	21.30	55.30	40.70
Excellent	74.10	63.30	23.80	30.60	13.90	56.40	71.00	35.50	49.30
% Satisfied	98.00	96.60	94.40	99.60	94.90	98.90	97.50	97.40	98.00

9. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with staff approachability and helpfulness

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	0.50	1.70	2.20	-	0.90	1.70	2.00	0.70	0.70
Poor	1.50	2.80	2.60	1.40	2.60	0.60	2.60	3.40	0.70
Fair	3.00	11.30	11.30	4.90	9.70	1.10	4.60	6.20	4.70
Good	22.50	24.30	46.80	43.80	64.80	31.70	15.00	47.90	28.70
Excellent	72.50	59.90	37.20	49.80	22.20	65.00	75.80	41.80	65.30
% Satisfied	98.00	95.50	95.30	98.50	96.70	97.80	95.40	95.90	98.70

10. Thinking about the Household Waste Recycling Centre you normally use, how satisfied are you with overall service and facilities

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Very Poor	-	-	2.20	-	0.30	-	-	-	0.70
Poor	0.50	1.70	6.10	0.40	1.70	1.10	1.90	0.70	2.70
Fair	3.50	5.10	10.80	4.20	13.90	2.20	3.90	7.30	10.00
Good	23.50	28.20	62.80	68.60	70.30	40.20	22.70	54.00	34.00
Excellent	72.50	65.00	18.20	26.90	13.90	56.40	71.40	38.00	52.70
% Satisfied	99.50	98.30	91.80	99.70	98.10	98.80	98.00	99.30	96.70

11. Have you ever used the late night opening until 6.30pm on Wednesday between April and September

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Yes	10.90	10.20	13.00	30.20	22.60	8.60	8.80	12.80	11.10
No, but knew about it	13.40	8.50	9.10	8.40	8.60	40.00	17.60	13.40	-
No, and didn't know about it	75.70	81.40	77.90	61.40	68.80	51.40	73.60	73.80	88.90

12. Were you offered assistance at the Household Waste Recycling Centre today?

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Yes	45.50	38.10	36.20	33.10	35.90	40.60	86.10	27.30	16.70
Yes, but didn't want/need help	17.30	6.30	8.60	19.10	13.10	12.20	7.30	2.70	44.70
No, and did want help	5.00	7.40	7.30	3.20	10.50	4.40	1.30	5.30	5.30
No and didn't want any help	32.20	48.30	47.80	44.60	40.50	42.80	5.30	64.70	33.30

13. If more Council financial savings lead to us having to charge to cover the costs for the deposit of non-household waste (like DIY material) at the centres, would you be prepared to pay?

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
Yes	49.00	33.30	29.30	34.60	31.30	42.20	23.30	42.80	53.70
No	51.00	66.70	70.70	65.40	68.70	57.80	76.70	57.20	46.30

14. If yes to previous question how much per car visit would be acceptable?

	Lower House Farm %	Judkins %	Hunters Lane %	Cherry Orchard %	Princes Drive %	Stockton %	Wellesbourne %	Burton Farm %	Shipston %
2	76.90	78.20	72.20	40.70	63.00	77.80	92.00	58.20	73.30
4	20.90	20.00	24.10	55.60	31.50	19.40	8.00	29.10	24.00
6	2.20	1.80	3.70	3.70	5.60	2.80	-	12.70	2.70

Agenda Item 10

Community and Environment Board

20 July 2015

**Report of the
Assistant Director
(Leisure and Community Development)**

LEADER – Update on Programme

1 Summary

- 1.1 This report updates the Board on the progress made to-date in respect of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020) and provides details about the proposed activity taking place over the next twelve months.

