

AGENDA MANAGEMENT SHEET

Report Title: Food Waste Staffing and Resources

Name of Committee: Cabinet

Date of Meeting: 1 December 2025

Report Director: Chief Officer - Operations and Traded Services

Portfolio: Operations and Traded Services

Ward Relevance: All

Prior Consultation: Leadership Team, Elected Members, Waste Operations Staff

Contact Officer: Andy Kelly Project Manager Food Waste

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 A Healthier Rugby – To support people to live healthier, longer, and more independent lives.
 A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.
 A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.
 A Fairer Rugby – To reduce inequalities and improve housing across the Borough.
[Corporate Strategy 2025-2035](#)
 This report does not specifically relate to any Council priorities but

Summary: This report is the latest of a series of reports for the introduction of a new food waste service. Last year the main report (Appendix 3) laid out the statutory reasoning for the service, with subsequent reports for capital purchasing of new vehicles and containers, alongside major investment in restructuring the existing depot area to address the

increased resources and health and safety matters.

This latest report seeks approval for the release of DEFRA Transitional Funding to support the delivery of food waste containers ahead of the commencement of the new service.

It also requests additional funding, and the establishment of new staff posts to facilitate the implementation of the service. It is anticipated that DEFRA revenue funding from April 2026 will offset these costs; however, this has not yet been confirmed.

Financial Implications:

An increase of £1.064m million in the revenue budget for 2026/27 is required to cover the costs of the new food waste service, as outlined in Section 3. This will be partially offset by a one off £0.148m of DEFRA grant funding.

This does not adversely impact the Medium-Term Financial Plan (MTFP) position, as an allowance of £1.000m had already been assumed for the forthcoming year

Additional DEFRA revenue grant funding is expected to offset these costs; however, any amount has yet to have been confirmed.

The delivery of a balanced MTFP requires the general fund to deliver cost reductions and increased income, the funding of this scheme will be met from balancing the overall position for the year.

Risk Management/Health and Safety Implications:

Implementation of the food waste collection service is a statutory requirement under the Government's Simpler Recycling legislation and is funded by DEFRA. Failure to implement the service would expose the Council to the risk of non-compliance with statutory obligations and associated sanctions.

Although DEFRA has allocated some funding, including for container delivery, the full extent of revenue support remains unconfirmed and may not fully cover service delivery costs. This poses a financial risk requiring careful monitoring and mitigation through budget planning.

Transitional funding has been secured to cover the costs associated with container delivery.

Environmental Implications:

Climate Impact Assessment-see Appendix 1: As the Waste Collection Authority, the Council anticipates a rise in carbon emissions due to the expansion of its diesel-powered vehicle fleet. However, these new vehicles are smaller and more fuel efficient than standard waste collection vehicles. A comprehensive route optimisation programme will further enhance efficiency by minimising road miles and maximising fuel use. The service is also exploring alternative fuels for the fleet though this is work in progress.

Environmental benefits will also be realised at the disposal stage. It is expected that there will be a reduction in residual waste tonnages with the added capture of biogas generated through the anaerobic digestion of food waste. This biogas can be used to power vehicles or be injected into the national grid, while the liquid digestate by-product will serve as a sustainable fertiliser for local farmland.

Legal Implications:

The introduction of a new weekly food waste collection service for all households is a statutory requirement under the Simpler Recycling provisions, introduced through the Environment Act 2021.

Equality and Diversity:

Equalities Impact Assessment-see Appendix 2: The service will continue to promote an inclusive, respectful, and equitable workplace culture. The Waste Services team will ensure that the food waste collection service is accessible to all residents and designed to accommodate individuals with additional or specific needs, supporting fair and equal access to the service across the community.

Options:

1. To approve the revenue budget of £0.916m increase for 2026/27 for the new food waste collection service and for the additional staff to be added to the Council's establishment.
2. Do nothing. To take no action would risk non-compliance with the Government's Simpler Recycling legislation, delay the delivery of containers, and compromise the operational capacity and effectiveness of the new service.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) A General Fund revenue budget of £0.916m for 2026/27, as detailed within section 3 and inclusive of the DEFRA grant funding, for the new food waste collection service, be approved; and
- (2) additional staff be added to the Council's establishment. The new service will require 9x Drivers, 9x Loaders, a Supervisor and a Workshop Fitter.

Reasons for Recommendation:

Delivery of the new food waste service is a statutory requirement. Although government funding has not yet been confirmed, recruitment must begin to ensure that container deliveries and service implementation can be completed within the required timescales.

Cabinet - 1 December 2025

Food Waste Staffing and Resources

Public Report of the Chief Officer - Operations and Traded Services

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) A General Fund revenue budget of £0.916m for 2026/27, as detailed within section 3 and inclusive of the DEFRA grant funding, for the new food waste collection service, be approved; and
- (2) additional staff be added to the Council's establishment. The new service will require 9x Drivers, 9x Loaders, a Supervisor and a Workshop Fitter.

1. Executive Summary

- 1.1 This report is the latest in a series of reports for the introduction of a new food waste service. Last year the main report 'Food Waste Collections' (Appendix 3) laid out the reasoning for the service, with subsequent reports for capital purchasing of new vehicles and containers, alongside major investment in restructuring the existing depot area to address the increased resources and health and safety matters.
- 1.2 This report seeks approval to use the transitional funding received for container delivery and requests additional revenue funding to secure the operational resources required to deliver the service in 2026, including staffing and vehicle running costs.

