



Report Reference Number: E/19/39

To: Executive
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Ward(s) Affected: All
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Title: Policies for the Collection of Waste and Recycling

Summary:

The Council has approved a change from kerbside sort recycling to the collection of recycling from two wheeled bins. As part of this service change it is appropriate to review existing policies and implement new policies where necessary.

These policies are:

- Recycling contamination
- Recycling bin size and excess waste
- Assisted collections
- Residual bin size / larger residual bins
- Lane end collections
- Missed collection reporting

The purpose of this report is to set out the draft policies for approval and adoption following input from the Recycling Task and Finish Group and Policy Review Committee.

Recommendations:

- i. **It is recommended that the Executive endorse the report and approve the waste and recycling policies as set out in appendix A and listed below:**
 - a. **Recycling contamination**
 - b. **Recycling bin size and excess waste**
 - c. **Assisted Collections**
 - d. **Residual bin size / Larger residual bins**
 - e. **Lane end collections**

f. Missed collection reporting

Reasons for recommendation

The Executive are asked to approve the adoption of the new suite of policies detailed in appendix A to ensure that the Council has a robust approach to waste management and also to enable the policies to feed into the communications campaign relating to the new recycling service which will launch in the New Year.

1. Introduction and background

1.1 Selby District Council is a Waste Collection Authority (WCA) with responsibility for household waste and recycling collections across the district.

1.2 At a meeting of the Executive on 5 September 2019, the Council approved a change from a kerbside sort recycling service to a wheeled bin recycling service. This followed a public consultation which attracted over 6,700 responses and which was overwhelmingly in support of wheeled bin collections.

1.3 This change in service necessitated a review of existing waste policies and the production of new policies in consultation with the cross party members Task and Finish group. The policies were reviewed at a meeting of the Task and Finish group on 30 October 2019 and then at Policy Review Committee on 12 November 2019.

Policy	Task and Finish Group	Policy Review Committee
a. Recycling contamination	Policy as Drafted Agreed	Policy as Drafted Agreed
b. Recycling bin size and excess waste	Policy as Drafted Agreed	Policy as Drafted Agreed
c. Assisted collections	Policy as Drafted Agreed	Amendments suggested to criteria
d. Residual bin size / larger residual bins	Policy as Drafted Agreed	Policy as Drafted Agreed
e. Lane end collections	Policy as Drafted Agreed	Proposed further consultation with affected properties
f. Missed collection reporting	Policy as Drafted Agreed	Policy as Drafted Agreed

1.4 The policies are included in full as Appendix A

2. Waste and Recycling Collection Policies

2.1 a. Recycling Contamination (NEW POLICY)

2.1.1 As the Council currently provides a kerbside sort service, this means that crews can leave non-recyclable items and so a contamination policy has not previously been required. This new policy sets out how the Council will deal with

contaminated recycling bins i.e. bins that contain material that cannot be recycled or composted.

2.1.2 The Materials Recycling Facility where the mixed material will be taken sets a contamination limit of between 2 and 4%. Any loads with higher levels of contamination may be rejected resulting in increased costs to the Council of transporting this waste to Allerton Waste Recovery Park and so this is a key policy.

2.1.3 Prior to the start of the service a wide range of communications material will be delivered to all residents which will inform them what can be recycled in each bin. This will include bins hangers and information packs sent by direct mail. We understand that there may still be occasions where residents contaminate bins and that additional direct contact may be necessary to provide further education.

2.1.4 As the Council is moving from a kerbside sort system to a wheeled bin system we expect contamination levels to be low as residents are used to sorting their waste and there is no change to the type of materials that residents will be able to recycle.

2.1.5 This policy covers both individual properties and communal properties and focuses on influencing behaviour change.

2.1.6 Both the Task and Finish group and Policy Review committee supported this policy. The following is a summary of comments from the groups:

- The communications campaign must be clear about what can and can't be recycled using the new bins.
- The Council should look now at areas where box contamination is present and carry out some 'pre-education' in these areas
- Following up on communications is key and shouldn't just be left once the scheme has launched.
- There was agreement that the Council needed to take a firm stance with those who repeatedly contaminate bins despite attempts to education and work with individuals.

2.2 b. Recycling Bin Size and Excess Waste (NEW POLICY)

2.2.1 This new policy sets out under what circumstances the Council will provide larger or smaller recycling bins and how residents and the Council can safely deal with excess recycling.

2.2.2 The change from kerbside collection vehicles to a standard rear loading fleet of RCV's means that the Council will more easily be able to deal with larger cardboard boxes as we will no longer have the restriction of the size of the collection troughs on the vehicles.