Recommendation to the Board

- a That the Board acknowledges the progress made to date on the development of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020); and**
- b That Members note the proposed activity taking place over the next twelve months.**

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards, the Safer Communities Sub-Committee and Members with responsibility for Health, Well-being and Leisure have all had an opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Background

- 3.1 LEADER is a community-led development programme that is jointly funded by DEFRA and the European Union.
- 3.2 The Borough Council successfully managed the co-ordination of the previous LEADER programme (2009 to 2013), and was instrumental, with its partners, in disseminating £738,925 of funding to 27 projects across North Warwickshire. This activity has been the subject of previous reports to the Board.
- 3.3 The Authority also received funding from DEFRA in 2014 to produce a Local Development Strategy (LDS), as part of its Transition process. The LDS

served to identify the needs and opportunities relating to growing the local economy, and identified areas of activity that would benefit from receiving funding under the new LEADER Programme (2015 to 2020).

- 3.4 At its meeting held on 16 March 2015, the Board was informed that the funding application to the new programme had been successful, and that North Warwickshire, together with its partner area, Hinckley and Bosworth, had been awarded financial support in the region of £1.365m to £1.460m. This figure was subsequently confirmed as £1.416m.

4 Progress Update

- 4.1 Since the announcement of funding support, a number of preparatory activities have taken place in advance of the programme launch. These activities include:

4.2 Training

- 4.2.1 Members of the Local Action Group (LAG) attended a training event at MIRA in March 2015, to increase their knowledge relating to the priorities covered by the new LEADER programme (specifically micro / small enterprises, farming, forestry, tourism, culture and heritage, and rural services) and to afford them a better understanding of the issues affecting the different sectors.

- 4.2.3 Officers from North Warwickshire and Hinckley and Bosworth Borough Councils have also attended a series of regional training sessions held at DEFRA's offices in Worcester, relating to the delivery process and programme obligations. A number of training sessions are still to be delivered by DEFRA over the coming months.

4.3 Local Action Group (LAG) Development

- 4.3.1 Members of the LAG; the group responsible for the strategic direction and delivery of the programme, have been finalised and any gaps in sector specific knowledge and geographic coverage have been filled. The Borough Council is represented on the LAG by the Leader of the Council.

4.4 Website Production

- 4.4.1 A dedicated website has been produced to provide interim information about the programme and to inform potential programme applicants about the timescales and processes involved. The website will continue to be developed throughout the programme, and will act as the primary, but not the only, source of information relating to the local LEADER programme.

4.5 Staffing

4.5.1 The recruitment of a Project Manager has commenced, and potential applicants are initially being sought through partner organisations associated with the Local Action Group. If this approach proves to be unsuccessful, the role will be advertised externally, with a view to a successful candidate being in post by September 2015. The Project Manager is the first of two part-time Officers being employed through the programme. The second, a Development / Support Officer, who will be responsible for working with potential applicants on developing project ideas, will be employed later in the year, once the Project Manager is in post. Both Officers will require specialist economic development knowledge and experience, in order to meet with the new focus of the programme.

4.6 Establishment of Sub-groups

4.6.1 The LAG felt that, due to the scale of the group and the need to make informed decisions, it was necessary to establish a series of smaller, sector-specific sub-groups. The four sub-groups have all either met or communicated via email, and have discussed and agreed the details relating to their own specific area of activity. This included the minimum / maximum grant value to be awarded to approved projects, the split of funding across each financial year, the frequency of calls for applications and identification of areas of high priority.

4.7 Delivery Plan

4.7.1 All of the information agreed by the sub-groups will be used by Officers to produce and submit a Delivery Plan to DEFRA by the deadline date of 31 July 2015. The three-year rolling Delivery Plan, which needs to be updated annually, sets out:

- Review of progress
- Investment plans
- Budget profile
- Milestones and output profile
- Accountable body arrangements
- Partnership information
- Communication, co-operation and engagement
- Monitoring and evaluation

4.7.2 At its meeting held on 24 June, LAG members agreed the content of the Financial and Output Tables, which were required by DEFRA on 30 June 2015. The Financial Table, which is attached to this report at Appendix 1, details how much the LAG anticipates will be spent under each priority during the programme. As evidenced in the table, the majority of spend is predicted to take place during 2017/18 and 2018/19, when applicants have successfully undergone the rigorous application process and are in the active delivery stage of their project.

