

Special Council – 7th February 2017

Report of the Executive Director

Redesign of Waste Services

1. Executive Summary

The refuse and recycling services are the only service that all of our households experience on a weekly basis. Over a year, the service will empty almost 4 million bins. Due to this universal and repeated service delivery it is one of the most significant financial expenses for the Council.

The Council is facing significant financial pressures, which are projected only to increase over the coming years. Compared to 2016/17 funding levels, this Council will see a £1.2m reduction in funding for 2017/18. Across the next three years the total reduction is £3.8m. It is therefore necessary to make, significant choices to ensure that the Council is able to balance its budget each year. This can only be achieved through reducing or ceasing a number of services or through the generation of income to provide resources to enable service delivery.

The collection of garden waste is a service that is not required to be provided by the Council. It is a service that is currently paid for through the indirect nature of the council tax. This means that all properties make the same proportionate contribution for the service, whether they are able to access it or not, such as people that live in flats etc., those with no garden, whilst other households with large gardens have more than one bin. This creates issues of inequality.

As agreed by Cabinet on 3rd October 2016 a cross party working party has explored a wide variety of options to redesign our waste services. This group considered significant amounts of evidence and discussed potential implications with Warwickshire County Council (WCC), as the waste disposal authority.

The working party considered experiences of other councils locally and nationally. Around half of all councils already charge for a garden waste service, others do not provide a garden waste collection service at all. The price and style of service varied considerably. There was no clear evidence of adverse impacts through changes to residual waste or fly tipping.

The conclusion coming from the working party is that it has now become necessary to introduce a charged for garden waste service from April 2017. The working party will continue to investigate other potential opportunities for redesigning waste services, especially those that are already being progressed through the Warwickshire Waste Partnership (WWP).

The proposal for a charged for garden waste service recommended in this report is;

- The garden waste collection service should be chargeable at £40 for a year, (April to March)

- The service would be a year round service
- That this chargeable service take effect from Monday 3rd April 2017
- It is an annual subscription payable in advance
- There are no discounts or concessions and it is not transferable
- The charge is per bin not per property, with additional bins are charged at the same rate

Two key items of note alongside the consideration of introducing a charged for green waste service are the need to;

- Encourage residents to reduce their food waste and promote home composting of food waste
- Implement a strict policy of no garden waste in the residual bin with contamination breaches resulting in the non-collection of black bins.

2. Background

Cabinet considered a report on the potential redesign of waste services at its meeting on 3rd October 2016. That report made a variety of decisions, one of which was to reconvene the all-party working party to robustly review the challenges and opportunities for our waste services, with a particular reference to, but not exclusively, the consideration of introducing a chargeable garden waste collection service in 2017/18. This report is therefore the product of the working party and is intended to inform the rest of the Council on the subject.

The single most recognisable service provided by this council is the refuse and recycling service. It is certainly the only service that all of our households experience on a weekly basis. Over a year, the service will empty almost 4 million bins. Due to this universal and repeated service delivery it is one of the most significant financial expenses for the Council. The annual budget for this service is currently circa £2.7million. The service faces increasing inflationary pressures from the recent changes in exchange rate as this affects commodity values and the price of fuel. The vehicle fleet uses almost 30,000 litres of diesel each month.

Due to the growth of our borough the Council is currently forecasting that in the next two years it will be necessary to increase the fleet of collection rounds by one refuse collection vehicle and a crew of 3 operatives. A new round requires an initial investment of £160,000 capital cost for the additional vehicle, which equates to an annual additional operational cost from revenue of around £140,000.

The current 3 bin service was introduced in 2009. Since 2009, the demand for our collected materials has reduced, which has been mirrored by a tightening of quality standards for these markets, an increase in UK, EU and worldwide regulation for materials intended for reprocessing.

The recycling commodity market has been in decline for several years, with many reprocessing facilities in the UK ceasing to trade. This has resulted in the need to pay a gate fee for our collected blue bin dry recycling material. The challenges of ensuring that our residents only provide consistent high quality materials for collection is problematic, as the Cabinet Working Party discovered last year. The contract for the Council's Materials Recycling Facility (MRF) is due to expire in March 2019.

Set against the backdrop of the Council's financial pressures; such that in 2017/18 the Council will see a reduction of £1.2m of funding compared to 2016/17 and over the next three years the Council will lose £3.8m. It is necessary for Members to make a decision on the future of this widely used and most expensive service.

Members will be aware that draft budget reports received by Cabinet to date detail the considerable savings that have already been realised so far, or that have been identified over the coming years. This includes various salary reductions such as through the recent restructure of the senior management team, various voluntary redundancies that have been accepted, the digitalization savings over the next two years (including the route optimisation software for the waste service) and a variety of income generating sources.

However despite these, the levels of savings / income are insufficient to enable a balanced budget for 2017/18 or across the medium term. A balanced budget can only be achieved through Council deciding which services it wishes to reduce or cease or where further income can be generated. The waste service is without a doubt the largest area that comes remotely close to enabling the scale of savings/income generation required to be made without significant withdrawal from a number of key services the Council provides. It is with this in mind the working party focused their work.

The Council has a duty to provide a service that collects "HOUSEHOLD" waste with a minimum of 4 recycling materials collected at the kerbside, without additional charge to the Council Tax payer.

Household waste, which must be collected at no additional charge but does not include such things as bulky waste items, hazardous wastes (e.g. asbestos, liquid paints etc.), building/construction materials or garden waste. Many councils either do not operate a garden waste collection service, or, if they do, they make a charge for this and often do not provide the service all year round.

3. The History of the Green Bin Service

Initially, the Council started collecting garden waste in 2003 from approximately 9,000 properties. Many of those initial properties were issued with smaller 140 litre bins, but since the Council moved to the 3 bin scheme householders have been able to upgrade to a 240 litre bin or get additional bins at no cost.

The collection of garden waste, is a discretionary service and not a waste stream the Council is required to collect, although the County Council, as the Waste Disposal Authority (WDA) are required to dispose of it.

Approaching the new millennium, all councils were under intense pressure to divert organic matter from landfill and significantly increase overall recycling rates, or face fines for failing to achieve European Union directive targets. It is for these reasons that Rugby, like most other councils, moved to an alternate week waste collection / 3 bin system. To maximise the recycling rate, the Council made a further roll out to all households of a green bin collection, which included garden waste and food. This was done to maximise the weight of material collected that could be recycled.

An alternative approach to improve the recycling rate, could have been to cease the collection of garden waste and reduce the overall weights collected. However this would not have achieved the recycling rates demanded by the EU and UK governments. The risk of financial penalties, for not diverting sufficient wastes from landfill, would have fallen to the WDA, and these were potentially multi-million pound penalties for Warwickshire County Council (WCC).

As a result WCC assisted with some initial startup capital costs, when the Council moved to the 3 bin system and entered into a long term In-Vessel Composting (IVC) treatment contract, to facilitate the acceptance of food waste in to the green bin waste stream for Stratford, Warwick and Rugby. This was a necessary partnership contribution to facilitate the changes as the principal beneficiary for ongoing revenue savings was the County Council, indeed, Rugby's revenue costs actually increased.

However, it is the waste collection authorities (WCAs) like Rugby Borough Council, that became exposed to the long term revenue risks from ever increasing collection cost pressures, while WCC accepted all the reward of reduced disposal/treatment costs. Despite requests through the Warwickshire Waste Partnership, WCC refused to consider payment of recycling credits or any other direct method of sharing the revenue benefits that they received.

The Landfill Allowance Trading Scheme was abolished in 2013 and now the incentive for diversion of wastes away from landfill is through the landfill tax scheme. WCC remain exposed to certain financial risks around waste disposal and treatment through the long term contracts that they have entered into. It is not possible to comment on the specific details or implications of these, as WCC have felt unable to release contract details due to stated commercial confidentiality restrictions.

A number of councils, with very long waste disposal/processing contracts, like WCC, are reconsidering these arrangements, as they are no longer meeting the current needs especially in the current financial climate. Most recently Sheffield City Council announced that they were terminating their 35 year contract with a private waste management company halfway through the life of its contract.

There are significant social inequalities within the existing green bin service. As the service is charged through the universal council tax system, every household pays for the service, even if they do not benefit from it. For example occupiers of flats, houses in multiple occupation, sheltered accommodation and high density terraced homes, with no gardens all pay for the service. These are often the types of properties occupied by those on low incomes, whilst occupiers of large rural properties, may have several green bins to dispose of their garden waste for the same basic cost. If a chargeable service was introduced this inequality should be removed and householders would have the choice to subscribe to the service or seek alternative options such as home composting or taking the material to a household waste recycling centre (HWRC).

4. Cabinet Working Party

Following the Cabinet decision of 3rd October 2016, the Cabinet Working Party was reconvened to look at the potential redesign of waste services, as it had become clear that some significant decisions were necessary and that this work required an intense level of involvement across all groups to be effective (as had happened with the work looking at contamination levels in the blue bins). Therefore, the Portfolio Holder invited all groups to have a representative on the Cabinet Working and they have so far met on 4 occasions. The representation and attendance has been as follows:

Councillor	Group	Meetings attended
Mrs. L Parker	Conservative	4
Mrs. C Robbins	Conservative	4
C Cade	Conservative	4
Mrs. T Avis	Labour	3
No representative allocated	Liberal Democrat	0
D Ellis	Independent	2

The Portfolio Holder, Head of Service and Service Manager for waste disposal matters were all invited to participate and inform the work of the working party, as it is acknowledged that decisions regarding the arrangements for the collection of waste materials may have implications for the WDA. It was important that this relationship was considered, as the collection and treatment of waste materials are funded by the tax payers of Rugby and Warwickshire.