2. Background

- 2.1 The introduction of a new weekly food waste collection service for all households is a statutory requirement under the Simpler Recycling provisions, introduced through the Environment Act 2021.
- 2.2 Capital funding has been received from DEFRA and used for the procurement of new food waste collection vehicles and containers.
- 2.3 Capital funding for the reconfiguration of the waste depot has been approved, and the project is now underway. The works will enhance health and safety standards and provide capacity to accommodate the additional food waste collection vehicles and skips.

- 2.4 Transitional revenue funding of £0.303m has been received from DEFRA to support communications, project management, container deliveries, and procurement activities. Funding allocations have been approved for the Project Officer role and for Communications and Engagement initiatives.
- 2.5 Revenue funding for the delivery of the service has not yet been confirmed by DEFRA, with confirmation expected in November 2025. However, planning for the full implementation of the food waste collection service must continue in advance of this confirmation to ensure delivery within the required timescales.

3. Implementation

- 3.1 To ensure delivery of the service to schedule, recruitment and induction activities must commence in January 2026, enabling new staff to start in April 2026. The initial phase will focus on container distribution, providing staff with valuable operational experience and familiarity with the new collection rounds before the service becomes fully operational.
- 3.2 Additional vehicles will be hired for the delivery of the containers to residents for a period of up to two months.
- 3.3 To support the increase in staff and vehicles required for the new service, an additional Supervisor and Workshop Fitter are needed to ensure effective management and to maintain health and safety standards.

4. Financial Implications

- 4.1 An annual net revenue budget of £0.916m (see Table 1) will be required to deliver the weekly food waste collection service from 2026/27.

Table 1

Expenditure			
Staff costs	Quantity	Annual cost 26/27 £000	Total £000
Salaries- Refuse Driver	9	41	369
Salaries- Refuse Loader	9	34	306
Salaries -Supervisor	1	44	44
Salaries- Vehicle Fitter	1	48	48
Salaries –Contractual Overtime/Bank Holidays	1	65	65
Agency Cover	1	50	50
Employee insurance	20	0.1	2
Personal Protective Clothing	20	0.75	15
Training-General	20	0.1	2
Training-Drivers only	9	0.3	3
Staff costs total			904
Vehicle running costs			
	Quantity	Annual cost 26/27 £000	Total £000
Standing costs (tax, insurance)	10	1.5	15
Repairs and Running costs	10	4	40
Fuel	8	12	96
Operator’s Licence Fee (one-off)	1	1	1
Increased Water & Interceptor Costs	1	8	8
Vehicle running costs total			160
Total Expenditure			1,064
Income			
		Annual cost 26/27 £000	Total £000
DEFRA transitional funding for container deliveries		148	148
Total Income			148
Net expenditure (Exp less Income)			916

- 4.2 The transitional revenue funding already received from DEFRA of £0.148m for deliveries will fund the staff and vehicles for the delivery of containers prior to the service commencing; this has been included as income in Table 1.
- 4.3 It is hoped that DEFRA will provide new burdens revenue grant funding to support the ongoing operation of the service. As of the date of this report, the Council has not received confirmation of the funding amount.
- 4.4 An amount of £1.000m has already been included in the MTFP to reflect estimated growth for the food waste service from 2026/27. Once further DEFRA grant income is confirmed to offset this growth, it will also be incorporated into the MTFP during the budget-setting process. It is important to note that, although delivery of this service is a statutory responsibility, the scheme is not cost neutral. The Council will therefore

need to identify cost reduction and income generating measures to ensure a balanced MTFP.

- 4.5 If approved, the draft budget report to be presented to Cabinet in January will include this scheme along with all measures required to align the organisation's costs with available funding.

5. Risk

- 5.1 A delay in initiating the recruitment process will jeopardise the timely delivery of containers, potentially affecting the implementation of the service.
- 5.2 The level of government funding via New Burdens remains unconfirmed. If funding is insufficient, the Council may need to absorb additional service costs, presenting a potential financial risk to the MTFP.
- 5.3 The level of resident participation is uncertain. Service delivery has therefore been modelled using the national average participation rate, with an initial allocation of eight vehicles. Should actual participation exceed this estimate, additional staff and vehicles may be required to maintain full service coverage.

6. Legal Implications

- 6.1 The introduction of a new weekly food waste collection service for all households is a statutory requirement under the Simpler Recycling provisions of the Environment Act 2021. As this service is mandated by legislation, appropriate revenue funding will be required to support staffing, operational costs, and the implementation of the new collection arrangements.

7. Conclusion

- 7.1 Implementation of the food waste collection service will require staff recruitment to commence in early 2026, enabling timely container delivery and the subsequent rollout of the service.
- 7.2 Release of transitional funding is required to support the hire of additional vehicles and the staffing necessary for the effective distribution of containers.
- 7.3 In order to meet its statutory obligations, the Council will require additional revenue funding to operate the service. Confirmation of this funding is not available at the time of writing.
- 7.4 Therefore, it is requested that Council approve the recommendations set out in this report.