4.7.3 Also attached (at Appendix 2) is a table identifying the anticipated outputs resulting from the investments proposed to be made during the programme.

These include the number of projects to be supported and the amount of jobs it is anticipated will be created. Although these are estimates, they are based on formulas provided by DEFRA.

- 4.7.4 It should be noted, however, that these figures, at the time of writing this report, have not yet been approved by DEFRA and, therefore, are subject to change.

5 The Next Twelve Months

- 5.1 It is anticipated that the Funding Agreement between DEFRA and North Warwickshire Borough Council; as the Accountable Body, will be signed in August 2015, following approval of the Delivery Plan to be submitted in July.
- 5.2 The first call for applications has been programmed for September, when applications will be sought under the farm productivity, micro and small enterprise, and forestry productivity priorities. Due to the lengthy application and appraisal process it is not anticipated that any spend will take place until after April 2016.
- 5.3 Subsequent calls for projects will take place in April 2016, and again in September 2016. The nature of these calls is shown in the Financial Table (Appendix 1).

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The funding implications of involvement in the new LEADER programme are identified in the main body of the report and in the attached appendices. The Authority will incur indirect expenditure in its capacity as the Accountable Body for the programme, through providing management time and Officer support for related activity. Costs relating to the provision of financial management will be incorporated in the management and administration costs to be claimed back through the programme.
- 6.1.2 The table below summarises the breakdown of the LEADER Programme funding.

	£
Programme Expenditure	1,161,120
Management and Administration	254,880
Total programme	1,416,000

6.2 Safer Communities Implications

- 6.2.1 Any future LEADER funding will be used to create jobs and grow the local economy, which should have a positive impact upon reducing levels of crime and anti-social behaviour. There is potential for the LEADER programme to support the work being developed by the North Warwickshire Community

Safety Partnership and the Warwickshire Police and Crime Commissioner to reduce both business and rural crime.

6.3 Environment and Sustainability Implications

6.3.1 There are no direct environment and sustainability implications arising from the report. It should be noted, however, that the LEADER programme supports sustainable rural regeneration and encourages the design and delivery of economic projects that help regenerate and sustain local communities.

6.4 Health, Well-being and Leisure Implications

6.4.1 LEADER will help to create a stronger sense of place and improve health and well-being through actions that support communities, and could additionally enhance the rural environment by providing new leisure and recreation opportunities.

6.5 Human Resources Implications

6.5.1 As identified in the main body of the report, the funding will allow for the employment of two new Officers; a Project Manager and a Development / Support Officer, the recruitment of which will take place over the next few months as the programme develops. In the interim, the existing LEADER Development Officer, who was employed during the previous programme and also during the Transition Period, will be retained to ensure that the knowledge and experience can be transferred to the new Officers.

6.6 Risk Management Implications

6.6.1 The risks associated with the LEADER programme have been, and will continue to be, managed and monitored through approved Divisional Risk Management processes, most specifically in relation to the effective management of partnership work, the efficient delivery of externally supported projects that meet the priorities and expectations of funding partners and the appropriate administration of all forms of financial assistance. Implementation of relevant processes and procedures will ensure the delivery of a LEADER programme that meets the priorities identified in the Local Development Strategy and minimises any risks to the Authority in its capacity as the Accountable Body.

6.6.2 With regard to the Authority's role as the Accountable Body, in February 2015 the Borough Council was informed that the financial allocation to the LEADER project will be made in Euros, which will then be converted into sterling on an annual basis. Any adverse fluctuation in exchange rates will need to be covered by the Accountable Body. Obviously it is not possible to quantify the extent of any future financial implication for the Authority, but this new development does represent a potential risk to the organisation.