The working party was reminded that the Warwickshire Waste Partnership (WWP) had updated its Municipal Waste Management Strategy in 2013, which renewed support for the following 2005 strategy objectives:

- Reduce the amount of waste generated in Warwickshire
- Develop integrated, sustainable solutions for managing waste in Warwickshire
- Meet and exceed national re-use, recycling and composting targets
- Work in partnership with each other and other stakeholders to produce and implement the Strategy
- Encourage public participation in the implementation and review of the Waste Strategy
- Regularly review and update the Strategy and implementation programme

In order to achieve new requirements laid down by the Waste Framework Directive and move waste up the waste hierarchy, the Partnership set itself two key targets for the remaining strategy period:

- Aim to reduce residual waste produced to a maximum of 311kg per household, per year, by the end of the strategy period (2020)
- Aim to achieve a countywide reuse, recycling and composting targets of 65%, by the end of the strategy period (2020)

5. Scope of the Working Party

The working party considered a number of alternative options detailed in the table below; (with simple risk/benefits and very approximate financial implications; excluding one-off costs e.g. capital for reconfiguration), although none of these options alone yields the level of savings the Council requires.

	Option	Risk	Benefit	Financial Impact
1	Move to 3 weekly residual (black bin) collections	Public dissatisfaction, possible replacement of all 180l bins, possible increased contamination of other bins or fly tipping	Reduction in fleet and CO2 emissions, Possible increase in recycling rates & credits	- £175k
2	Move to 4 weekly collections	As above	As above	- £310K
3	Charge households for "additional" bins 3,000 Green 2,000 Blue (30% cancellation and £50 a year)	Reduction in diversion of waste for recycling & credit income, recovery of additional bins, potential impact on large families	Likely additional income, depending on fee and retention	- £150K (Potential for increased savings year on year)
4	Move to an edge of highway collection point for all (circa 1,700 "isolated" properties "Farm Round")	Public dissatisfaction and national media attention, 140 properties are also trade	Reduction in Fleet and CO2 emissions. Reduction in vehicle damage	-£170k
5	Stop Green Bin service completely	Public dissatisfaction, Negative impact on WCC, reduction in recycling rates, redundancies	Reduction in Fleet and CO2 emissions	-£570K
6	Introduce charges for "extra" services e.g. pull out collections (1,100), extra collections	Disproportionate impact on elderly / infirm / disabled, public dissatisfaction	Potential for income	Not quantifiable

7	Move to a 1-2-3 service model. Weekly food, 2 weekly recycling 3 week refuse, No garden waste service	Public dissatisfaction, negative impact on WCC, WCC disposal directions	Potential for increased recycling rates & credits, potential for a possible combined contract with Daventry DC (DDC)	Additional cost of £400k
8	1-2-3 Service as above but charged for garden waste service	Public dissatisfaction, negative impact on WCC, WCC disposal directions	Potential for increased recycling rates & credits, combined contract with DDC	-£200k
9	1-2-3 Service as above but free garden waste service	Public dissatisfaction, negative impact on WCC, WCC disposal directions	Potential for increased recycling rates & credits, combined contract with DDC	Additional cost of £750k
10	Combined waste service in Warwickshire (or parts)	Loss of sovereignty, delay in delivery (2-3 year lead in period), limited ability to make changes	Single standardised service, easier communications	Not quantifiable but WCC commissioning a modelling exercise for this
11	Move to Kerbside sort collection	New fleet configuration, Not possible until April 2019, public dissatisfaction, replacement of containers, increase CO2 emissions, lack of storage for materials, greater exposure to commodity market, reduction in recycling rates	Higher quality of recycle, easier compliance with waste regulation, no MRF gate fee, income from sale of materials	Not quantifiable at this stage

Other potential savings options are also being considered through the Warwickshire Waste Partnership. The six areas identified in the table below were explored in greater detail in the subsequent sessions.

Joint Service Opportunity	Work programme	Timescales
1. Joint procurement for goods	<ul style="list-style-type: none"> <input type="checkbox"/> Align collection contract expiry dates <input type="checkbox"/> Development of joint purchasing strategy, including common specifications 	Short to medium term (up to 3 years)
2. Joint waste budget	<ul style="list-style-type: none"> <input type="checkbox"/> Can only follow from a common collection model 	Long term (more than 3 years)
3. Common waste service (incorporating restricted / less frequent residual waste collection)	<ul style="list-style-type: none"> <input type="checkbox"/> Follows on from modelling in item 4 	Long term (more than 3 years)
4. Cross-border collection service	<ul style="list-style-type: none"> <input type="checkbox"/> Undertake modelling / mapping exercise to determine optimum collection routes or identify where savings could be made <input type="checkbox"/> Links to common waste service 	Short term (less than 1 year)
5. Charging for garden waste collection	<ul style="list-style-type: none"> <input type="checkbox"/> Assess implications on County's bio-waste (garden and food)8 waste treatment contract <input type="checkbox"/> Assess the potential implications on recycling rate 	Medium term (1-3 years)
6. Wider access to HWRCs	<ul style="list-style-type: none"> <input type="checkbox"/> Review hazardous waste acceptance <input type="checkbox"/> Review access / charging for small commercial customers <input type="checkbox"/> Inform residents of peak usage times 	Short term (less than 1 year)

Option 4 above is currently being modelled for the WWP, with the inclusion of Coventry, as this increases the opportunities for efficiency gains, as the Coventry Energy from Waste (EfW) Incinerator is a common disposal point. Although not identified in the table above, there are also opportunities for Coventry, Solihull and Warwickshire to move towards a joint waste disposal arrangement. This would allow standardisation on the terms of use of the EfW incinerator, and pooling of other contracts for waste treatment or disposal.

This is an important point, as WCC argues that a decision to suspend the green bin collections or change to a chargeable garden waste service would increase the costs to WCC, due to its long term contractual commitments for waste treatment and disposal.

The working party has received a significant amount of detail regarding the possibility of charging for a garden waste service and what implications this may have for the Council's residual waste collections and for the County Council as the WDA. The principal focus for the working party was on charging for garden waste, as it is clearly the only current viable option that could resolve the Council's short and medium term financial pressures, although all the other options, remain under consideration.

During their attendance at the working party, the representatives from WCC suggested that a revision of the current recycling credit system might be an option. Whilst there are no actual proposals available at this stage, a working assumption could be a recycling credit payment for food waste in the green bin. Based on the last waste compositional analysis this could equate to an additional £60,000 to £75,000 for Rugby. If it were possible to divert all of the food waste that is currently placed in the black bin then there could be a theoretical opportunity to realise up to £300,000, although it would be much more realistic to assume over time that an increase of around £100,000 to £150,000 might be deliverable.

It is again evident that in isolation, this potential revision is insufficient to resolve the financial pressures this Council faces over the medium term. However, officers are continuing to engage through the WWP with consideration of all possible alternatives for the future. Some of these will also be subject to more detailed investigation and deliberation by the working party as it moves forward.

When WCC representatives attended the working party, an "in principle" offer was tabled to make a partnership grant to Rugby equivalent to the estimated savings that would be realised from the 3 month green waste service suspension. This offer was swiftly secured, which enabled the reintroduction of the service in January rather than March. This change of direction, complicated the communication messages and led to some degree of confusion. This continued partnership relationship and constructive dialogue will be even more necessary through the challenging times ahead.

6. Working Party Research

The working party sought to consider a vast array of data and information in relation to many areas, which are detailed in the following sections.

7. Waste Compositional Analysis

It was considered important to reflect on the different types and amounts of waste materials that are disposed of by our residents in the different bins. The best available data relates to the analysis published in the report of Warwickshire Kerbside Waste Survey March 2016 commissioned by WCC on behalf of the WWP. Whilst this data can only ever be snapshot, it is sufficiently robust to be reliable. However, the green bin composition will vary significantly, in relation to the garden waste fraction, depending on the growing conditions at the time of the survey. The 2016 survey was undertaken in February/March 2016. Other waste fractions are likely to be more consistent.

This analysis shows that on average our residents present for collection in the green bin 4.51 Kg/Household(HH)/Week(Wk) (circa 235Kg per household per year). The amount of food waste in the green bin is 0.69Kg/HH/Wk.

For Rugby the average composition of the green bin is as detailed in the table below:

Material	Weight (Kg/HH/Wk)
Paper & Card	0.05
Waste Wood	0.03
Home Compostable Food	0.43
Non-Home Compostable Food	0.26
Garden Clippings	3.19
Soil & Turf	0.45
Pet Bedding	0.07
All other waste	0.05
Total	4.51*

* The error in rounding comes from the source report and for accuracy and consistency the source data has been used.

In contrast, for Rugby, the level of food waste in the residual (black bin) waste stream accounts for around 35% (2.75Kg/HH/Wk) of the total residual bin contents. Almost no garden waste (0.08Kg/HH/Wk) is currently disposed of through the black bin waste stream.

For Rugby the average composition of the residual bin is as detailed in the table below:

Material	Weight (Kg/HH/Wk)
Paper	0.73
Card	0.30
Plastic film	0.49
Dense Plastic	0.60
Textiles	0.53
Misc. Combustibles	1.13
Misc. Non-combustibles	0.36
Glass	0.15
Ferrous Metal	0.12
Non-Ferrous Metal	0.12
Garden Waste	0.08
Soil & Turf	0.00

Packaged compostable food waste	0.06
Loose compostable food waste	1.23
Packaged non-home compostable food waste	0.24
Loose non-home compostable food waste	1.22
Herbivorous pet bedding	0.12
Liquids, fats and oils	0.07
Fines (dust, ash etc.)	0.14
Hazardous Wastes (oil, batteries etc.)	0.06
Waste Electrical Equipment (WEEE)	0.15
Total	7.90

This research shows that only 20% of the total amount of food waste is being disposed of through the green bin. Only 7% (0.26 Kg/HH/Wk.) is not capable of being composted at home. It could be argued that the actions of the WWP to focus on increasing recycling rates, has only encouraged the generation of an organic municipal waste stream that did not need to be collected.