Name of Meeting: Cabinet
Date of Meeting: 1 December 2025
Subject Matter: Food Waste Staffing and Resources
Originating Department: Operations and Traded Services

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Climate Change and Environmental Impact Assessment-Food Waste Staffing and Resources
2	Equalities Impact Assessment-Food Waste Staffing and Resources
3	Food Waste Report

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No Relevant Paragraph of Schedule 12A

Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action.

Rugby Borough Council declared a climate emergency in 2019 and the Council's Corporate Strategy (2025-2035) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions are further defined through the Council's Climate Change Strategy [link](#) and must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes greenhouse gas emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

To help you complete this assessment, please see the following guidance on SharePoint [here](#).

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to your Chief Officer for approval.

If you require help, advice and support to complete the form, please contact your Chief Officer.

SECTION 1: OVERVIEW

Portfolio and Service Area	Operations and Traded Services, Waste Services
Policy/Service/Change being assessed	Food Waste Collection Service
Is this a new or existing Policy/Service/Change?	New weekly food waste collection service, change from existing fortnightly garden and food waste collection service
If existing policy/service please state date of last assessment	Last assessment date not known.
Ward Specific Impacts	All
Summary of assessment Briefly summarise the policy/service/change and potential impacts	<p>The government has mandated that all local councils implement a weekly food waste collection service for all residents. Although this is a new service, food waste is currently collected with garden waste, which is a subscription based, opt-in service. Residents who do not subscribe currently dispose of food waste in their general refuse bins.</p> <p>Through the introduction of this new service there would be an increase in RBC operational staff, additional vehicles and an increase in energy usage at the Hunters Lane Waste Depot site.</p> <p>Although the additional diesel vehicles will increase emissions across the borough, the smaller food waste vehicles produce less pollution than standard refuse trucks. Diverting food waste from landfill or incineration to anaerobic digestion provides environmental benefits: the biogas generated can power vehicles or feed into the energy grid, and the remaining material is used as a nutrient rich fertilizer on local farmland.</p>
Completed By	Andy Kelly
Authorised By	Claire Owen
Date of Assessment	30/10/2025

SECTION 2: GREENHOUSE GAS EMISSIONS

	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Scope 1 Emissions Direct emissions from council owned resources, for example through boilers or vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There would be an overall increase of 10, small diesel powered food waste collection vehicles on the roads within the borough.	Specification and procurement of 'Euro-6' emissions level vehicles, the current standard for diesel powered vehicle emissions. Restructuring collection routes to minimise mileage and fuel use, combined with the removal of food waste from the residual stream, is expected to reduce reliance on larger diesel powered waste collection vehicles.		Ongoing
Scope 2 Emissions Indirect emissions occurring at the location energy is produced for council activities. For example, electricity generation for council buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increase in the numbers of operational staff using the depot facilities with increased usage in electricity, water and gas. This could result in an increase in Scope-2 emissions, but this is likely to be minimal.	Ensure council continues to use sustainable energy sources within the depot		Ongoing

SECTION 3: CLIMATE CHANGE STRATEGY

	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Workplaces and the Economy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The new service will create additional jobs within the Council, giving staff the opportunity to contribute to Rugby's local economy.</p> <p>Waste management is a key component of the green economy, and this service will support the Council's objectives in this area. This includes a reduction in the borough-wide emissions (e.g., limiting the methane emitted from food waste as it biodegrades). The food collection scheme will also reduce the amount of waste sent to landfill or incineration and will result in the creation of a renewable biofuel.</p>			Ongoing
Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an increase in the numbers of collection staff by 20, needing to get to the depot for work.	Actively promote sustainable travel options, cycle-to-work scheme and car share to staff		Ongoing

	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				There would be an overall increase of 10, small diesel-powered food waste collection vehicles on the roads within the borough.	Please see mitigation comments for Scope1 emissions.		
Natural Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduction of residual waste going into refuse (black) bins	<p>In 2023/24 around 9% of the Borough's waste was sent to landfill. The food waste collection service should reduce the amount of waste going into general refuse, which would lower the demand for land for landfill.</p> <p>Decomposing organic material also contributes to leachate, a toxic liquid that if not managed properly can cause environmental harm. Reducing the amount of organic matter going to landfill through this service, should reduce both the volume and toxicity of leachate produced.</p>		Ongoing
Homes and Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Waste, Resources and the Circular Economy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The new Service is expected to focus resident's attention and drive a reduction on food			Ongoing

	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				<p>waste overall, through a very visible realisation of the amount of food waste being thrown away.</p> <p>This will then impact on the wider Warwickshire County reducing its impact on waste disposal through the diversion of food waste into energy recovery.</p>			
Climate and Nature Positive Communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The new food waste service cuts emissions, generates renewable energy, and enriches farmland, supporting climate-friendly, nature-positive communities.			Ongoing
Adaptation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Negative:</u> Increase in vehicle emissions affecting local air quality levels.</p> <p><u>Positive:</u> The Service will be delivered during aspects of inclement or extreme weather, such as are as likely to be experienced in coming decades, wherever possible and in line with current health and safety guidelines.</p>	<p>Specification and procurement of 'Euro-6' emission level vehicles, the current standard for diesel powered vehicle emissions.</p> <p>A potential reduction in larger diesel powered waste collection vehicles will be seen following the thorough restructuring of current collection routes to minimise mileage and fuel usage across the service.</p>		Ongoing