6.7 Equalities Implications

6.7.1 The research and consultation work that has been carried out has provided opportunities for the local community to influence the production of the new LDS. This consultation has included groups and individuals defined by the protected characteristics under the Equality Act. An updated EIA Summary is appended to this report.

6.8 Links to Council's Priorities

6.8.1 The LEADER programme could financially support projects that directly link to the following corporate priorities:

- Public Services and Council Tax
- Local Employment
- Environment
- Crime and Disorder
- Countryside and Heritage
- Access to Services
- Consultation and Communication
- Health and Well-being

6.8.2 Additionally, projects funded by the LEADER programme will positively impact upon at least one of the priorities of the Sustainable Community Strategy, which are to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Rachel Stephens (719301).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	NWBC	Financial Table	June 2015
2	NWBC	Output Table	June 2015

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy / Procedure / Service	NW and H&B LEADER Programme
Officer Responsible for Assessment	Partnership and Development Manager

Does this policy / procedure / service have any differential impact on the following equality groups / people

(a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:

(b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			N/A
Gender			N/A
Disabled People			N/A
Gay, Lesbian and Bisexual People			N/A
Older / Younger People			N/A
Religion and Beliefs			N/A
People Having Dependents Caring Responsibilities			N/A
People Having an Offending Past			N/A
Transgender People			N/A

If you have answered **No** to any of the above, please give your reasons below

The evaluation of the 2007 / 13 LEADER programme has helped to identify its actual impact on the groups defined by the protected characteristics identified above.

Throughout the 2014 Transition Period checks were made to ensure that consultation was undertaken with groups defined by the protected characteristics under the Equality Act. Where there were identified gaps, these groups have been targeted directly.

Please indicate if you believe that this document should proceed to further Impact assessment

No

Programme Budget against LEADER priorities in (£) Pounds

LEADER group name	North Warwickshire and Hinckley and Bosworth
Accountable Body name	North Warwickshire Borough Council

LEADER Priority	Programme Expenditure (€)						
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	Total
Support for Increasing Farm Productivity	£ -	£ 42,766.00	£ 70,919.00	£ 34,417.00	£ 26,066.00	£ -	£ 174,168.00
Support for Micro and Small Enterprises including Farm Diversification	£ -	£ 122,456.00	£ 143,875.00	£ 120,191.00	£ 77,926.00	£ -	£ 464,448.00
Support for Rural Tourism	£ -	£ 30,000.00	£ 82,879.00	£ 80,382.00	£ 38,963.00	£ -	£ 232,224.00
Support for Culture & Heritage activities	£ -	£ 24,614.00	£ 36,968.00	£ 35,048.00	£ 19,482.00	£ -	£ 116,112.00
Provision of Rural Services	£ -	£ 25,000.00	£ 36,439.00	£ 35,047.00	£ 19,626.00	£ -	£ 116,112.00
Support for increasing Forestry Productivity	£ -	£ 15,306.00	£ 25,744.00	£ 12,524.00	£ 4,482.00	£ -	£ 58,056.00
Total	£ -	£ 260,142.00	£ 396,824.00	£ 317,609.00	£ 186,545.00	£ -	£ 1,161,120.00