8. Food Waste

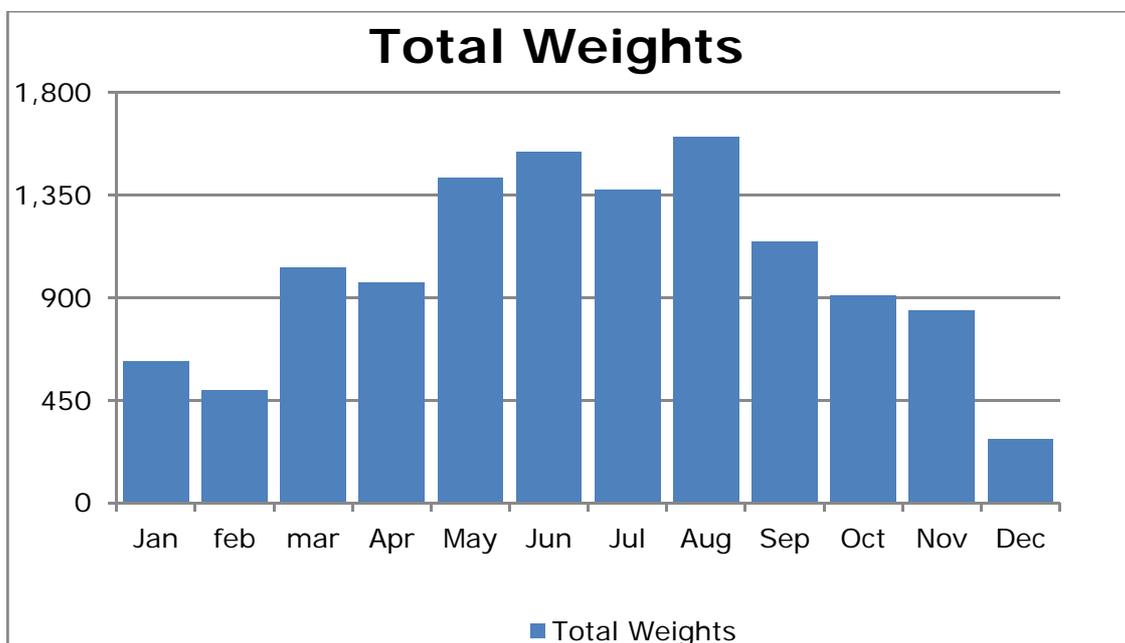
Despite significant efforts through the WWP the level of non-home compostable food waste being collected in the green bin is only 0.26kg per household per week. This is, on average, less than 14kg per household per annum (*Warwickshire Kerbside Waste Survey March 2016*) of food waste, that could be home composted, is also included, then this figure is still below 40kg. Therefore, it would seem inappropriate to seriously consider introducing a weekly separate food waste collection for this amount of waste.

The environmental damage of running HGV's around the borough to collect small volumes of material, which can, in the main, be composted at home, would exceed the benefit from the waste being processed in an In-vessel composting (IVC) facility.

As 85% of the contents of the Green bin are currently classified as "non-household waste" (i.e. material the Council has no duty to collect), there is a much stronger argument for considering introducing a charge for this service. This would require that householders be informed to put food waste in either their black bin or to home compost it. Although, assuming the contents are still processed at an IVC facility, then the "contamination" of food with the garden waste would have no impact.

9. Seasonal Variation

In the winter period set out rates and weights of materials for the green bin service reduce significantly. The reduced weights that are collected, also allows vehicles to only go to tip once, at the end of their collection round.



The consequence of this is, that the service operates extremely inefficiently over the winter period. The benefit of the route optimisation software will be to ensure that the Council can operate with greater efficiency by reducing the number of vehicles being deployed. These efficiency savings have already been included in the draft 2017/18 budgets.

10. Changes to the Residual Waste Stream

One issue with a chargeable garden waste service is, that residents may be used to putting food waste in the green bin and will no longer have this option. However research has shown that overall little food is actually put into the green bins. This is probably because residents prefer to wrap it in plastic bags or similar for disposal.

Warwickshire Waste Partnership have carried out various initiatives over the past few years aimed at diverting food waste into the green bin, although a compositional analysis completed in March 2016 shows this has been relatively ineffective, to date. The report shows food waste still to be the major component in the black bin forming 35% of the total, equating to 2.66kg per household per week, however up to 47% of this is food waste is home compostable; therefore a campaign to promote home composting would be beneficial, regardless of the outcome of this report.

It may be more effective to target educational and behavioural change activity towards the reduction of food waste, through campaigns like "Love Food, Hate Waste", rather than seeking to move the waste from one bin to another (WCC campaign of "encouraging moving food from "Grey to Green"). The focus on waste reduction is higher up the waste hierarchy and in line with the objectives of the Warwickshire Waste Strategy. It also directly benefits our residents; by reducing food waste they will save money.

11. Experiences of Other Local Authorities

These are covered in the next few sections.

12. Local and National Comparisons for Chargeable Garden Waste Services

Nationally, around 42% (CIWM 2016) of Local Authorities already charge for garden waste collections, with more authorities looking to introduce a charge during 2017/18. Other authorities are also in the process of reviewing their options with consideration being given to introducing a charge.

Locally, whilst none of the Warwickshire authorities currently charge, our county neighbours in Leicestershire and Northamptonshire offer a variety of alternatives that range from no service at all, a no additional charge service through to a variety of chargeable examples.

Leicestershire Authorities	Charge	Northamptonshire Authorities	Charge
Harborough DC	£40 – 240 litre	East Northamptonshire	£52.02
Blaby DC	£21 - 140 litre £31.80 – 240 litre	Northampton BC	No charge
Melton BC	£52 – 240 litre	Daventry DC	To be introduced as part of 1-2-3 system in 2018
Charnwood BC	£22 direct debit £31 other	Corby BC	No service
Hinckley & Bosworth BC	£24 – 240 litre	Kettering BC	No charge
Leicester City	£30 – 240 litre £20 per additional	South Northamptonshire	No charge
Oadby & Wigston BC	4 sacks FOC £25 one off payment for a bin	Wellingborough BC	No charge
North West Leicestershire	No charge		

13. Take- up rates

It is impossible to estimate the take-up level for a chargeable garden waste service with any great confidence, especially where the service has previously been universally available for no additional payment.

Some reasonably sound assumptions are, that there likely to be greater take up rates with a lower charge and a reduced level of take up with higher charges. Take up rates will steadily increase over time as residents re-evaluate the aggravating factors associated to the alternatives e.g. home composting or visiting the HWRCs. However there is no clear correlation that would allow a great deal of accuracy in forecasts.

Harborough BC introduced a £40 chargeable service in April 2016. They had assumed an initial take up rate for the first year of 25% , however in the first 9 months of operation that figure was 52% (19,943 homes). The council anticipates a further 2-5,000 signing up during 2017.

Hinckley & Bosworth BC introduced a £24 chargeable service April 2016. To date 74% of the residents who were using the brown bin service, when it was free, have taken up the chargeable service. This equates to 61% of the borough overall.

From these two local examples it would appear that the price differential between them has had a marginal effect on take up rates.

The level of take up has two potentially significant implications for Rugby Borough Council;

- If the take up rate is too low, then the financial benefits anticipated, may not be achieved.
- Conversely, if the take up is very high and combined with a low charge, then it is possible that the costs of delivering the service would remove the financial benefits anticipated.

Financial modelling is based on similar take up rates as Harborough, and given the risks around volumes of waste, geographic take up, distance to treatment facility etc. it is considered prudent to err on the side of caution. This means ensuring cost assumptions are based on take up that is geographically widespread and comparable to neighbouring authorities' experiences, so that the Council does not encounter a situation where it is forced to consider capping the service (i.e. a waiting list) for new customers at some point in the future because the cost of delivery results in an operational loss.

14. Incidents of Fly tipping (green waste)

This was an area of concern from some councillors and raised as a possible unintended consequence by residents through the consultation process. It should be noted that "fly tipping" is a criminal offence, so our residents would be changing their normal behaviours to become consciously engaged in criminal actions, if this were to occur.

Table: Incidence of fly tipping of green waste in relation to the introduction of a chargeable green waste service

Local Authority	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17*	Comment
Rugby BC	29	24	45	35	28	28*	No charge
Harborough DC	48	27	26	46	42	35*	April 2016
Blaby DC	39	22	36	48	54	23*	April 2012
Melton BC	4	24	9	16	8	3*	
Charnwood BC	45	36	36	50	53	32*	Charged pre 2008
Hinckley & Bosworth BC	20	45	63	40	48	54*	

Highlighted boxes indicates when chargeable green waste service introduced
 Source – Fly-capture -- *Indicates half year out turn

As can be verified by experiences in our Borough, fly tipping of green waste cannot solely be attributed to the introduction of a chargeable green waste collection service. There are many factors that influence the figures reported, for example how robust are the reporting systems? And are residents actively encouraged to report, as they are here?

Impact on residual waste in relation to a chargeable green waste service

Local Authority	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17*
Rugby BC	18,408	18,411	19,009	20,086	20,459	9,955*
Harborough DC	13,452	13,842	14,746	16,530	17,648	8,824*
Blaby DC	16,201	16,397	17,294	19,009	19,748	9,874*
Melton BC	10,139	9,730	9,694	10,065	10,217	5,184*
Charnwood BC	27,233	27,608	28,986	29,460	30,826	15,413*
Hinckley & Bosworth BC	19,059	18,089	18,504	19,705	22,268	11,476*

Highlighted boxes indicates when chargeable green waste commenced

Source – wastedataflow

Regular household collection only, *Indicates half year out turn

There is currently insufficient data from Harborough DC and Hinckley & Bosworth BC to show any change in residual waste tonnage that can be linked to the introduction of a green waste chargeable service.