SECTION 4: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	29/10/2026
Key points to be considered through review	The review should assess how the food waste collection service reduces landfill emissions, generates renewable energy and fertilizer, supports soil health and biodiversity, and delivers community and operational benefits, while evaluating vehicle emissions, route efficiency, contamination risks, and overall service effectiveness.
Person responsible for review	Waste Services Manager/s
Authorised by	Claire owen

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published [online](#).
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Rebecca Ewers
Corporate Equality & Diversity Officer
rebecca.ewers@rugby.gov.uk
01788 533509

Equality Impact Assessment

Service Area	Waste Services
Policy/Service being assessed	New Weekly Food Waste Collection Service
Is this a new or existing policy/service? If existing policy/service please state date of last assessment	New Service
EqlA Review Team – List of members	
Date of this assessment	30/10/2025
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of the completed and signed Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Officer.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Policy to be analysed</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The introduction of a mandatory weekly food waste collection service to domestic residences within the borough. Domestic-premises food-waste collections were declared mandatory upon their inclusion in The Environment Act 2021. Introduced to help improve recycling across England and remove food waste disposal from landfill.</p> <p>The new service is intended to promote and support the increase in recycling for councils and will contribute towards the council achieving its net-zero targets through improved recycling, better utilisation and recovery of resources and reduced unnecessary disposal costs.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>The service manager will work closely with the team and others to ensure the following priorities are met:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A Healthier Rugby – To support people to live healthier, longer, and more independent lives. <input type="checkbox"/> A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre. <input checked="" type="checkbox"/> A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change. <input type="checkbox"/> A Fairer Rugby – To reduce inequalities and improve housing across the Borough. <p>Corporate Strategy 2025-2035</p> <p><input type="checkbox"/> This report does not specifically relate to any Council priorities but</p>
(3) What are the expected outcomes you are hoping to achieve?	<p>The successful design, implementation and delivery of a new food-waste collection service will help reach climate targets, and foster equality, diversity, and inclusion within the workforce and the broader community.</p> <p>The new service will ensure compliance with statutory service provision while creating more local jobs.</p>

Appendix 2

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The decision will affect:</p> <p>Employees: Rugby Council values diversity and promotes inclusive practices within the waste services team and the wider council staff. They ensure equal opportunities for all staff members, regardless of their background, fostering a respectful and supportive work environment.</p> <p>Customers: Waste Services Team understands the importance of engaging with a diverse community. They actively seek input and feedback from residents of different ethnicities, ages, genders, and backgrounds, ensuring that waste services meet the needs of all community members.</p> <p>Wider community: The Council are obligated to offer the new food-waste collection service to all its residents within the borough.</p>
<p>(5) Will the policy or decision involve substantial changes in resources?</p>	<p>The new service will require an increase in operational staff by 20 FTE's, an increase in the number of collection vehicles and a restructure of the current depot space to accommodate this increase, as well as an increase in staff parking area.</p>
<p><u>Stage 2 – Evidence about user population and consultation</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>

<p>(1) What does the data tell you about the groups this policy or decision impacts?</p> <p>Possible data sources:</p> <ul style="list-style-type: none"> • national statistics/census data • local statistics • evaluations • analysis of complaints • user feedback • outcomes from consultation/community voice • Council published information, service data • District and Ward Profile – Warwickshire Observatory • Office of National Statistics • Fingertips health profiles • Indices of Multiple Deprivation • RBC Annual Workforce Equality Report 	
<p>(2a) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement?</p> <p>If yes, please state which groups were involved in the consultation and what were their views and how have their views influenced the policy/decision?</p>	<p>A simple residents participation survey was carried out to initially gauge the potential for uptake of the new service and sought to determine what factors may discourage or prevent participation.</p>

Appendix 2

(2b) If you have not consulted or engaged with communities that are likely to be affected by the policy/decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.

The new food waste service is a mandatory inclusion, and consultation with residents will not change this outcome.

All residents in Rugby will be able to participate in the new service.

Engagement will be in the forms of roadshows, community forums and contact, bespoke written communications to allow full inclusion.

The Officer will become a primary point of contact for the new service during the run-up, roll-out and initial stage of the new service.

Stage 3 – Analysis of impact

<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>Protected Characteristic</p>	<p>Nature of Impact Positive, Neutral, Adverse (explain why)</p>	<p>Extent of impact Low, medium, high</p>
	<p>Age</p>	<p>Residents will have the option to seek assistance with container movements from their properties to the collection point as with other waste collection services</p>	<p>Low</p>
	<p>Disability</p>	<p>Residents will have the option to seek assistance with container movements from their properties to the collection point as with other waste collection services</p>	<p>Low</p>
	<p>Sex</p>		
	<p>Gender reassignment</p>		

Appendix 2

	Marriage/civil partnership		
	Pregnancy/maternity	Residents will have the option to request assistance with the movement of waste containers on based on specific eligibility criteria	Low
	Race		
	Religion/belief		
	Sexual Orientation		
(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?	Description of impact	Nature of impact Positive, Neutral, Adverse (explain why)	Extent of impact Low, medium, high
	Socio-economic e.g.: child poverty, income level, education level, working hours/occupation, family/social support, access to good nutrition	No impact	
	Environmental e.g.: housing status, transport links, geography, access to services, air quality, noise pollution	The increase in the number of vehicles may affect air-quality, the Council is in the early stages of exploring low-emissions fuel options to address this. The service will utilise more mileage and fuel-efficient routing to minimise this impact.	Low