2.2.3 Both the Task and Finish group and Policy Review committee supported this policy. The following is a summary of comments from the groups:

- The new service will make it easier to take large plastic containers (in the bin) and also large cardboard boxes which will be able to be collected if left next to the bin.
- Arrangements will need to be made for dealing with additional recycling at Christmas as this is a time when many residents will have additional packaging. This will be reviewed nearer the time.
- The 'Decision Tree' sets out under what circumstances people can apply for a smaller or larger bin but residents will be able to request a swap at a later date if they find the need a larger bin.
- Bespoke collections are being designed for those areas which may struggle to accommodate two additional bins and these residents will be contacted directly.
- Residents won't need to put their bins out for every collection if they don't have large amounts of waste.
- Changes will be needed to the Developer Guidance Document to ensure both internal and external storage areas are suitable in new build properties.

2.3 c. Assisted Collection (EXISTING POLICY)

2.3.1 The purpose of this existing policy is to ensure that residents who are unable to present their bins at their property boundaries due to age, disability or health reasons, are able to access assistance and so are not disadvantaged.

2.3.2 The policy has been updated to include temporary assistance for reasons such as pregnancy, illness or recovery from an operation or illness. The amended policy also provides clarification on suitable access / egress routes for collection crews.

2.3.3 Both the Task and Finish group and Policy Review Committee supported this policy. The following is a summary of comments from the groups:

- This is a vital service provided for some of the Councils most vulnerable residents and as such we should not introduce an age limit or request proof of qualification.
- There is an existing review process in place which helps to ensure that only those who qualify for the service are receiving it.
- Moving from a box service to a wheeled bin service will make it easier for residents and operatives and some residents may no longer require assistance if they no longer have to carry boxes.

2.3.1 Policy Review Committee proposed that the list of additional criteria be removed from the draft policy. Officers recommend retaining this list as a check but that proof of eligibility is not requested from residents unless there is some uncertainty around qualification.

2.4 d. Residual Bin Size / Larger Residual Bins (EXISTING POLICY)

2.4.1 The current standard residual bin size is 240 litres. This amended policy proposes reducing this to 180 litres as standard.

2.5.2 Prior to the introduction of kerbside recycling each household had 240 litres of waste capacity per week. This capacity has increased over time with the introduction of kerbside recycling and green waste collections and the new service will see this increase further to 360 litres of capacity per week; an overall increase of 50%. The change of service will see existing dry recycling capacity (paper/card, glass, cans and plastic) increase from 82.5 litres per week to 120 litres per week (45% more capacity) which should significantly reduce the amount that residents are putting into their residual waste bins.

2.5.3 The top 10 recycling Local Authorities in England all have either 180 litre or 140 litre residual waste bins as standard.

2.5.4 The proposal is that the new standard residual bin size would apply to new / replacement bins and not that all bins will be exchanged on mass.

2.5.5 There are currently two main criteria to be met in order for households to qualify for a larger 360 litre residual bin. There either needs to be 5 or more people in permanent residency or for smaller households, that someone produces large amounts of non-hazardous medical waste. The policy on large families was previously reduced from 7 down to 5 when the Council moved to alternate waste collections in 2009. The recommendation here is that this figure is increased to 6 which would bring the Council in line with the majority of North Yorkshire District / Borough Councils and the neighbouring unitary authorities. The increase in recycling capacity brought about by the new service will allow families to recycle a higher percentage of their waste reducing the need to dispose of items in their residual bin. There will be no change to the policy relating to residents who produce large quantities of non-hazardous medical waste.

2.5.6 The Council currently holds a database of properties who have qualified for a larger residual waste bin and this is reviewed on a rolling 2 year programme. Those households with 5 or more people living in permanent residency who have previously qualified for a larger bin will retain their larger bin until such time as the property is subject to review.

2.5.7 Both the Task and Finish group and Policy Review committee supported this policy. The following is a summary of comments from the groups:

- With the increase in recycling capacity, reducing the size of the residual waste bin is an important tool in nudging behaviour and encouraging residents to make full use of the recycling provision.
- Benchmarking has confirmed that reducing residual bin size does result in increases in recycling rates.
- The new policy would apply to new / replacement bins and residents would still be able to apply for a larger bin if they meet the criteria.