LEADER group name	North Warwickshire and Hinkley and Bosworth						
Accountable Body name	North Warwickshire Borough Council						
	Programme Outputs						
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020	Total
Support for Increasing Farm Productivity							
<i>No. of Projects</i>	0	1	2	2	1	0	6
<i>No. of Businesses or Holdings Benefitting</i>	0	1	2	2	1	0	6
<i>No. of Jobs Created</i>	0	0.5	1	0.5	0.5	0	2.5
Support for Micro and Small Enterprises and Farm Diversification							
<i>No. of Projects</i>	0	6	7	6	4	0	23
<i>No. of Businesses or Holdings Benefitting</i>	0	6	7	6	4	0	23
<i>No. of Jobs Created</i>	0	7	12	10	10	0	39
Support for Rural Tourism							
<i>No. of Projects</i>	0	1	2	2	2	0	7
<i>No. of Jobs Created</i>	0	1	2	2	2	0	7
Provision of Rural Services							
<i>No. of Projects</i>	0	1	1	2	1	0	5
<i>No. of Businesses Benefitting</i>	0	0	0.5	1	1	0	2.5
<i>Jobs Created</i>	0	0	1	1	1	0	3
Support for Cultural and Heritage Activity							
<i>No. of Projects</i>	0	1	1	1	1	0	4
<i>No. of Businesses Benefitting</i>	0	0	0	1	1	0	2
<i>Jobs Created</i>	0	0	1	0.5	0.5	0	2
Support for Increasing Forestry Productivity							
<i>No. of Projects</i>	0	0	1	1	0	0	2
<i>No. of Businesses or Holdings Benefitting</i>	0	0	1	1	0	0	2
<i>Jobs Created</i>	0	0	0	1	0	0	1

Agenda Item No 11

Community and Environment Board

20 July 2015

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – March 2014-2015

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to March 2014/15.

Recommendation to the Board

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Background

- 3.1 This report shows the year end position with the achievement of the Corporate Plan and Performance Indicator targets for 2014/15. This is the fourth report showing the progress achieved so far during 2014/15.

4 Progress achieved during 2014/15

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to March 2014/15 for the Community and Environment Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved (shown as a red triangle)

Green – target achieved (shown as a green star)

5 Performance Indicators

- 5.1 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2014/15.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 93% of the Corporate Plan targets and 93% of the performance indicator targets are currently on schedule to be achieved. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	14	93%
Red	1	7%
Total	15	100%

Performance Indicators

Status	Number	Percentage
Green	13	93%
Red	1	7%
Total	14	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

8.1.1 There are a number of Safer Communities related actions highlighted in the report including the provision of diversionary activities, leisure provision, play strategy and green space strategy.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report which contribute towards improving the environment and sustainability including the carbon management plan, green space strategy and refuse and recycling.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equality Implications

8.5.1 There are a number of equality related actions and indicators highlighted in the report including developing access to community services, tackling health inequalities and inter generational work.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of environment, recycling, access to services, health and well being, public services and Council Tax and local employment.

The Contact Officer for this report is Robert Beggs (719238).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NWCP Community & Environment Board 14/15

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 016	In conjunction with partner agencies, continue to work with individuals and communities to help raise levels of aspiration, attainment and skills and report on progress by March 2015	Local Employment	Powell, Simon	Twenty students from Polesworth School received a Bronze or Silver Arts Awards after designing and commissioning four wooden sculptures for Abbey Green Park and helping to organise and deliver an arts event at the Park in conjunction with the Polesworth Carnival.	★ Green	➔
NWCP 017	To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan and to report annually in March on progress. This will include acting on any Government led initiatives for domestic properties.	Environment	Maxey, Steve	The Council's new buildings (Civic Offices and Coleshill Leisure Centre) have a number of energy efficiency measures included within these programmes. Work on the Green Deal continues and the Council has made a bid to the Department of Energy and Climate Change to develop district heating schemes from sustainable sources. The Council has recently received £45,000 from DECC to look at the feasibility of using minewater to heat homes and businesses	★ Green	➔
NWCP 018	To maintain a very high standard of street cleanliness (95%) throughout the Borough and target those areas of highest community value to deliver as efficient and cost-effective a service as possible	Environment	Dobbs, Richard	The annual survey results show that the high standard of cleanliness has been maintained	★ Green	➔
NWCP 019	The Council will continue to promote waste minimisation and increased recycling, as well as raising awareness of the problems of litter, fly-tipping and dog fouling using suitable enforcement measures, where appropriate, and report quarterly	Environment	Dobbs, Richard	The Council continues to work closely with colleagues across Warwickshire and the wider sub-region to promote environmental issues	★ Green	➔
NWCP 022	To implement phase 7 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate, and report by March 2015	Health & Well-being	Powell, Simon	Consistent progress has been made in respect of delivery of Phase 7 of the approved Green Space Strategy within the context of currently available resources and capacity. Progress was reported to the C&E Board in March 2015	★ Green	➔
NWCP 024	In conjunction with key partners, to ensure completion of the project to replace Coleshill Leisure Centre with a new facility that is accessible by the community on the site of The Coleshill School by November 2014	Health & Well-being	Powell, Simon	Construction of the new Coleshill Leisure Centre was completed ahead of schedule and the building was handed to the Borough Council on 24 October 2014. It was opened to the public on 17 November 2014, subsequent to which attendance levels and feedback from users have been very encouraging.	★ Green	➔