Appendix 2

<p>(3) Using the information gathered in stages 2 and 3, please describe how the policy/strategy/service will:</p> <ul style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act b. Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic c. Foster good relations between people who share and people who do not share a relevant protected characteristic 	<p>N/A</p>
<p>(4) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?</p>	<p>The new service will be available to all residents within Rugby</p>
<p>(5) What Equality Monitoring Data will be collected to analyse impact? How will the Equality Monitoring Data collected be used?</p> <p>If no Equality Monitoring Data is being collected, why not?</p> <p>For support with this section, please refer to the Equality Monitoring Guidance.</p>	<p>The new service will be available to all residents within Rugby</p>

<p>(6) Complete this section if any adverse impacts were identified in 3.1.</p> <p>Outline any actions that will be taken to remove or mitigate the adverse impacts identified in 3.1 to ensure that no discrimination is taking place. If removing or mitigating the impact is not possible, you may in certain circumstances, justify the discrimination. If that is the case, please give evidence for why justifying is possible in this case.</p>	<p>N/A</p>
--	------------

<p><u>Stage 4 – Action Planning, Review and Monitoring</u></p>	
<p>(1) Data analysis What does feedback from Equality Monitoring Data gathered tell you about impact on groups? Were there any unforeseen impacts (positive or negative)?</p> <p>The feedback/data should be used to inform your Action Plan in (2)</p>	

<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(2) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1"> <thead> <tr> <th data-bbox="875 352 1120 424">Action</th> <th data-bbox="1120 352 1366 424">Lead Officer</th> <th data-bbox="1366 352 1615 424">Date for completion</th> <th data-bbox="1615 352 1865 424">Resource requirements</th> <th data-bbox="1865 352 2114 424">Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(3) Review and Monitoring State how and when you will monitor policy and Action Plan. Will you make any changes to the Equality Data that you are collecting or how you are collecting/using the data?</p>	<p>The service delivery will be monitored in accordance with existing council policies and procedures, and measured against existing KPI criteria</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on 30/10/2025 and will be reviewed on 29/10/2026’

AGENDA MANAGEMENT SHEET

Report Title Food Waste

Name of Committee: Cabinet

Date of Meeting: 2 December 2024

Report Director Chief Officer – Operations and Traded Services

Portfolio: Operations and Traded Services

Ward Relevance: All

Prior Consultation: Portfolio Holder, Shadow Portfolio holder, Budget Working Group, Finance and Human Resources

Contact Officer: Andy Kelly – Project Manager, Food waste

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(C) Climate Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)

(E) Economy Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)

(HC) Health and Communities Residents live healthy, independent lives, with the most vulnerable protected. (HC)

(O) Organisation Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)

This report does not specifically relate to any Council priorities but

Summary: This report seeks approval to spend Capital Funding grant from the Department for Environmental, Food and Rural Affairs and begin procuring food waste collection

vehicles and caddies. This is time sensitive due to Appendix 3 protracted lead times for new vehicles and food caddies because of all local authorities embarking on similar exercises which will exert pressure on the supply chain.

Financial Implications:

Subject to approval within this report, capital budgets totalling £1.684m will be added to the GF capital programme for 2025/26 for food waste vehicles and caddies as detailed within Section 3. This will be financed by capital grants and internal borrowing.

Risk Management Implications:

There is a likelihood of procurement bottlenecks which could create supply delays and impact the implementation timescales of a new service. Recent changes to the procurement legislation may have unknown impact on procurement process or the suppliers speed of processing.

The national recycling rate target of 65% is ambitious and it is unclear what, if any, sanctions there will be on local authorities that fail to achieve this level of recycling.

Environmental Implications:

Please refer to the Climate Impact Assessment as per Appendix 2

Legal Implications:

The implementation of a new, weekly food waste collection service to all households was deemed mandatory under legislation introduced through the Environment Act 2021, with an implementation date of 1st April 2026.

All procurements will follow and adhere to current guidance and legislation.

Equality and Diversity:

Please refer to the Equalities Impact Assessment as per Appendix 1.

Options:

1. To provide the service as outlined in the report.
2. Defer a decision to a later date.

Recommendations:

IT IS RECOMMENDED TO COUNCIL THAT:

1. A general fund capital budget of £1.265m for the purchase of food waste vehicles be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report; and
2. A general fund capital budget of £0.419m for the purchase of food waste caddies be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report.

**Reasons for
Recommendation:**

To ensure compliance with the Environment Act 2021, the Council must prioritise the implementation of mandatory weekly food-waste collections.

To defer this decision to provide the service may attract yet unknown consequences from Defra and while these may incur fines or other sanctions there remains a risk of potential damage to the Council's reputation.

Cabinet – 2 December 2024**Food Waste****Public Report of the Chief Officer – Operations and Traded Services****Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) a general fund capital budget of £1.265m for the purchase of food waste vehicles be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report; and
- (2) a general fund capital budget of £0.419m for the purchase of food waste caddies be approved and added to the capital programme for 2025/26 to be financed by capital grants and internal borrowing as detailed in section 3 of the report.