Blaby DC saw a 2% decrease in residual waste in the year of introduction of a chargeable service, followed by an increase of 10% in the following year. This dramatic variation is unlikely to be wholly attributed to the introduction of a charge for garden waste service, others factors like the number of new properties may have also had an effect on residual waste tonnage.

Melton BC saw a 4% decrease in residual waste in the year of introduction of a chargeable service, followed by a further decrease of 3% following a full year of operation.

Without a full composition analysis, prior to the introduction of a chargeable green waste service and the same following a full year of the service, it is not possible to say, with any confidence, if any increase in residual waste could be attributable to a chargeable service and therefore more garden waste within the residual bins. Evidence from those authorities researched does not show a worrying increase in residual waste, in fact, in some cases it is totally contrary to what may be expected. This would indicate those residents not subscribing are not all placing their garden waste in the residual bins.

WCC have made assertions to the working party that by charging for garden waste, that they assume the amount of residual waste will increase, as garden waste will be diverted into black bins. As a consequence of this, they claim they will experience increased costs for disposal, arising from contractual constraints they have at the EfW. This may not be the case and their assumptions could be flawed. Despite requests, they have not provided any actual evidence from other areas to justify their assumptions which they have based this prediction on. However, this is an area of partnership risk that should be noted.

To mitigate this risk, it would be necessary to have robust policies in place, to prevent garden waste being diverted in to the black bin, although this is predicated on the availability of unused capacity in residual bins.

15. Public consultation

The working party undertook to survey residents on possible charging for seasonal garden waste collection. The objective of the survey was to establish whether a chargeable seasonal garden waste collection service would be viable in Rugby. The working party were interested in finding out:

1. Whether residents would continue to use a garden waste collection service if it became chargeable
2. How much residents might be prepared to pay,
3. How much of the year they would want a chargeable service to be available.

The working party acknowledged that the survey would not ask if residents thought it was a good idea to introduce a chargeable service, or whether residents would want to pay for the service. They decided that it is the role of councillors, as community leaders, to weigh the relative popularity of a proposal against its benefits, when deciding if it should be introduced.

The charges included in the question relating to how much residents might be prepared to pay, were set to give an indicative level of charge, to help residents complete the survey, while providing information to help with sensitivity testing.

16. Survey method

Surveys were sent to approximately 40,000 residents across the borough. Distribution via leaflet delivery started in mid-November and was completed by 5 December 2016. Distribution excluded flats and homes of multiple occupation with shared letter boxes; as most of these households do not have a green bin service. The survey was publicised in local press and radio, via direct communication to borough councillors and parish councils, and through social media.

The closing date for responses was 3rd January 2016, though responses received up to 24 January 2016 have been included in this analysis.

Respondents could complete the survey form and return it by post. The same survey was also available online. Respondents were encouraged to provide their contact details to allow the Council to provide information on waste services; however, this was not compulsory in either survey format. Respondents who provided contact details were entered into a draw for £50 town centre vouchers, and this was won by a resident of Long Lawford.

551 surveys were returned by post, and 2,252 surveys were completed online. 2,082 respondents provided an email address and 2,448 provided their postcode.

The total response was 2,803, or around seven per cent of households who received a survey.

17. Survey responses

The responses to the survey questions were as follows:

Q1: If the garden waste collection became a chargeable seasonal service would you continue to use this service?

	Number	Per cent
Yes	1,265	45.1
No	1,486	53.0
Neither	52	1.9
Total	2,803	100

The number of residents who indicated that they would use a chargeable garden waste collection service shows that the service is likely to be viable.

Q2: If the garden waste collection became a chargeable seasonal service, how much would you be prepared to pay to have your garden waste collected from your home?

	Number	Per cent
£45	998	35.6
£50	312	11.1
£55	103	3.7
No answer given	1,390	49.6
Total	2,803	100

The working party expected that the lowest price would receive the highest response. However, the purpose of this question was to give an indicative price for residents to consider, and also to test price sensitivity.

The responses to these questions indicate that a chargeable garden waste collection service charged at £45 per year, is likely to be viable. The additional information relating to the higher prices has been used to validate the pricing sensitivity model.

Q3: If the garden waste collection became a chargeable seasonal service, how much of the year would you use the garden waste collection service?

	Number	Per cent
6 months	235	8.4
10 months	803	28.6
12 months	565	20.2
No answer given	1,200	42.8
Total	2,803	100

These responses correspond to the green waste collection tonnage data that the Council holds. They demonstrate that a chargeable garden waste collection service, that covers at least ten months of the year, is likely to be viable.

18. Additional comments

Although there was no provision for comments in either survey format, a number of residents submitted comments through the website or with their posted survey form. All councillors were invited to pass on any comments that they had personally received from their constituents. Five councillors forwarded comments for consideration.

All comments received were drawn to the attention of the working party at its meeting of 10 January 2017.

Comments received fell broadly into the following themes:

Comment	How addressed
Against the principle of charging for garden waste collection	This issue is for councillors to consider in their community leadership role.
Service should be year round	A short break in service is necessary to allow general refuse collections over Christmas. However, the length of break is for councillors to determine.

<p>Questioning why residents had not been consulted, or suggesting the decision to charge had already been made.</p>	<p>This report summarises the outcome of the survey of residents carried out from November 2016 to January 2017. Councillors will decide whether or not to introduce a charge for a garden waste collection service at their meeting.</p>
<p>Questioning rationale for introducing a charge to achieve savings of £25,000.</p>	<p>The net contribution to council resources through introducing a chargeable garden waste collection service is much greater than £25,000, and is covered elsewhere in this report.</p> <p>The £25,000 saving quoted was for extending a seasonal break in the green bin service from the end of January 2017 to March 2017. This saving was subsequently provided by Warwickshire County Council in the form of a partnership grant.</p>
<p>Questioning what would happen to food waste</p>	<p>While the council has no obligation to collect garden waste, the council must collect food waste. Therefore this would be collected in the black bin.</p>
<p>Concerned at possible increase in landfill</p>	<p>Black general refuse is normally disposed of at the energy from waste plant in Coventry. Subject to meeting some regulatory requirements, this could continue.</p>
<p>Concerned at possible increase in fly tipping</p>	<p>Evidence from both Rugby and other local authority areas indicates that there is no relationship between incidences of fly tipping and charges for garden waste collection.</p>
<p>Request for discounts or exemptions for certain residents</p>	<p>Discounts and exemptions add an administrative burden and dilute the “producer pays” principle, as adopted by the Warwickshire Waste Partnership. An equality impact assessment will review any consequence for residents with protected characteristics.</p>

<p>Concern at increase in use of Hunters Lane Household Waste Recycling Centre</p>	<p>Data provided by Warwickshire County Council indicates that cost of disposal of garden waste taken to the tip is lower than for garden waste collected from the kerbside.</p> <p>This council has previously raised concern about the perceived limited capacity of the Hunters Lane site, but received assurances from the county council that the site has capacity and is fit for purpose.</p>
<p>Concern that RBC will lose income from sale of compostable material</p>	<p>Rugby Borough Council carries all of the financial risk and costs of collecting green bin waste, but receives no income for the material collected or any other “reward” from savings made by others.</p> <p>Warwickshire County Council has agreed to explore the possibility of sharing income, but no firm proposals have been received to date.</p> <p>Introducing a charge for garden waste collection will give Rugby Borough Council an income for this service for the first time.</p>
<p>Concern at environmental impact of not collecting garden waste</p>	<p>The material collected varies in quality and generally, once processed, is not used for home use compost. High volume material collected in summer contains a high proportion of grass cuttings, which is mostly water. The environmental impact of collecting this waste must be considered against the limited benefit in collecting it. Alternatives, such as reducing waste production and home composting, are inarguably better for the environment.</p>
<p>Questioning how the scheme would operate, such as charge per bin or per household, frequency of collection etc.</p>	<p>These details will be addressed through the scheme design.</p>

All comments received are available for councillors to view in the members’ room, on request from Democratic Services.

19. Mosaic profiling

Of the 2,803 survey respondents, 2448 provided a postcode. This postcode data has been analysed by a tool called Mosaic to provide a profile of respondents who indicated that they would be prepared to pay for a garden waste service. A further profile was generated of respondents who indicated that they would not be prepared to pay.

Mosaic profile reports help demonstrate some of the characteristics of a group of residents or a geographical area compared to the borough as a whole.

Some Mosaic groups feature strongly in both groups of respondents, indicating that these groups were more engaged in the survey than the borough as a whole. Conversely, other Mosaic groups rarely featured in either group, indicating that these groups were less engaged in the survey than the borough as a whole.

Comparison of the relative frequency of incidence of Mosaic groups within each profile will be used to establish some likely characteristics of residents who will be more likely or less likely to want to buy a garden waste collection service. This data will be used to help residents access the service, should a chargeable garden waste collection service be introduced.

20. Challenges/Barriers to Charging and mitigation/challenge

These are discussed in the next few sections.

21. Potential Adverse Implications upon Partners

During initial discussions with WCC in relation to the suspension of the green waste service and the proposed introduction of a chargeable service, officers were informed that all collections of residual refuse (black bin contents) from the Borough, following the introduction of the suspension and a proposed charging would have to go to landfill rather than the EfW plant operated by Coventry Solihull Waste Disposal Company (CSWDC).