2.5 e. Lane End Collections (NEW POLICY)

2.5.1 This policy relates to the collection of waste from remote / rural properties. There is no existing formal policy relating to these properties. The current arrangement is that the Council will provide collections directly from these properties

which often involve driving a considerable distance down un-adopted and badly maintained, private access roads and tracks to collect waste from a single property. This is inefficient and increases the environmental impact of the collection round as well as the risk of damage to the collection vehicle.

2.5.2 The implementation of this new policy seeks to ensure that collection vehicles are only accessing roads which meet a set of specified criteria to reduce the potential of damage to private roads, reduce the potential of damage to collection vehicles and ensures that collections are as efficient as possible.

2.5.3 There are currently approx. 380 properties serviced by the remote / rural round and for the majority of these properties the waste collection point will not change. The policy seeks to address the small number of properties where access continues to be challenging.

2.5.4 The Task and Finish group supported this policy. The following is a summary of comments from the group:

- There are currently no criteria which set out which properties / lanes the Council will access on the rural round.
- Where properties are moved to a lane end collections, additional support may be required for residents who need assistance with collections – this is likely to be less than 5 properties.
- Clarification is needed on what an acceptable standard of road is.

2.5.5 The Policy Review Committee proposed that no new policy should be introduced before those residents who may be affected by the change are consulted with and made aware of the policy on assisted collections.

2.5.6 The new suite of waste and recycling policies will be applied across the district to over 38,000 properties. The proposed lane end collections would apply to around 100 properties.

2.5.7 The existing waste service for most residents is provided on the basis of boundary presentation (i.e. the boundary between the private property and public highway). The proposed policy would ensure consistency of collection point.

2.5.8 Should this policy be adopted, no changes will take place until discussions have taken place with all affected properties which will consider individual circumstances.

2.6 f. Missed Collection Reporting (NEW POLICY)

2.6.1 This new policy sets out how the Council will respond to reports of missed waste collections. Currently there is no limit to when residents can make a report of a missed collection leading on occasion to crews returning to a property over a week after a collection was due. This is inefficient and increases the environmental impact of the collection rounds.

2.6.2 The numbers of missed collections reported to the Council remain low and in the last 12 months 87% of missed collections were reported by 5pm at the end of the second working day after the collection was scheduled. The new policy proposes introducing this as a cut-off. E.g. collections missed on a Monday would need to be reported by 5pm on the following Wednesday. The Council would not return to missed bins reported after this cut-off time.

2.6.2 All crews complete a daily report sheet which records any bins which were not presented for collection or in the case of recycling / green waste bins, which were contaminated. As is current practice the Council would not return to any bins which are recorded as not presented. Officers would refer to the new contaminated bin policy for bins reported as contaminated.

2.6.3 Both the Task and Finish group and Policy Review committee supported this policy. The following is a summary of comments from the groups:

- Benchmarking of 24 other LA's showed 17 had a deadline for reporting of no more than 48 hours after the scheduled collection and 3 did not return to any missed collections
- Amey aim to return by the end of the following working day after a missed collection is reported
- Wherever possible the crew responsible for a missed collection are the crew that will return
- If Amey move to a four day working week (Tuesday to Friday) consideration will need to be given to how this may affect responding to missed collections
- The round rebalancing exercise that is currently being undertaken will address the issues of roll-overs in some areas (non-completion of rounds)
- Reference should be made in the policy to collections missed due to blocked access – this change has been made.

3. Alternative Options Considered

N/A

4. Implications

4.1 Legal Implications

Section 46 of the Environmental Protection Act allows WCA's to specify the type, number and size of receptacles used to collect household waste. It also allows WCA's to specify where those receptacles must be presented for collection.

4.2 Financial Implications

There are no direct financial issues associated with the policies however their implementation along with the service changes will help to ensure that waste and recycling services are as efficient as possible and supports the Councils savings plan.

4.3 Policy and Risk Implications

N/A

4.4 Corporate Plan Implications

By carrying out a review of associated policies the Council is 'delivering great value' by ensuring that we are providing high quality, effective and efficient waste and recycling collection services.

4.5 Resource Implications

N/A

4.6 Other Implications

N/A

4.7 Equalities Impact Assessment

Due consideration has been given to equality, diversity and community issues, and a screening document has been completed that details how the Council will mitigate against any potential impact.

A copy of the screening document is included as Appendix B.

5. Conclusion

The Executive are asked to approve the adoption of the new suite of policies to ensure that the Council has a robust approach to waste management and also to enable the policies to feed into the communications campaign relating to the new recycling service which will launch in the New Year.

6. Background Documents

None

7. Appendices

Appendix A – Waste and Recycling Service Policies
Appendix B – Equality Impact Screening

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