Executive Summary

This report seeks approval to allocate capital funding and secure additional resources for the implementation of a weekly food waste collection service, as mandated by the Environment Act 2021. This is the first in a series of reports that will outline key components of the project, including a Communications Plan, details of revenue funding, and the necessary investment to reconfigure the depot to support the new food waste vehicles. This is a significant initiative requiring collaboration across multiple Council departments to ensure successful delivery.

This new legislation requires all councils to introduce a dedicated, weekly food-waste collection by 31 March 2026, with the goal of increasing recycling rates to the national target of 65% by 2035. Currently, Rugby Borough Council collects around 43,500 tonnes of waste annually, achieving a recycling rate of 43%, below the current national average of 46%. A targeted food waste service is expected to significantly reduce landfill contributions and increase recycling rates.

The Council's Waste Services team currently operates 14x collection rounds across 51,563 households and adding a food waste service will require additional vehicles, staff, and collection rounds. Initial funding from Defra of £1.070m has been allocated to support the capital costs of vehicles and food caddies. However, this funding does not fully cover all expected costs. Conversations with DEFRA on this are continuing and evidence has been provided to them demonstrating the need, but no response has been forthcoming to date.

This initiative will require an ongoing communications strategy to inform and engage residents across diverse communities, emphasising the benefits of the food waste collection service. Effective public engagement will be critical to the service's success.

The Council's mandatory obligation under the Environment Act 2021 necessitates swift action to meet the Government's deadlines and avoid potential penalties. Delays in procurement and high demand for waste collection resources present risks, including increased costs. Nonetheless, the Council's plan aims to ensure compliance, improve recycling performance, and meet statutory requirements by the target date of April 2026.

This project has been subject to numerous uncertainties around legislation, funding levels, a requirement for new waste collection routes and new collections staff, the need for a major logistical exercise for container distribution. These are issues which need to be managed in the project.

1. Background

- 1.1 Rugby borough has a current property count of 51,563 domestic properties. Waste Services operate 14x collection rounds comprising of 6x residual black bins rounds, 5x recycling blue bin rounds and 3x garden and food green bin rounds. These are operated by 14x drivers and 28x loading operatives. Residents currently have three separate waste containers; the food waste service will add another two, one indoor and one outdoor food caddy.

Table 1

Service	'Urban' households	'Rural' households	Total households
Residual waste	44,617	6,946	51,563
Dry recycling	47,926	3,160	51,086
Mixed food & Garden waste	25,000 subscriptions across the borough		25,000

- 1.2 The Council collects around 43,500 tonnes of waste each year and recycle around 19,700 tonnes or 43%. The national recycling rate is 46%.
- 1.3 The Environment Act 2021 was a response to a series of consultations around improving recycling in England and introduced several measures to raise the level of recycling to 65% by 2035.
- 1.4 As part of this regime councils must introduce a domestic weekly food waste collection by 1st April 2026 and have received a level of capital funding (Table 1) to support this.
- 1.5 This funding has been provided for the purchase of food waste collection vehicles and food waste containers. Further funding for transitional costs will be made available, but these funding levels are yet not known. Transitional funding will not cover changes such as depot design or layout. Further funding has been declared for the ongoing revenue costs of operating these new services and are expected from April 2026, but levels are not yet known.
- 1.6 To determine the levels of capital funding for each council, the Department for Environment, Food and Rural Affairs (Defra) used a calculation that considered the numbers of properties, existing food waste collections and predetermined vehicle collection capacities to calculate the number of vehicles needed and how many food caddies will be required.

- 1.7 This determined that Rugby Borough Council would require x7 additional food waste vehicles and provided capital funding accordingly. This number was arrived at using calculations from the 'Local Authority Portal' property-count, existing food-waste collections within the borough and performance figures from councils already collecting food waste but was less than the requirement shown by our own modelling.
- 1.8 Capital funding was also allocated to provide two food caddies to all properties. This initial funding was challenged by officers and an increase was granted by Defra.

Table 2

Funding from DEFRA for capital £	Received
-£0.967m	11/04/24
-£0.102m	01/05/24
-£1.070m	

- 1.9 To challenge the calculations that Defra based their funding on, RBC utilised an external company, Waste and Resources Action Programme (WRAP) non-government organisation (NGO) that provide support to local authorities.
- 1.10 WRAP's calculations using their inhouse Kerbside Analysis Tool (KAT) determined that the council would need x9 food waste vehicles with a further x1 maintenance-spare in reserve. This was confirmed by using a specialised route-optimisation software company 'WebAspx' who created a set of new food waste collection routes that maximised efficiencies through the most productive way of completing rounds and minimising fuel usage to contribute to the council's carbon reduction.
- 1.11 The figures provided by Defra were challenged on the Council's behalf which outlined the shortfall in funding. An initial challenge generated additional funding which was insufficient and was challenged again. This second challenge has to date remained unanswered by Defra.

2. Implementation

- 2.1 A dedicated Project Manager has been appointed to deliver the project. There may be a further need for additional support in the communications plan delivery and this will be determined accordingly.
- 2.2 Delivering a separate weekly food waste collection is a significant service change impacting all residents. Whilst the consequences of not delivering the project by 1st April 2026 are unknown, the feasibility and financial implications of introducing a new service by April 2026 are a challenge and represents a corporate risk. It is anticipated that the project will take a minimum of 18months from point of approval to initial service rollout.