The reason given was, '*there would be too much green waste in the refuse bins*', making the material unsuitable for incineration with energy recovery. Officers and members of the working party robustly challenged this assumption and sought clarification on this point as refuse from both Coventry CC and Solihull BC is sent to CSWDC and both authorities suspend green waste collections over winter, with Solihull MBC operating the service on a chargeable basis too.

The explanation obtained from WCC is that whilst there is no limit on the amount of food waste that is acceptable, a contractual acceptance threshold of "less than 5%" of garden waste has been agreed. It is not clear how this is determined; whether this is by weight or by volume, or if it is per load or averaged in some way.

The rationale given is '*because the overall composition of the material would be too wet for incineration*', again this would appear to be contradictory, as much *garden waste* can be woody and have a positive calorific value, whilst all *food* is usually wet, dense and non-combustible. Officers have been unable to engage with representatives at the EfW to try to gain a clearer understanding of this, as the contractual relationship is between WCC and the EfW. It is however accepted that a high proportion of dense wet material, such as food or grass cuttings would be likely to adversely affect emissions (especially NOx) from the incinerator, which are regulated through a permit with the Environment Agency.

WCC are concerned that refuse sent from RBC to EfW could be rejected due to high levels of green waste contamination. This would impact financially on WCC as the material would have to be landfilled at additional cost, the minimum contracted tonnage agreement with CSWDC could fall short and conversely the tonnage to landfill may increase above those contractual minimums. WCC have asserted that the precise details are considered to be commercially confidential and as such the Council are unable to verify these claims.

Officers understand that the premise for the requirement to divert black bin waste to landfill during the proposed 3 month service suspension was as follows: - Data from WCC and CSWDC showed that last year Rugby delivered to the EfW 4,403 tonnes residual waste. The Council also delivered 1,775 tonnes of green waste to the In Vessel Composter (WCC figures).

Should all of this green waste stream have to be diverted into the residual waste bins a percentage contamination level of 40% would be expected which is in excess of the contractual terms between WCC and CSWDC, although there is no analysis to identify how much of the green bin contents was food waste (acceptable) and garden waste (not acceptable).

On the level of input, the maximum garden waste contamination can only be 220 tonnes, which both WCC and CSWDC could not see RBC achieving, as it would effectively mean that 88% of the green bin contents would have to go through Household Waste Recycling Centres or be home composted, if it was assumed all to be garden waste

Following further meetings, WCC and CSWDC have agreed to review the risks again and allow RBC to put a case together, in order to continue inputting refuse into the CSWDC facility. Effectively this means RBC implementing a strict contamination policy of no garden waste in the residual bin, with contamination breaches resulting in the non-collection of black bins.

22. Impact on Service Delivery

If the Council were to be diverted to landfill, as opposed to using the CSWDC facility, then there would be some significant implications for collection costs. These potential additional costs have been factored into the financial modelling projections.

Past experience has shown the turn-around time at the principal WCC contracted landfill site, is long as vehicles are only allowed to the tip-face one at a time. This is likely to result in the turn round times being slower, which may result in higher salary costs due to additional time being worked. In addition the site is frequently in poor condition, which can cause significant damage to vehicles and result in vehicles getting stuck on the site. The site operator does not allow our mechanics onto the site, even though they have carried out the required site induction training. This invariably means, contracting a breakdown vehicle in order to pull the refuse collection vehicle off the site. The terms of use and contractual relationship are between WCC and the site operator, so Rugby Borough Council is unable to influence these issues.

23. Home Composting

In order to provide alternatives to subscribing to a chargeable service, the Council could actively promote home composting. This would be in line with the Warwickshire Waste Partnership strategy objectives and encourage a reduction in waste being generated for collection, treatment or disposal by the Council for WCC.

Home composting helps the environment by reducing vehicle emissions as uncooked food and garden waste doesn't need to be transported to a specialist facility. WCC offer home composters for £10 when collected from the Household Waste Recycling Centre. In addition there are several Master Composters in the Borough who are keen to pass on their knowledge.

24. Revision to Waste Policies

The Council's Recycling & Refuse Collection service policies were last updated with the introduction of the alternate week 3 bin scheme in 2009. There is a need to update these policies. This will present an opportunity to deal with contamination issues in both the blue lid recycling bin and green waste bin and also subject to outcome; to ban garden waste from the black and blue bins.

New policies will include:

- Garden waste to be banned from the black and blue lid bins
- In reference to contamination a - '3 strikes and the bin is removed' policy will be adopted although this wouldn't apply to the residual waste bins
- Contaminated bins will be left unemptied
- A fee will be introduced to empty contaminated bins
- A delivery charge (£40) will be introduced for new customers or for additional bins

It is envisaged that by strictly adhering to the new policies it will be possible for RBC to meet the specification criteria for material being delivered to CWSDC.

25. Cost Sensitivity Analysis

The implications of cost, sign up rates, geographical spread, distance from treatment facility and seasonal tonnages, make predicting the financial implications of a variety of options very difficult with certainty regarding accuracy.

For example a 40% take up rate in year 1, where the sign up concentrations are weighted towards a greater urban take up, will require different levels of resource (i.e. number of rounds) than if the same 40% take up rate is largely made up of rural customers – greater geography to cover will mean more rounds. The number of rounds is critical, as each full round has revenue costs in the region of £140,000.

This uncertainty around accuracy and make up, increases the level of risk around any financial predictions. The level of risk increases the lower the charge is, and whilst this risk does not disappear entirely, a higher charge provides a more significant buffer for any errors in modelling assumptions.

It has been assumed, that moving forward into a chargeable regime the Council would be able to reduce operations by at least 1 round (based on the experiences of Harborough DC), so an annual saving of £140,000 has been assumed. However, if our take up rates exceed 50%, the risk of being able to meet the higher service expectations would increase and it would be prudent not to reduce the scale of operations, thereby not realizing that predicted saving.

If the take up is widespread and high, which would be more likely with a lower charge, then even a 5% increase in take up is likely to push us over the “safe” level. A 5% increase in take up from 50% to 55% would therefore increase operational costs by an additional £140,000 but at £26, the financial implication is that we would actually be worse off by £83,000 - at £40 this decreases to £52,000.

Although far from desirable, to manage this significant step change to the fixed costs of the service, some councils operate a waiting list system, where, after a certain point of take up, they cannot afford to expand their green waste service, until take up rates hit the required thresholds. Based on a charge of £26, an additional 5,400 customers would be needed to cover the additional step change costs. At £40, this reduces to 3,500 customers. In reality, the geographical location, existing customer base, distance to treatment and waste volumes may also influence where new customers are accepted from.

A number of worked through examples have been attached in the Appendices to assist members in appreciating the differences that may occur with varied pricing points and take up rates.

If a 50% take up rate is assumed based on a £26 charge and no reduction in the scale of operations, the Council should generate around £460,000 income in 2017/18 compared to the £400,000 currently budgeted. However, for the following years, the Council would fall short by £120,000 in 2018/19 and £220,000 in 2019/20 compared to the required levels in the Council's Medium Term Financial Plan (MTFP), unless the charges are increased substantially (circa £10) year on year, or the Council could be confident of signing up over 12,000 additional customers.

At £40 per bin and a 50% take up in year 1 with 5% increases thereafter it would generate income levels which exceed the original estimated requirements in the MTFP and helps mitigate some of the additional reduced funding pressures the Council's is currently aware of. In 2017/18 this should realise an additional £390,000, than currently budgeted for, which could be used towards offsetting the additional shortfall now being forecast in 2018/19 and 2019/20. Moving forward in 2018/19 we would achieve the predicted £700,000 assumed in the MTFP and in 2019/20 we could be £50,000 better off against the £800,000 assumed in the MTFP.

The table below contains a range of examples to illustrate the variations of sensitivity for a number of pricing points and assumed take up rates based on an initial 50% take up.

Current Rounds	2016/17	2017/18	2018/19	2019/20
Estimated Take Up		Yr1 50.0%	Yr2 55.0%	Yr3 60.0%
Black	5.5	5.5	5.5	5.5
Blue	5.5	5.5	5.5	5.5
Green	5	5	5	5
Service Cost	2,670,640	2,673,410	2,726,880	2,781,420
Other costs				
Additional costs for going to Landfill		75,000	75,750	76,500
Loss of green haulage (rec 15/16)		33,680	34,350	35,040
Total cost	2,670,640	2,782,090	2,836,980	2,892,960
Income - £26 per annum charge		-572,000	-629,200	-686,400
Net cost		2,210,090	2,207,780	2,206,560
Saving on Service		-460,550	-462,860	-464,080
Income - £30 per annum charge		-660,000	-726,000	-792,000
Net cost		2,122,090	2,110,980	2,100,960
Saving on Service		-548,550	-559,660	-569,680
Income - £34 per annum charge		-748,000	-822,800	-897,600
Net cost		2,034,090	2,014,180	1,995,360
Saving on Service		-636,550	-656,460	-675,280
Income - £40 per annum charge		-880,000	-979,000	-1,080,000
Net cost		1,902,090	1,857,980	1,812,960
Saving on Service		-768,550	-812,660	-857,680
Income - £50 per annum charge		-1,100,000	-1,210,000	-1,320,000
Net cost		1,682,090	1,626,980	1,572,960
Saving on Service		-988,550	-1,043,660	-1,097,680

26. The Proposal for a Charged for Garden Waste Service

Following the research and analysis of the working party, and having carefully considered all the influencing factors, it is proposed that a chargeable garden waste collection service along the following principles should be considered.