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 028	To continue to co-ordinate the sustainable multi-agency development of Wellness Matters, including its further progression into targeted outreach communities, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people, and to report on progress by March 2015	Health & Well-being	Powell, Simon	Work is progressing on the implementation of the approved three-year Health Improvement Action Plan, including progression of the #OneThing campaign. Development of the Choose to Change programme (formally the One Stop Health Shop) is held in abeyance whilst consideration is given to the countywide procurement of a range of related services.	★ Green	➔
NWCP 029	Ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to undertake a review of the Child Protection Policy, and the Council's Section 11 Audit Action Plan, and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community	Health & Well-being	Powell, Simon	The review of the Child Protection Policy is complete and the updated document will be presented to Executive Board in June 2015. The completed "Strategic and Organisations Self Assessment Tool" (Section 11 Audit) relating to the Borough Council's arrangements for safeguarding and promoting the welfare of children and young people has been returned to the WSCB and an action plan developed. Level 1 Child Protection training is currently being delivered to staff by internal trainers.	★ Green	➔
NWCP 055	To report annually on progress on the Customer Access Strategy, including the development of existing Community Hubs and the ongoing provision of welfare support together with partners	Access to Services	Trahern, Bob	This was achieved in a report to the Community and Environment Board in March 2015 which pulled together the quarterly reports taken to the North Warwickshire Community Partnership. In summary, good progress continues to be made despite capacity and funding challenges in terms of delivering the Councils access strategy. The Council was recognised for its achievement of delivering its Community Hubs project by receiving a Highly Commended award at the prestigious Municipal Journal awards in June 2014.	★ Green	➔
NWCP 069(1)	To continue to improve the manner in which the Council consults and engages with, and secures the involvement of, children, young people and their families within the development, management and delivery of services throughout 2014/15	Health & Well-being	Powell, Simon	Young people and their families have recently been consulted about play provision in Atherstone, Grendon and Warton. They were also engaged throughout the processes involved in the development and construction of the new Leisure Centre in Coleshill.	★ Green	➔