3 Financial Implications

3.1 Capital requirements

- 3.1.1 For the x9 new food waste collection rounds, x10 vehicles will need to be purchased: x1 for each round plus a spare vehicle. Caddies will also need to be purchased for both inside and outside of the properties. Estimated costings for these are shown below, which include a 10% contingency to allow for expected increases in vehicle and caddy costs due to the increase in demand.

Table 3

Item	Total cost £000	Notes
7.5 tonne vehicles	1,265	x9 Vehicles for new rounds plus x1 spare required
Kitchen Caddy	142	x1 per property (for inside) based on number of properties in 26/27 (53,500 +10% spares)
Kerbside Caddy	277	x1 per property (for outside), based on number of properties in 26/27 (53,500 + 10% spares)
Total	1,684	

- 3.1.2 Capital budgets of £1.684m will be required to purchase vehicles and caddies, as included within the recommendations of this report for approval. £1.070m of funding has been received from Defra in capital grants, leaving a shortfall of £0.614m which will be funded via internal borrowing.
- 3.1.3. Based on internal borrowing for the £0.614m, over a 7-year period, this would result in in MRP and interest of approximately £0.689m in total. This is significantly less than it would cost to externally borrow via a PWLB loan.
- 3.1.4. Under the Council's Capital Strategy, the Section 151 Officer will, at the end of the financial year, review the funding of the capital programme to utilise funding in the most efficient and beneficial way for the Authority.

3.2 Revenue requirements

3.2.1 Weekly food collections

To deliver the weekly food collections, it is anticipated that x10 drivers, x10 loaders and x1 supervisor would need to be recruited on a permanent basis to cover the x9 rounds, including pool staff.

- 3.2.2 An expected annual revenue budget of around £1m is required to run the weekly food collection service. This revenue cost is not confirmed and options to reduce revenue costs are being explored.
- 3.2.3 There will be no disposal costs for the Council as this will be paid by Warwickshire County Council, however, Rugby Borough Council will also not receive any recycling credit income for food waste. At this time, it is expected there will be some funding towards revenue costs however Rugby has not received notification from Defra at this stage of how much this will be.

4 Risk

- 4.1 There is a risk that if the Council does not progress the project in good time, then it will not be able to meet statutory duties within the specified timescale.
- 4.2 There remains a risk that government funding through new burdens may not cover the full additional net cost of these services.
- 4.3 There could be yet undefined financial penalties from Government for failure to commence the food waste collections service by the declared start date of 31 March 2026.

- 5.1 This Council has a mandatory obligation under the Environment Act 2021 to provide a weekly food waste collection to residents. Defra have provided capital funding for the procurement of collection vehicles and food waste containers; however, this funding has been demonstrated to be insufficient to cover all costs and will require further monies from the Council.
- 5.2 It has been made clear that the supply chain for food waste vehicles and food containers (caddies) is experiencing unprecedented demand and delays are inevitable, with risk of increasing costs through such demand.
- 5.3 While it is unknown at this time what potential repercussions from not implementing this new service may be, it is possible that the government may impose fines upon Councils that are unable to demonstrate an acceptable level of progress towards doing so.
- 5.4 It is therefore recommended that the capital funding is approved to ensure timely procurement of the necessary vehicles and caddies. Further reports on communication, collection-methodology, recruitment, revenue-costs, depot-restructuring and progress will follow in due course.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Aftab Razzaq
Chief Officer for Legal and Governance
aftab.razzaq@rugby.gov.uk
01788 533521

Equality Impact Assessment

Service Area	Waste Services
Policy/Service being assessed	New Food Waste Collection Service
Is this a new or existing policy/service?	New service
If existing policy/service, please state date of last assessment	
EqIA Review Team – List of members	
Date of this assessment	14/11/2024
Signature of responsible officer (to be signed after the EqIA has been completed)	Claire Owen

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The introduction of a mandatory weekly food waste collection service to domestic residences within the borough. Domestic-premises food-waste collections were declared mandatory upon their inclusion in The Environment Act 2021. Introduced to help improve recycling across England and remove food waste disposal from landfill.</p> <p>The new service is intended to promote and support the increase in recycling for councils and will contribute towards the council achieving its net-zero targets through improved recycling, better utilisation and recovery of resources and reduced unnecessary disposal costs.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>The service manager will work closely with the team and others to ensure the following priorities are met:</p> <p>Climate:</p> <ul style="list-style-type: none"> • reduce residents and businesses impact on the environment and help them adapt to the consequences of climate change. <p>Organisation:</p> <ul style="list-style-type: none"> • Set robust, comprehensive and achievable budgets, exploring all avenues of income to meet our financial targets. • Ensure that our organisational structure and methods of working are agile, efficient and effective. • Treat taxpayers' money with respect and ensure that our high-quality services demonstrate value for money. • Make best use of data and customer insight to design services and interventions