- The pricing point for the service should be £40 for a year.
- The service would be a year round service, with a short suspension of 1 or 2 collections around Christmas and New Year.
- That the chargeable service should start with effect from Monday 3rd April 2017
- The payment terms are a single annual subscription payable in advance
- The subscription year runs along a financial year (April to March)
- There are no discounts or concessions offered to groups , smaller bins or part year enrolment
- The charge is per bin not per property,
- Additional bins are charged at the same rate
- The subscription is for the property and is not transferable
- If the bin isn't displaying its "permit" (bin sticker) it will not be collected.

Appendix 1 details the draft proposed terms and conditions for a charged for garden waste service.

Appendix 2 details an initial version of frequently asked questions (FAQs) on the service would operate

27. Implementation Programme Outline and Key Associated Risks

Assuming approval from Council, there are 4 key areas for consideration on this:-

- Communications
- Handling Customers Enquiries
- Operational Delivery
- Income Management

To work towards the 3rd April 2017 implementation of the new service, this means that the system must 'go live' no later than 6th or 7th March to enable customers to access the system, pay for the service and receive their 'permit' prior to the start date. It is therefore evident that the window for implementation is tight. This adds a level of risk to each element and by necessity, means that compromise decisions have to be accepted, or a later date for implementation selected. However, a delay to implementation adds additional risks to the budget for 2017/18.

If a final decision on the charging for a garden waste service is delayed until the budget setting Council meeting on 28th February, then 3 weeks of communications will have been lost and there would be a delay to the whole implementation plan, as the key factors like cost, start date and period of service will not be confirmed, so printing of materials cannot be commissioned. This delay would add significant risk to the project if a Monday 3rd April commencement is desired.

Communications are a critical factor for the implementation and therefore this is covered in greater detail later in this report.

The period after Council tax bills are sent out is the peak period for customer enquiries and customer service demands are traditionally challenging to maintain. Although, we would seek to encourage digital sign up, as the preferred route, it must be noted that either will be a significant increase in contacts through all channels (telephone, face to face, online etc.). To manage this predicted additional increase in demand service areas, services will be required to take back calls in order to create capacity in the contact centre. This is likely to result in some drop in service response standards over many areas of the Council during this period.

Whilst this demand risk may be exacerbated in the initial implementation period, this additional demand will occur each year at the same point as the other annual demand peaks. It may be possible to smooth these annual increases in demand, by moving the subscription period away from a financial year to a calendar year. This shifts the two major increases in demands apart, but does complicate the communication messages and could alter some of the financial predictions and assumptions. If a commencement date after 1st April were to be selected, then the risks for communication reduces as does the potential for reduced customer contact experiences as again the peaks are separated and smoothed initially, but it is unlikely that a mid-year renewal is ideal for year 2 and onwards.

Operationally, it would be preferable to be able to take time to fully implement and utilise the route optimisation software before the scheme goes live, as this ensures accurate and efficient deployment of resources to meet the service demands. However, the system is unlikely to be operational before April, so it is unlikely that the service will run at optimum efficiency for the first few months.

However, in terms of a 'Go Live' date, the only significant operational risk is ensuring customers receive their permits prior to their first paid for collection. It is considered prudent to allow a minimum of 7 days but up to 14 days between customer sign up and receipt of their "permit".

The income/account management for year 1 sign ups is considered to be relatively simple and very low risk, it is however linked to the wider IT issues of designing, testing and deployment of the sign up system forms for the contact centre, website etc. In order to meet a sign up go live of 6th March, these must be completed and be subject to testing no later than 20th February, which is another reason why a delay in decision making on this matter, adds significant risks for a 3rd April implementation. It is believed that the signup systems could be operational available for 1st March.

There are therefore, a number of risks associated with each element and these risks vary depending on decision date, 'Go Live' date, period of "permit" etc. and it is for members to consider and balance these when coming to a decision.

28. Communicating the new service

While the possibility of introducing a chargeable garden waste collection service has been communicated to households via GPS-tracked leaflet delivery, it is imperative that any decision to introduce the service is communicated to residents with sufficient time to sign up for the service or make other arrangements.

Taking into account the limited time between the date of decision and the target date for starting the service, if adopted, the following communications methods have been considered. It is proposed that the methods indicated in the table below with a tick (√) are used to communicate the service before the service starts. Those marked with a cross (x) do not represent good value for money and will not be pursued.

Ongoing marketing of the service once the service starts will take account of the profile of subscribers, take up rates etc.

There are a variety of methods that could be used to communicate with our residents, with a start date assumed as 3rd April 2017, some of these options become unavailable prior to the start of the service. These are indicated in the final column of the table below, which looks to summarise the various communication methods.

Method	Timing	Approx. cost	Comments	√/x
Inclusion of A5 leaflets with council tax bill to all c. 45,000 households.	Distribution w/c 6 March. Two week lead time.	£1,000 – from existing budgets	Mass mailing to all residents, low cost per household. Can be overlooked. Sent to bill payer, not occupier.	√
Separate leaflet delivery to c. 40,000 households.	Takes three weeks. Will need booking one month in advance.	£3,000 – no budget allocated	GPS-tracked leaflet delivery. Some households overlook leaflets or discard them without reading. Remote households and flats may be excluded.	x
Separate direct mailing to all c. 45,000 households, second class.	Must avoid late Feb/early March. Two week lead time.	£18,000 – no budget allocated	Has to be addressed to 'The Householder'. Often treated as junk mail and unread. Expensive.	x
Direct email to respondents to green waste survey	When required	Nil	Recipients have expressed interest in service.	√
Direct communication to parish councils for dissemination	When required	Nil	Effectiveness varies and depends on engagement of parish council.	√
Direct communication to borough councillors for dissemination	When required	Nil	Effectiveness varies and depends on engagement of councillor.	√

Social media advertising	When required	£marginal – from existing budgets	Targeted reach at low cost	√
Social media posts	When required	Nil	Promotes engagement. Limited reach.	√
Vinyl signage on vehicles	Up to 4 week lead time, depending on supplier availability	£2,800 for branding on both sides of six trucks	Message very relevant to display context. Reaches all of borough.	√
Bin tags	Needs a break in refuse collection schedule or additional staff to tag bins		Time taken to tag means crews unable to collect waste at same time.	x
Displays at public buildings	Approx. two week lead time	£70 per item – from existing budgets	Limited reach and effectiveness.	√
Website and customer services information	When required	Nil	Passive communication	√
Radio/press editorial and advertising	Approx. two week lead time	Nil to c.£3,500 – from existing budgets	Declining audiences means limited reach and effectiveness	√

The service delivery and communications milestones are as follows:

Milestone	Date
Publication of this report to Council	Monday 30 January
Media release on publication of report to Council	Monday 30 January

Decision of councilors	7 February
(hereafter subject to decision)	
Media release on Council decision	8 February
Radio/press/social media advertising	From w/c 13 February
Web/customer service information published	From w/c 13 February
Subscriptions open via website	6 March
Leaflet delivery with council tax bills	6-10 March
Material available for public display	6 March
Vinyl vehicle signage rollout begins	13 March
Chargeable service begins	3 April

Members should note that these milestones and dates carry some risk, in particular:

- Subscriptions will open only four weeks before the existing service ends and the chargeable service starts.
- Council tax bills are due to be distributed in w/c 6th March. Leaflets included with the bills will be the primary means of communicating the service; however, they will be distributed just four weeks before the chargeable service starts and at the same time as subscriptions open.
- If residents do not decide to subscribe to the service straight away they may miss some garden waste collections.
- Some residents may not receive information about the change to the service, despite the communications outlined above. This may lead to complaints about missed bins after the new service starts.
- A later start date for the new service allows residents more time to sign up to the new service or make alternative arrangements, and more time to communicate the proposed changes.

29. Equality and Diversity Impact Assessment

A full Equalities Impact Assessment has been undertaken and is attached as an appendix 3. The service is a universal service available to all. There are no detrimental or beneficial impacts on any of the protected groups as it remains available for all, but at a charge. The ability to pay and affordability are not linked to income levels.

Currently all households do make the same proportional contribution through their council tax, regardless of whether they are actually able to benefit from the service. For example occupants of flats, high density terraced housing with no gardens and sheltered housing residents: these types of residents are perhaps most likely to be on lower incomes, whilst residents living in larger more affluent types of property have been able to benefit from a number of bins for the same proportionate contribution through the council tax.

30. Financial Implications

The earlier sections of this report have identified that this Council is facing unprecedented reduction in funding through the life of the MTFP. To date members have received 3 budget reports – all of which have shown the need to make a number of decisions in order to make the savings/generate the income to achieve a balanced budget.

In relation to waste services we have the following built into each year's budgets;

2017/18 £400,000 savings or income required

2018/19 £700,000 savings or income required

2019/20 £800,000 savings or income required

This scale of saving / income required can only be generated through either cutting a considerable number of services or introducing a chargeable green waste service and the figures reflected in the draft budgets to date are based on a 12 month service at £40 per bin commencing at the start of April.

If a charge of less than £40 per bin is introduced, then it would resolve the immediate pressures for 2017/18 **but** Council will then need to decide which additional services will be terminated in order to balance the budget for subsequent years. Whilst the introduction of any charge for a previously free service, albeit a completely discretionary one, will be unpopular, it may be better to introduce sustainable price points from the onset and be able to maintain that for a number of years.

It is possible that the implementation date for a chargeable garden waste service could be delayed, but again this is likely to require the initial fee to be slightly increased as take up rates may be lower and slower for a part year service.

If it is decided not to introduce a charge for the garden waste service, then significant service reduction decisions across all areas of the Council will need to be implemented as part of the budget setting on February 28th. This may involve the complete cessation of services across a wide range of activities and is likely to involve the need for significant compulsory redundancies. This will both delay the implementation and require additional costs to be also included, thus making the reductions even deeper.