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 081	To review and enhance the new refuse and recycling service introduced in October 2013, to improve the efficiency and effectiveness of the service and to increase the Council's recycling rate to at least 45% and report by March 2015	Recycling	Dobbs, Richard	Improvements to the operational efficiency of the new service continue to be made with a wider review currently being undertaken to identify areas for more significant future improvements. New vehicles will come on stream in Autumn 2015 which will improve the efficiency and flexibility of the service still further. The Council's overall recycling rate has now exceeded 50%.	 Green	
NWCP 086	In accordance with approved Management Plans, implement improvement at Bretts Hall Recreation Ground in Ansley Common	Health & Well-being	Powell, Simon	A Management Plan for the Recreation Ground has been produced and costed, but it is over the currently available budget. Consideration is being given both to wider community engagement in the project to support an application for external funding and to other possible funding solutions.	 Red	
NWCP 090	In partnership with the Local Action Group, ensure the successful undertaking of North Warwickshire's approved LEADER Transition Fund programme, including the production of a renewed Local Development Strategy and Business Plan	Access to Services	Powell, Simon	The North Warwickshire and Hinckley and Bosworth application for inclusion within the new LEADER programme (2015 to 2020) has been approved. Formal confirmation of the grant award has been received and work is progressing on the development of the new local Programme.	 Green	
NWCP 091	To integrate the Job Centre Plus operation into the existing One Stop Shop environment and implement any operational changes required by September 2014	Access to Services	Trahern, Bob	This new arrangement appears to be working well for both parties and we have run a number of successful joint initiatives made easier by the co-location	 Green	
NWCP 093	Complete delivery of the Play Area Development Programme with the replacement/refurbishment of equipment at Minions Close in Atherstone, Boot Hill in Grendon and Brendan Close in Coleshill	Health & Well-being	Powell, Simon	Installation of new play equipment has been completed at Boot Hill in Grendon and work is underway at the Town Council's site at Westwood Road in Atherstone, completion of which will enable the removal of the inappropriate facility at Minions Close. A scheme is also being progressed with the Town Council in Coleshill, although it is likely that this will not be completed until 2015 / 16, as it is incorporated within a wider enhancement of the Memorial Park.	 Green	

NWPI Community & Environment Board 14/15

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	100	 Green		
NWLPI 157	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises	Env Health (C, L & HP)	Health and Well-being	100	100	 Green		
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.90	1.72	 Green		
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	2.58	 Green		
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	105	 Green		
@NW:NI192	The percentage of household waste arisings which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion.	Refuse & Recycling	Recycling	45	50.32	 Green		
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	5	2%	 Green		Based on LEQS results for 250 inspections in June 2014 and combined inspections for Oct 2014 to March 2015
NWLPI 163	Number of projects/programmes being delivered	Partnership & Development	Health & Well-being	50	69	 Green		The increase in projects / programmes was a consequence of a significant number of events undertaken within the preparation of the new LEADER Local Development Strategy
NWLPI 165	Number of people engaged on projects/programmes	Partnership & Development	Health & Well-being	1600	2415	 Green		Community engagement exceeded initial expectations within the programmes affecting LEADER, walking groups, Big Day Out and the development of new play spaces
NWLPI 166	Percentage of people who are 'better off'	Partnership & Development	Health & Well-being	75	88.71%	 Green		
NWLPI 167	Satisfaction with service delivered	Partnership & Development	Health & Well-being	90	98.26%	 Green		
NWLPI 140	Delivery of actions in the 10 year Green Space Strategy - % achieved	Landscape Management	Health & Well-being	52	39.00%	 Red		Performance in terms of the completion of projects is short of the target for the year, but, as reported to the C&E Board, there continues to be a positive level of achievement given the extent of resources and capacity available.
NWLPI 141	Delivery of actions in the 10 year Green Space Strategy - % in progress	Landscape Management	Health & Well-being	3	7.00%	 Green		Performance in respect of works in progress is ahead of target and shows a positive level of activity in delivering the Strategy.

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 111	% of Play Areas meeting BS/EN and DDA standards	Landscape Management	Health & Well-being	94	94.00%	 Green		

Agenda Item No 12

Community and Environment Board

20 July 2015

Exclusion of the Public and Press

Report of the Chief Executive

Recommendation to the Board

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 13

Atherstone Leisure Complex – Extension of the Swimming Lesson Programme - Report of the Assistant Director (Leisure and Community Development).

Paragraph 1 & 2 – by reason of the report containing information relating to an individual.

Agenda Item 14

Staff Structure Review – Leisure and Community Development Division – Report of the Assistant Director (Leisure and Community Development).

Paragraph 1 & 2 – by reason of the report containing information relating to an individual.

Agenda Item 15

Markets for Recyclable Materials – Report of the Assistant Director (Streetscape).

Paragraph 3 – by reason of the report containing financial information.

Agenda Item 16

Public Conveniences – Report of the Assistant Director (Streetscape).

Paragraph 3 – by reason of the report containing financial information.