<p>(3) What are the expected outcomes you are hoping to achieve?</p>	<p>The successful design, implementation and delivery of a new food-waste collection service will help reach climate targets, and foster equality, diversity, and inclusion within the workforce and the broader community.</p> <p>The new service will ensure compliance with statutory service provision while creating more local jobs.</p>
<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The decision will affect:</p> <p>Employees: Rugby Council values diversity and promotes inclusive practices within the waste services team and the wider council staff. They ensure equal opportunities for all staff members, regardless of their background, fostering a respectful and supportive work environment.</p> <p>Customers: Waste Services Team understands the importance of engaging with a diverse community. They actively seek input and feedback from residents of different ethnicities, ages, genders, and backgrounds, ensuring that waste services meet the needs of all community members.</p> <p>Wider community: The Council are obligated to offer the new food-waste collection service to all its residents within the borough.</p>
<p><u>Stage 2 - Information Gathering</u></p>	<p><i>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</i></p>
<p>(1) What does the information tell you about those groups identified?</p>	



<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>The introduction of this new service is a mandatory requirement under the Environment Act 2021 and is not influenced by views of the Public or the Council.</p>									
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>The introduction of a food waste collection service is a mandatory requirement and will not adversely affect individual communities directly; therefore, no consultation was not considered necessary.</p>									
<p>Stage 3 – Analysis of impact</p> <p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>No impact from this service</p> <table border="1" data-bbox="730 100 1104 1291"> <tr> <td data-bbox="730 892 857 1291">RACE</td> <td data-bbox="730 508 857 892">DISABILITY</td> <td data-bbox="730 100 857 508">GENDER</td> </tr> <tr> <td data-bbox="857 892 984 1291">MARRIAGE/CIVIL PARTNERSHIP</td> <td data-bbox="857 508 984 892">AGE</td> <td data-bbox="857 100 984 508">GENDER REASSIGNMENT</td> </tr> <tr> <td data-bbox="984 892 1104 1291">RELIGION/BELIEF</td> <td data-bbox="984 508 1104 892">PREGNANCY MATERNITY</td> <td data-bbox="984 100 1104 508">SEXUAL ORIENTATION</td> </tr> </table>	RACE	DISABILITY	GENDER	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
RACE	DISABILITY	GENDER								
MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT								
RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION								



<p>(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>No</p> <p>No</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>As a Statutory service this collection service will be offered to all residents, who may choose to participate or decline involvement. In doing so will not affect their inclusion in any other element of waste collections within the borough.</p> <p>The Communications Plan will be aimed at promoting participation across all aspects of residents within Rugby, lines of support for those that may need assistance in order to participate. This will include specifics on Houses of Multiple Occupancies (HMO's), language-based challenges and cultural differences.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?</p>	<p>N/A</p>

(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?

Access to the new service will as per other elements of waste collections within the borough, including residents with assistance-needs in presenting any waste containers for collection. This will be accessible through the councils existing 'assisted collections' service and subject to the same eligibility criteria.

Stage 4 – Action Planning, Review and Monitoring

If No Further Action is required then go to – Review and Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqIA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Comms Plan	Andy Kelly / Matthew Deaves	1 st April 2025		The Comms plan will draw upon national and industry guidance to ensure all parts of the community are included

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

The new service will be monitored and reviewed to consider any need to revisit communications and engagement, or service-level adjustments as necessary.



Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).'



Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Operations and Traded Services, Waste Services
Policy/Service/Change being assessed	Food Waste Collection Service
Is this a new or existing Policy/Service/Change?	New Service
If existing policy/service please state date of last assessment	Existing Garden Waste & Food Waste collection service – last assessment date not known.
Ward Specific Impacts	All
Summary of assessment Briefly summarise the policy/service/change and potential impacts	Through the introduction of this new service there would be an increase in RBC operational staff, additional vehicles and an increase in energy usage at the Hunters Lane Depot site. The increase in diesel vehicles will increase vehicle-based emissions across the borough.
Completed By	Andy Kelly
Authorised By	Claire Owen
Date of Assessment	14/11/2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increase in the numbers of operational staff using the depot facilities	Ensure council continues to use sustainable energy sources within the depot	Assets Dept.	Ongoing
Fleet usage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There would be an overall increase in the number of diesel-powered food-waste collection vehicles on the roads within the borough	Specification and procurement of 'Euro-6' emissions-level vehicles. A potential reduction in the number of diesel-powered waste collection vehicles subject to a reduction in the collection-frequency for residual black bins	Transport Manager	Ongoing
Sustainable Transport/Travel (customers and staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an increase in the numbers of collections staff needing to get to the depot for work.	Actively promote sustainable travel options, cycle-to-work scheme and car-share to staff	Waste Services Manager	Ongoing
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two procurement exercises would be required for new food-waste collection vehicles and new food caddies (containers)	Service to ensure future procurement is sustainable, where possible	Waste Services Manager	Dec-24 to Feb-25 tbc
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Working to improve recycling performances		Claire Owen	Ongoing

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Biodiversity and habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	and reduce waste across the borough Emissions can damage plants by clogging their leaves and affecting photosynthesis. Research has shown that highly urbanised areas near busy roads suffer from decreased biodiversity as nitrogen-tolerant plants replace more delicate species".	Fleet decarbonisation works and the use of biofuels	Claire Owen	Ongoing
Adaptation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increase in vehicle emissions affecting local air quality levels	Consider the use of biofuels in vehicles, including any drawn directly or indirectly from the anaerobic digestion disposal facilities used. Consider carbon offsetting through local tree-planting initiatives	Claire Owen	Ongoing
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	13/11/2025
Key points to be considered through review	
Person responsible for review	Andy Kelly
Authorised by	Claire Owen