31.Environmental Implications

There are environmental implications with this proposal - some are positive and others negative. With the introduction of a charge, less green waste is likely to be collected through the green bin for processing through the IVC therefore recycling rates in the Borough are likely to reduce. Conversely, more garden waste is likely to be windrow composted through the Household Waste Recycling Centre's (HWRC), which would be a substantial energy saving.

It is also likely that the amount of home composting would increase, which has benefits in energy reduction and also through the re-use of compost by the householder in their own garden, potentially reducing the use of chemicals.

An assumption of 50% take up for a chargeable service, would result in an overall reduction in municipal waste collected. Waste minimisation is a key objective of the WWP strategy. It is also likely to make householders think more about the volumes of waste they produce and could encourage behavioural change towards reducing food waste.

Potentially food and/or garden waste could be placed in the dry recycling blue bins by householder who wants to avoid the cost of subscribing to the service. This could potentially contaminate significant amounts of recycling materials.

There may be an increase in fly tipping in the borough or the potential for rogue traders who are not licensed to carry waste, to offer the removal of waste and dispose of the waste illegally, however, this will be managed robustly. Research has shown relatively little impact on fly tipping attributed solely to the introduction of a chargeable service.

The reduction of refuse collection vehicle miles will make a positive reduction in emissions of NOx. Nitrogen dioxide emission levels from road transport vehicles are the reason Rugby has an Air Quality Management Order.

It is possible that the residual waste stream will be diverted to landfill rather than incineration. Biodegradable materials such as food and garden waste are likely to breakdown and release methane, which is a significant 'greenhouse' gas. Incineration also causes polluting emissions. Methane gas from landfill sites can be used to create energy. The CSWDC incinerator produces energy from waste.

32.Legal Implications

The garden waste collection service is not a statutory function.

The Controlled Waste Regulations 2012 allows a charge to be made for the collection of domestic garden waste.

The EU Waste Framework Directive requires local authorities to be recycling 50% of household waste by 2020. This European legislation has been transposed in to UK law. A formal set of 'Terms and Conditions' will be required between the Council and residents prior to the commencement of the service. A draft set is attached as an appendix.

Food waste must be collected at no additional cost from households. How this service is delivered is at the discretion of the Waste Collection Authority. Currently it can be collected in either the green or black bin. If a chargeable scheme is introduced, we will need to direct food waste into the black bin.

33. Risk Implications

With a significant service change of this nature that could be considered to be adversely affecting the majority of our households, there will always be a large number of risks, not all of these are capable of being accurately quantified or fully mitigated. The following risks have been identified as perhaps the most significant:

- Failure to set a balanced budget for 2017/18 and develop a sustainable Medium Term Financial Plan
- Practical implementation challenges which adversely impact operational delivery
- Negative public perceptions and complaints as a chargeable garden waste collection service is likely to be unpopular with residents and this affects the overall reputation of the Council
- Potential increased fly tipping of garden waste.
- Potential increased residual waste where residents don't use HWRC sites and put garden waste in black residual waste bins
- Potential increased contamination and of dry recycling, where residents put garden waste in blue recycling bins
- Potential increased pressure on HWRC sites
- Failure to meet recycling targets (legislative or partnership)
- Negative perception from some, or all, partners in the Warwickshire Waste Partnership
- The assumptions and estimates are subjective and may prove to be inaccurate

The green bin service is highly popular, with many properties, especially in the rural areas, having more than one bin. The impact for this service change is likely to be less noticeable for those properties in the high density urban areas of the town. Regardless of how effective or well executed the communications around this are, there is likely to be public dissatisfaction around this proposal.

Our partners within the Warwickshire Waste Partnership are also likely to be negatively affected by this proposal. The Waste Strategy establishes targets for ongoing improvements in recycling rates and waste minimisation. The suspension of, and possible charge for, a garden waste service may make these targets unachievable for the partnership.

Discussions have taken place with colleagues at Warwickshire County Council (WCC), to seek to fully understand the consequential implications for them, regarding long term contracts for waste disposal and treatment, particularly in relation to the in-vessel composting facility provided to enable the collection and treatment of food waste. It is possible that some of the projected financial savings that may be achieved could be reinvested to mitigate any impact caused to our partners in order to maintain wider effective working relationships, especially if demand at Hunters Lane HWRC increases.

It has been difficult to accurately evaluate the potential impact a decision by Rugby might have on WCC as the disposal authority, as they have been unable to release details of their contracts due to assertions of commercial confidentiality. WCC have in place a number of very long term binding contracts for the treatment and disposal of waste. It appears that some of the contractual terms and conditions accepted may prove to be disadvantageous, to them if we were to introduce a chargeable garden waste service.

In some cases, for example access to the Coventry Energy from Waste (EfW) plant, that other councils have preferential terms to those for WCC. We have requested to meet with the EfW management to understand some of potential challenges that are being presented to us and to see how these could be managed or mitigated. However, as the contractual relationship is through WCC we are unable to do this without their agreement and consent.

At the working party and through the activities of the WWP, both RBC and WCC consider taking a holistic systems wide approach, picking up the issues of both the collection and the disposal authority, is considered to be the way forward. Given the arrangements that currently exists regarding shareholdings in the EfW plant, this holistic approach should also extend across the waste disposal authorities in the sub-region.

Due to timing pressures it has not been possible to circulate this report for comment to the members of the WWP, however, this will be done once it has been published. The principal proposals detailed in the recommendations of this report have been informally shared with WCC as the disposal authority, although, as they haven't had sight of the completed report, they haven't formally commented on the specifics of the proposition. However, they have reaffirmed that there is a continuing need to engage with partners on the wider re-imagining of total waste arrangements across the county, in the hope that further opportunities for cost saving could be identified. This is the approach that was supported by the Warwickshire Waste Partnership and remains a work in progress.

34. Next steps for working party

This is a significant service change and the assumptions and implications need to be monitored closely over the next year or so. The working party also has, as detailed, at the start of the report a number of other areas for investigation, along with partners across the Warwickshire Waste Partnership. These may influence how the Council ensures its waste services are redesigned and aligned to be fit for the future.

Therefore the working party should continue to explore these options and through the portfolio holder periodically report back to Cabinet on the impact of introducing a charged for garden waste service.

35. Recommendation

- 1) A chargeable garden waste service be introduced to replace the current green bin service with effect from Monday 3rd April 2017;
- 2) the financial implications from recommendation 1 above be included in the Council's budgets for 2017/2018 and future years;
- 3) the Terms and Conditions for a charged for garden waste service detailed in appendix 1 be approved;
- 4) the price point for the service subscription be set at £40 for 2017/18;
- 5) the cross party working party continues to monitor this scheme and investigate other opportunities for changing how we deliver waste services; and
- 6) the Council continues to work with partners within the Warwickshire Waste Partnership (and others) to explore options to reduce waste service costs.

DRAFT - Chargeable Garden Waste Collection Service – Terms and Conditions

- 1) The service is a subscription based fortnightly collection of organic (garden) waste only.
- 2) Collections take place from green wheeled bins from the usual collection point (the same as refuse and recycling) on the scheduled day.
- 3) The service will be a year round service and operate fortnightly throughout the year, with a short annual suspension to accommodate collections of residual waste and recycling materials.
- 4) The service replaces the previous garden / food waste collection for which there was no additional charge.
- 5) The bin shall be placed in the usual collection point by 7.30am
- 6) The green wheeled bins remain the property of the Council.
- 7) The customer is responsible for the security of the bin.
- 8) Bins will only be emptied if they have a valid permit (bin sticker) attached. The permit is NOT transferrable.
- 9) Garden waste is only accepted loose in the bin. (i.e. not bagged)
- 10) Bins that are contaminated (i.e. contain incorrect materials), overflowing and / or overweight will not be emptied. The customer will have to remove the unacceptable material and the bin will then be collected on the next scheduled collection day.
- 11) Regular contamination of the green bin will result in the bin being removed. No refunds will be made under these circumstances.
- 12) Bin lids must be closed. No excess (side) waste is collected.
- 13) The Council will not empty containers that weigh in excess of **TBC Kg**
- 14) The Council will provide an assisted collection for customers that are already registered for this service
- 15) Neighbouring properties can share the cost of one bin; however one party will take responsibility for payment. In such cases the bin should be placed out for collection at the property where the customer has paid the subscription.
- 16) The subscription to the service is for the property, not the occupier. If the occupier moves the permit remains valid to the premises it was originally issued to.

Payment Terms

- 1) The charge is £40 per bin. Customers can purchase a second green bin collection for an additional £40 for each bin.
- 2) There shall be no concessions or discounts.
- 3) The cost of subscriptions is non-refundable
- 4) There will be no collections during the Christmas and New Year Period.
- 5) Payment is due one month ahead of the end of your subscription period (a renewal notice will be issued) Collections will be suspended from the date of commencement of the new years' service if payments are not received.
- 6) Collections not made due to severe weather, industrial disputes or other disruptions relating to issues outside the Council's control, will not be refunded
- 7) Subscriptions made during the course of the year will be charged at the full year rate.
- 8) Customers can either pay online at www.rugby.gov.uk/recycling or by telephoning (01788) 53XXXX
- 9) Schools, churches, community centres etc. can access the service. The same fees apply, provided they are not subject to trade waste charges.
- 10) New or replacement bins will be subject to a delivery charge.

Chargeable Garden Waste Collection Service

Frequently Asked Questions

CHARGING

How do I sign up for the service?

You can sign up and pay online. Payment can be made by debit or credit card; there is a 2.5% surcharge for using a credit card. Alternatively you can pay over the phone by calling (01788) 533xxx

How much does the service cost?

The cost of the service will be £40 per year.

Will there be a cost reduction for residents without the means to pay or who are in receipt of benefits?

No concessions will be available.

Does the service operate all year?

The service will be suspended during the Christmas and New Year period

How do I opt out?

You do not need to contact us to opt out.

Can I have more than one bin and will additional bins be charged at the same rate?

Yes, each additional bin will be charged at £40 per year per bin.

I already have more than one bin, but I only want to subscribe for one.

We will only collect additional bins if they display a valid permit. Unwanted bins can be retained or returned.

How will you know that I have paid for the service?

When you pay to receive the service your property will be added to the collection round and you will be issued with a sticker to place on your bin. This will identify that you have paid. Only bins with permits on will be emptied.

How soon after paying will I receive a collection?

It will take up to 14 days to process your request, deliver your sticker and make the first collection.

Collections will be on the same day as your recycling collection.

I don't currently have a bin, can I still sign up for the service?

Yes, you can sign up to the service. Once you have paid for the new service the Council will arrange for the delivery of a garden waste bin. There will be no delivery charge as you have not had garden waste collected previously.

Is it legal to charge for garden waste collections?

Yes, under the Environmental Protection Act 1990, councils can charge for a collection of garden waste. The collection of garden waste is a non-statutory service therefore the council has no duty to collect it.

Don't I already pay for a garden waste collection through my council tax?

Currently your council tax contributes to the cost of running of all Rugby Borough Council's services. A proportion is used by Warwickshire County Council to pay for the disposal and treatment of waste. A proportion is used by the Police and Crime Commissioner to pay for policing services. Rugby Borough Council uses part of its share of council tax to deliver the waste collection services. Rugby can no longer afford to offer this service free of charge.

What will I do with my garden waste if I don't want to pay for a collection?

You can take your garden waste to the Household Waste Recycling Centres (Hunters Lane, Rugby or Stockton) N.B – food waste is not acceptable at these sites. Alternatively you could home compost your garden and uncooked food waste. WCC offer subsidised home composters for £10, available at the Household Waste Recycling Centre at Hunters Lane, Rugby.

I understand some residents have bigger bins than I do, are they being charged the same as me?

Yes. The smaller bins were delivered before the alternate week collection service was introduced in April 2009. Householders have in the past been able to exchange these for larger or additional bins since 2009 at no cost, should they have required additional capacity. Subject to availability it is possible to exchange your bin for a larger one, there will be a one off delivery charge of £XX to do this.

What happens if I join part way through the year?

You will still be charged £40 for a part year.

How will I be charged in future years?

You will receive an annual reminder to renew your subscription; this can be done online or by telephone.

Can I share the cost of a bin with my neighbour?

Yes, although only one resident will be charged, the relevant bin will have to be presented at the property of the resident that has paid the subscription. The Council will not arbitrate between residents usage of any bin that is shared.

If I move house can I take my bin with me?

No, when you move house all bins must be left at the property. All bins remain the property of Rugby Borough Council

What happens if my bin is broken, lost or stolen?

We will replace or repair bins free of charge which have been damaged or lost by the Council.

Where we consider that the householder's negligence or wear and tear, resulted in the damage of the bin a charge of £40 will be made for the repair or replacement.

Theft or criminal damage, such as arson, should be reported to the police. Householders may be able to claim on home insurance policies regarding the replacement costs.

Who owns the bins?

The Council will continue to own the bin. The service you are paying for is the collection of the bin.

What happens if I no longer want the service?

If you do not renew your subscription annually before April then your garden waste collections will cease without any further notice.

If the agreement is cancelled by you at any stage after payment have been made then no refund is issued.

Can I keep my bin for storage etc. if I don't want to pay for a collection service?

Yes. If you do not want to pay to have your garden waste collected then you can keep your bin but we will not empty it after your last scheduled collection day between 20th March and 31st March 2017. If at a later date you choose to sign up for the service you can use your existing bin.

I don't want the service and I want you to collect the bin

We will collect the bin, however should you later decide to subscribe to the service in addition to the subscription fee you will be charged £40 for re-delivery of a bin.

Have you considered the environmental impact of more people driving to the Household Waste Recycling Centres to dispose of their garden waste?

Yes. However we hope that residents will recognise the benefits of a kerbside collection and choose to pay the £40 annual charge rather than use the HWRC. The £40 charge equates to less than £2 per collection.

COLLECTIONS

What can I put in my garden waste bin?

- Grass cuttings
- Hedge cuttings
- Plants or flowers
- Small branches or twigs
- Leaves

Please **DO NOT** put the following items in your garden waste bin:

- Soil or turf
- Rubble, gravel or sand
- Large branches or wood
- Kitchen or food waste
- Paper, cans or plastic bags

Where do I place my sticker on the bin?

The sticker must be stuck onto the back of the bin, underneath the handle. The bin must be placed kerbside with the handle facing the collection crew in order that they can easily identify a bin that has been paid for.

How will I know when my first collection will be made after I've made payment?

Your first collection will be made on the same day that your recycling bin is collected. The first collection will be made within 14 days of receipt of payment.

What time will my collection be made?

Place your bin out for collection from 7.30am. The collection will not be made at the same time as your recycling collection.

Will you take garden waste placed in a container at the side of my bin?

Side waste is not collected. Bin lids are also required to be fully closed.

If your bin is considered too heavy for the lifting mechanism on the lorry it will be left unemptied until you remove some of the contents.

Will there be a ban on garden waste in the black refuse bin?

Yes, garden waste will not be accepted in the black refuse bin as it makes the resulting material unsuitable for incineration at the Energy from Waste plant that the council uses for disposal of general refuse (black bin waste).

What happens if I put garden waste in my blue lid recycling bins?

Bins containing unacceptable material will not be collected. You will be required to remove the offending material before the next collection.

What happens if my garden waste collection is missed?

If you placed your bin out at the correct time for collection and it was missed you should telephone (01788) 533XXX. The collection crews record all bins that are not out for collection. In addition the collection vehicles have a camera system on them.

The facts of whether your bin was out for collection will be verified and should we establish your bin was genuinely missed we will arrange collection within the next 3 working days. In this instance you must leave your bin accessible to the collection crew.

What happens if my bin hasn't fully emptied?

Bins do not fully empty because they are either overloaded and the contents are compacted or the contents have frozen due to weather conditions. In either of these situations the crew will not return. In order to avoid this situation do not overload your bin and during frosty conditions keep your bin in a sheltered spot.

Can I line my bin with newspaper or bag my material up before putting it in the bin?

You can line your bin with newspaper but plastic bags are **NOT** acceptable in the green bins.

Will charging for garden waste mean more fly tipping?

The Council does not expect the majority of law abiding residents to change their behaviour as a result of the charge. Experience elsewhere has shown little difference in fly tipping cases. However the council will, as it does now continually monitor the number and nature of fly tipping cases. As is currently the situation, enforcement action will be taken against anyone caught fly tipping any material.

EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

Introducing a chargeable garden waste collection service



Equality Impact Assessment

Service Area	Environment and public realm
Policy/Service being assessed	Charging for a garden waste collection service
Is this is a new or existing policy/service?	New policy/service
If existing policy/service please state date of last assessment	
EqIA Review team – List of members	Sean Lawson, Matthew Deaves, Minakshee Patel
Date of this assessment	27 January 2017
Signature of responsible officer (to be signed after the EqIA has been completed)	

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

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509.



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
State the Function/Policy /Service/Strategy being assessed:	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chargeable garden waste collection service			✓			✓			✓			✓			✓			✓			✓			✓			✓
<p>Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.</p> <p>There is likely to be a positive impact on social inequalities. Occupiers of flats, houses of multiple occupation, sheltered accommodation and high density terraced homes, with no gardens or whose gardens are small, all contribute to the cost of the green bin service through general taxation. However it is most likely that these properties are occupied by those on low incomes. A chargeable service would remove this inequality and householders would have the choice to subscribe to the service.</p>																											
YES																											

Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how.	NO

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of Plan/Strategy/Service/Policy?	The council is considering withdrawing the green bin collection service and introducing a chargeable garden waste collection service
(2) How does it fit with Rugby Borough Council's Corporate priorities?	The proposal fits with the proposed new corporate priority 2017-2020, "achieve financial self sufficiency by 2020 and the portfolio priority "continue to improve the efficiency of our waste and recycling services".
(3) What are the expected outcomes?	Increased financial self sufficiency; reduced waste generation in accordance with the waste hierarchy, increased home composting.
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?	A waste services working party considered evidence from this authority, neighbouring authorities and partners in the Warwickshire Waste Partnership. Evidence included waste collection tonnages, impact on fly tipping, cost of waste collection and waste disposal, and the nature of long-term waste disposal contracts.
(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?	Partners in the Warwickshire Waste Partnership have been informed of the proposal and comments taken into account. Residents have been surveyed – circa 40,000 survey forms were distributed and around 2800 surveys were completed.
(3) Which of the groups with protected characteristics have you consulted with?	The service has been subject to general consultation.

Stage 3 – Analysis of impact			
<p>(1) From your data and consultations is there any 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>	RACE	DISABILITY	GENDER
	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT
	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
(2) If there is an adverse impact, can this be justified?			
(3) 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.)			
(4) How does the plan/strategy/service/policy contribute to the promotion of equality? If not what can be done?	Residents with a disability will be able to take advantage of the bin pullout service.		
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?			
(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?			

<u>Stage 4 – Action Planning, Review & Monitoring</u>					
If No Further Action is required then go to – Review & Monitoring (1) Action Planning – Specify any changes or improvements which 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				
(2) Review and Monitoring State how and when you will monitor policy and Action Plan					
	Action	Lead Officer	Date for completion	Resource requirements	Comments

Please annotate your policy with the following statement:

‘An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).